



PeopleProfitPlanet
Empowering Responsible Business

- ⇒ Fit low energy light bulbs where you can.
- ⇒ Compost all food waste
- ⇒ Flexi-time implementation
- ⇒ Water butts to reduce water use in toilet
- ⇒ Reward staff for the savings they make
- ⇒ Fit double glazing
- ⇒ Wear warm clothing in cold weather
- ⇒ Switch off lights when you leave the room.
- ⇒ Check if lighting is on unnecessarily in the middle of the day: use natural light as much as possible
- ⇒ A Florescent tube uses over five hundred times more energy if left on for fifteen minutes than the energy needed to restart it.
- ⇒ A mobile phone charger if left plugged in when not charging will be responsible for up to 70kg CO2 over a year.
- ⇒ A monitor if left on standby will be responsible for 30 kg CO2 over the year.
- ⇒ Shutting a computer on and off DOES NOT significantly affect the computer.
- ⇒ Screen savers DO NOT save energy, some actually increase energy consumption.
- ⇒ Ensure you unplug, or turn off at the wall, your laptop charger.
- ⇒ Recycle printer cartridges
- ⇒ Purchase Recycled stationary
- ⇒ Ensure that printers are defaulted to economy printing and grayscale
- ⇒ Always use the second side of paper, either by printing on both sides or using the blank side as scrap paper.
- ⇒ Have a scrap paper box on every desk and next to all photocopiers / printers
- ⇒ Only have recycling boxes by peoples desks so that you don't accidentally put paper in the normal bin
- ⇒ Use and re-use a paper clip instead of staples
- ⇒ Switching off non-essential equipment overnight in an office saves enough energy to run a small car for 100 miles.
- ⇒ By switching off unused office equipment and by enabling energy saving modes
- ⇒ Switching off or unplugging a microwave has no costs and will save 80kg of CO2 per year
- ⇒ Just boiling one cup of water instead of a full kettle saves 30% of the energy.
- ⇒ Use mugs / glasses rather than disposable cups
- ⇒ For every 1°C that your building is overheated, up to 10% is added to your heating costs
- ⇒ Heating and hot water can account for up to 60% of a building's energy use.

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Motivating you and your team to save money AND the planet



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- ⇒ Ensuring that office windows are shut at night during winter can £2 per office per night.
- ⇒ Ensure that heating is turned off at the weekend
- ⇒ If possible, open windows rather than turn the air conditioning on
- ⇒ Avoid placing 'hot' equipment, like photocopiers, near vents, as the system will have to work harder to cool the area.
- ⇒ Use food & other suppliers from local sources
- ⇒ When you are using your car, drive with style, saving up to 13% of your fuel costs.
- ⇒ Switch company cars to alternative fuels (LPG, bio-fuels, hybrid, etc)
- ⇒ Set up a car share scheme at your work: You can halve one aspect of your carbon impact at a stroke!
- ⇒ Leave the car for one short journey: Why not burn calories & not the planet!
- ⇒ Encourage cycling: Have bike racks and showers installed (there are even tax breaks for buying bikes)
- ⇒ Video conferencing can save time and money
- ⇒ Work from home
- ⇒ Reduce packaging in marketing materials
- ⇒ Use other marketing tools than direct mail
- ⇒ Change your electricity to a green energy tariff: Some tariffs are no different in cost to regular ones
- ⇒ Ensure all old office equipment and furniture is sent for recycling or purchase recycled
- ⇒ Put motion sensors for lights in hallways / toilets etc
- ⇒ Use a filter system rather than bottled water at work
- ⇒ Install a wind turbine and/or solar panels
- ⇒ Insulate walls and roofs
- ⇒ If you are moving to a new office, ensure it is built to the highest environmental standard.

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