



OFFICE & ORGANISATIONAL CHECKLIST

LET'S REDUCE OUR IMPACT

By reducing the amount of carbon we produce, we can help slow down the effects of climate change.

Action starts with you - real solutions require action on a global scale but there are choices you can make in your day-to-day life and at work to lessen your impact on the environment.

- Be climate aware
- start small, think big.
- Here's a checklist of other things to help get you started:



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TRAVEL & TRANSPORT

- Encourage and support home working where possible
- Incentivise people to walk, bike or e-bike, train or car-pool to work
- Ensure face to face meetings can be accessed by public transport
- Fly less - can you do one less international business trip per year? Consider taking the train
- Plan to phase in or hire hybrid or electric vehicles
- Use public transport where possible

ENERGY & WATER

- Move to a renewable energy provider
- Turn thermostats down to 19 degrees or less
- Turn off lights and electrical equipment when you leave work
- Phase in LED lighting or install motion sensors
- Install energy saving radiator reflectors
- Install a smart meter and understand your energy use
- Conduct a thermal heat loss survey
- Insulate and improve your workplace energy efficiency
- Service annually - dual flush toilets and air conditioning units

FOOD & WASTE

- Become a single use plastic free place of work
- If disposable products are being used, make sure that they are recyclable or compostable.
- Ensure there are workplace bins for recycling
- Recycle office equipment and IT

OTHER THINGS YOU

COULD CONSIDER

- Identify colleagues or a committee to lead on driving change
- Move your web hosting to a green supplier
- Move investments and pensions to ethical funds
- Consider annual deletions – free up your data clouds
- Include environmental criteria when you purchase items
- Consider due diligence of your corporate sponsors
- Support a meaningful climate project (or off setting scheme) that actively restores biodiverse habitats.

