

GREEN. THE BID



In-Office Plan for Green Companies

In-Office Plan for Green Companies:

Always begin by writing an office environmental policy, display it prominently, email it to all staff - we have a memo example on the next page you could use as a starting point. Here are the items we recommend you include - feel free to add to these and share with us your progress!

- Have a designated Green Team, who regularly review office environmental policy to make sure you are up to date with compliance surrounding waste, recycling, e-waste, hazardous materials etc.
- Keep up to date with new technologies and sustainable products that will help you reduce your impact both in the office and on set, and likely save you money too.
- Use cloud storage services that have sustainability initiatives instead of paper for as many processes as possible, like ordering petty cash, logging invoices, P.O.s and per diem forms.
- Request paperless options from all billing services, e.g. bank statements, electrical and gas billing.
- Whenever you do need to print items, print double-sided where possible, black and white, and expand margins to fit more onto a page.
- Unsubscribe to unnecessary emails and limit "reply all" emails to lower emissions

In-Office Plan for Green Companies:

- Eliminate all single-use plastics from home/office, including plastic water bottles, utensil bags, to-go containers, etc, and replace with reusable options that are compostable (example, bamboo). Use filtered water and glasses instead.
- Replace all office supplies with post-consumer recycled goods (pens, paper , other recycled products) or organic cottons (table cloths, napkins etc), and use companies that promote sustainability initiatives.
- Replace food and drink products with eco and fair-trade alternatives.
- Use recycled shipping boxes and biodegradable packing, paper, wrap, thread tape etc.
- Use FSC certified paper products including toilet paper, printer paper (aim for 100%), envelopes and other stationery.
- Avoid Nespresso pods and K-Cups entirely - Use a reusable steel K-Cup instead.
- Switch to a renewable electricity plan for your office
- Turn off lights when not in use, and use timers and/ or motion sensors to minimize light use.

In-Office Plan for Green Companies:

- Turn off your computers and monitors overnight and on weekends, and use timers and/ or motion sensors to minimize light use.
- Check weatherproofing to cut down on heating and electricity .
- Turn off your climate control when not needed.
- Replace all power strips with smart power strips that conserve energy.
- Replace all lightbulbs with energy efficient lightbulbs.
- Properly recycle all old e-waste, and use rechargeable batteries wherever possible.
- Implement clearly labelled bins in prominent places, and desk side recycling to help everyone understand what goes where.
- Give preference to locally manufactured sustainable supplies.

In-Office Plan for Green Companies:

- Make sure to use "Green Web Hosting" sites for your company websites.
- Frequent restaurants that have committed to sustainable practices.
- Buy and Activate the "Energy Star" energy saving functions available on most computers and other office equipment.
- Promote carpooling and public transportation options to staff or, if possible, supply company bikes to encourage eco-friendly commuting.
- Keep live plants in the office.
- Encourage WFH wherever possible to avoid carbon emissions.

Office Memo Template:

Welcome to our office! We're working to operate more sustainably . We want to let you know about the green measures we've taken.

You can recycle the following in our office, please pay attention to the signs at the cans:

Paper, card, plastic bottles, glass and cans. Please put any recyclables in the these bins - we don't have trash cans under the desks as they discourage recycling.

You can put all waste food in the composting cans

We work on a digital job file basis, and also invoice electronically.

Please set up on our printer with the following defaults: draft mode, double-sided and black & white.

We don't offer bottled water, but we have a filter. Our kitchen is stocked with cutlery and actual bowls and plates, so please remember to decline plastic cutlery when getting takeout for lunch.

Please consider using trains instead of planes where possible. Where possible please do PPMs or other meetings by Zoom/ Bluejeans etc, instead of flying anyone in. If you do need to book a car, where possible request hybrid or electric.

Please turn off your computer and any lights near you when you leave. If you're the last one out please turn off all remaining lights, and the printer.

Leave the heating/air con - it's all on timers.

We don't like plastic bags in the office, so please use one of our snazzy canvas ones, or a bag for life - see the office manager who is responsible for all of the above.

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THANK YOU!

These resources are courtesy of Cosmo Street, AdGreen, Good Planet Innovation & CO2Cycle.