



### Consider responsible sourcing

If your business relies on suppliers, then ensure they source their raw materials sustainably and responsibly.

### Virtual meetings

Holding virtual meetings or allowing employees to work from home will reduce the carbon footprint of employees travelling.

### Be paper smart

Consider sending information electronically instead of printing it out. Think about how much paper you buy, use in the printers and how much you need to print at work.



### Reduce, Re-use, Recycle

Take your recycling to a local recycling centre if you don't have a recycling bin at work.



### Use your car less

Try setting up a car-pool, or consider walking more and using public transport when possible.

### Make recycling easy

Placing recycling bins around the office that are clearly signposted and labelled will encourage people to recycle their waste.

### Un-plug devices when not in use

Save on your monthly energy bill as well as the planet. Your electronic devices still draw electricity when they are off, so make sure you un-plug.



### Re-usable containers

Encourage employees to use re-usable bottles and mugs rather than disposable cups.



### Use daylight as much as possible

Relying on sunlight in the day will reduce the amount of fossil fuels used to produce electricity.

### Partner with sustainable companies & individuals

Collaborating with companies or individuals that have the same green values as you and will support this green movement.