



# SUSTAINABILITY SIMPLY EVERY DAY

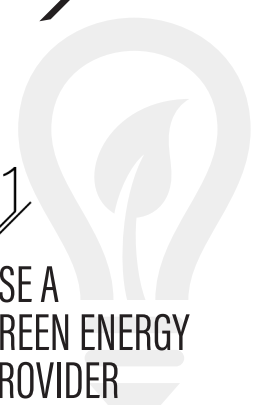
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# 10

## EASY STEPS, TO HELP REDUCE YOUR CARBON FOOTPRINT IN THE HOME & OFFICE

01

USE A  
GREEN ENERGY  
PROVIDER



02 INTRODUCE  
ENERGY SAVING  
INITIATIVES



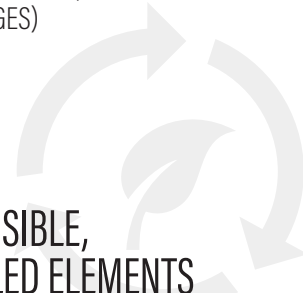
03 MULTI USE,  
NOT SINGLE USE  
(E.G. REUSABLE CUPS, TUPPERWARE,  
REFILLABLE PRINT CARTRIDGES)



04 THINK  
BEFORE  
YOU PRINT



05 WHERE POSSIBLE,  
USE RECYCLED ELEMENTS  
(E.G. FURNITURE, PAPER & PLASTICS)



06 REDUCE YOUR USE OF  
HARMFUL CHEMICALS  
(E.G. SWITCH TO VEGETABLE INK CARTRIDGES  
& ECO-FRIENDLY CLEANING PRODUCTS)



07 MANAGE YOUR  
WASTE AND RECYCLE



08 CONSIDER  
YOUR  
TECHNOLOGY



10 GET YOUR  
EMPLOYEES  
ON BOARD



09 STREAMLINE  
YOUR APPROVALS  
PROCESSES



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## PRODUCTS OF CHANGE IS HERE TO WORK WITH BUSINESS TO HELP DRIVE SUSTAINABLE ADVANCEMENTS BY 'EDUCATING TO INFORM CHANGE'

The POC Net Zero Group has pulled together **TEN EASY STEPS** to enable you to drive change within the office. We have already observed a 1 degree change in the Earth's temperature and realistically need to keep this below 1.5 degrees. We can contribute by reducing our carbon footprint starting with ten easy steps.

1. **Use a green energy provider** – Renewable energy is cheaper and better for the environment, with tax relief/exemptions available. Invest in solar energy and get your power from the sun!
2. **Introduce energy saving initiatives** – Install smart meters to track energy usage, use energy saving devices such as timer systems to control heating, lighting, appliances, recycle old office appliances replace with energy efficient ones. Use natural light where possible and install LED (energy efficient) lighting (consider Light as a Service). Encourage employees to take the train, walk or even cycle instead of the car.
3. **Multi-use, not single-use** - Use multi-use items e.g. crockery/cutlery/refillable print cartridges/rechargeable batteries/soap bars or refillable hand soap. Buy supplies in bulk and store in large containers.
4. **Think before you print** – Save energy/paper/ink. If you do have to print, edit and re-proof documents online, then make double-sided copies. Re-use old single-sided copies as scrap paper.
5. **Use recycled/recyclable, where possible** - Use recycled paper/recycled plastic/second hand office furniture, reconditioned computers. Encourage reuse of supplies such as old binders/folders, rubber bands, paper clips, envelopes and packaging materials. Shred old paper and use for packaging.
6. **Reduce your use of harmful chemicals** – Use vegetable ink cartridges/eco-friendly cleaning products.
7. **Manage your waste & recycle** - Identify what needs recycling (think food, office paper, cardboard, glass, tins and cans, single-use plastics, flexible plastics, cartons, coffee cups, coffee grounds, compostable packaging and coat hangers) and provide labelled bins. Companies such as The First Mile ([www.thefirstmile.co.uk](http://www.thefirstmile.co.uk)) will collect and sort mixed recycling and general waste (ensuring zero-to-landfill), or use Terracycle ([www.terracycle.com](http://www.terracycle.com)) to recycle those hard to recycle items.
8. **Consider your Technology** – Choose re-conditioned, rather than new computers, phone systems and mobiles. Buy laptops (use less energy) rather than desktops, or use smaller screens. Remind employees to use hibernation/sleep mode when they step away from their desks and to turn equipment off at the end of the day.
9. **Streamline your approvals processes** - Reduce the requirement for product samples within the approvals process. This one, simple action will reduce waste throughout your supply chain.
10. **Get your employees on board** – You need to communicate how, by implementing these small changes, everyone can make a difference. Celebrate your successes and share progress made towards your more efficient and environmentally friendly office!

"Achieving net zero emissions will require a whole economy transition – every company, every bank, every insurer and investor will have to adjust their business models. This could turn an existential risk into the greatest commercial opportunity of our time. We need fifty shades of green to catalyse and support all companies towards net zero."

*Mark Carney  
Former Governor of the Bank of England*

"Implementing simple solutions and gaining traction across business will lead to positive, sustainable change not only within the smaller, more actionable elements but eventually across the whole supply chain."

*Helena Mansell-Stopher  
Founder Products of Change*

**Take all of these actions and you'll have it SUSSSED!**

**We hope you'll share the progress you've made, plus any additional tips that we can pass on.**

*The Products of Change Community*

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