ECO-FRIENDLY

CHECKLIST FOR EMPLOYEES

1 Reduce your personal office waste

- Check if your waste can be used in another way ☐
- If not, check if the material is recyclable ☐
- Place all recyclable waste in a recycling bin ☐

2 Monitor your paper usage

- Try to use digital copies of work wherever you can ☐
- If printing, make sure you use both sides ☐
- Create a scrap paper box and use for notes ☐

3 Research renewable energy for businesses

- Walk around the office and assess windows ☐
- If any are open, close them when air conditioning is on ☐

4 Only boil the amount of water necessary

- Fill your cup first with cold water ☐
- Tip into the kettle to ensure the correct amount is used ☐

5 Assess your computer for energy-draining features

- Check if your screensaver is activated ☐
- If so, turn it off ☐
- Use sleep mode if you leave your desk ☐

6 Remember to turn off your tech at the end of the day

- Check all computer screens and TVs before leaving work ☐
- Turn off any tech that has been left on standby ☐

7 Make the environment an office-wide concern

- Send out an email or organise a meeting to assess interest ☐
- Assemble an environmental team ☐
- Give each member individual roles ☐
- Organise office-wide, eco-friendly events ☐

8 Calculate the carbon footprint of work meetings

- Check calendars to see how often colleagues are travelling to meetings ☐
- Assess which meetings vitally need to be held face-to-face ☐
- Introduce video chats with clients whenever possible ☐

9 Assess the food miles and packaging waste of your lunch

- Prepare lunch using locally produced food ☐
- Place your lunch in reusable containers ☐
- If buying lunch from a store, always recycle packaging ☐

10 Take action to make your commute more environmentally friendly

- Consider the distance you need to travel ☐
- If possible, walk or cycle to work ☐
- If the distance is too far, send out an email to colleagues about car sharing ☐

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