

## 8. Reinforcing Success

- Seek recognition for your environmental efforts
- Offset environmental impacts
- Share your experience with other companies

### *In a nutshell...*



- Think green
- Conserve water
- Conserve energy
- Reduce waste
- Prevent pollution
- Reduce! Re use! Recycle!



Use public transport to travel to and from work as well as for short office trips

#### For more information contact us and/or:

- [www.greenbiz.com/toolbox/tools\\_third.cfm?LinkAdvID=4015](http://www.greenbiz.com/toolbox/tools_third.cfm?LinkAdvID=4015)
- [www.greenbiz.com/toolbox/tools\\_third.cfm?LinkAdvID=4770](http://www.greenbiz.com/toolbox/tools_third.cfm?LinkAdvID=4770)
- [www.greenbiz.com/toolbox/tools\\_third.cfm?LinkAdvID=5702](http://www.greenbiz.com/toolbox/tools_third.cfm?LinkAdvID=5702)
- [www.greenbiz.com/toolbox/tools\\_third.cfm?LinkAdvID=4815](http://www.greenbiz.com/toolbox/tools_third.cfm?LinkAdvID=4815)
- [www.greenbiz.com/toolbox/reports\\_third.cfm?LinkAdvID=2392](http://www.greenbiz.com/toolbox/reports_third.cfm?LinkAdvID=2392)
- [www.greenbiz.abag.ca.gov/BGRewarding.html](http://www.greenbiz.abag.ca.gov/BGRewarding.html)
- <http://www.nrdc.org/cities/building/foffice.asp>
- [www.greenbiz.com](http://www.greenbiz.com)

## *An example of a Statement of intent from a green business...*

"We believe a successful business is dependent on a healthy environment. We are actively working to show our environmental responsibility to our community by committing to the following objectives:

- *To comply with all applicable regulations and strive to exceed compliance*
- *To conserve energy, water, materials and other resources*
- *To develop and implement practices that prevent pollution and waste*
- *To be an environmentally responsible business within our community*
- *To strive for continuous improvement."*

# *It makes Good Business Sense!*

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## *Green Business*

*Action for sustainable management*



*Any kind of Business can become a Green Business!*

### **Green Business...**

- Improves employee morale & the health of the workplace
- Holds a marketing edge over the competition
- Strengthens its bottom line through operating efficiencies
- Is recognized as an environmental leader
- Complies with (any relevant) all environmental regulations
- Takes steps to conserve natural resources and prevent pollution, such as using more efficient lighting, purchasing in bulk, watering landscapes efficiently, recycling cardboard, using less toxic products, etc.
- Adopts preventative practises

# How to Green your Business...



From bamboo ceilings to linoleum floors, the office is a showcase of sustainable alternatives.

ness.

## 1. Taking the First Step

*You are running a business, and you want to do it right. That means bringing your environmental performance in line for a healthier bottom line. But how do I start working sustainably? Or, having started, how do I follow it through?*

A few fundamentals:

- **Keep up to date with environmental legislation.**
- **Understand how your business affects the environment**

Green businesses operate in ways that solve, rather than cause, both environmental and social problems. These businesses adopt principles, policies, and practices that improve the quality of life for their customers, their employees, communities and the environment. Any business, from any sector, whether it be commerce, finance, retail or industry, can become a green business.

- **Begin to make changes where they can be done practically**

## 2. Laying the Groundwork

- **Make sure you're obeying the law.**
- **Measure and reduce your waste**
- **Write an environmental statement**



Keep old batteries and then dispose of them properly!

- **Include your employees and clients in your environmental vision through :-**

- ✓ **Having clear Goals**
- ✓ **Encourage teamwork**
- ✓ **Get Top Management involved**
- ✓ **Make it relevant and constant**



Battery recycling bin at Morrisons

- ✓ **Think locally**
- ✓ **Make it fun**

## 3. Reducing Waste

- **Reduce office waste**
- **Create a reuse and recycling culture**
- **Green your purchasing**
- **Rent or lease equipment instead of buying**



Used ink cartridges ready for reuse or recycling

## 4. Energy Efficiency

- **Conduct an energy audit**

- **Lower your energy needs**
- **Equipment with efficiency**
- **Use energy efficient lighting**



Energy efficient light bulbs

- **Be smart with heating and cooling**
- **Keep equipment running smoothly**
- **Green your energy sources**

## 5. Water and Electricity Efficiency

- **Reduce and conserve water and electricity**
- **Install water and electricity efficient fixtures**
- **Reuse water**

## 6. Toxic and Hazardous Substances (e.g. computer and copier toner, cleaning supplies, glues, batteries etc)

- **Encourage alternative (shared or public transport) transportation**
- **Green your fleet**

## 7. Building Design and Construction

- **Green your Building**

Maximise the use of natural sunlight

