



E-LEARNING

Level 3



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WA14: Environmental/Green Policies

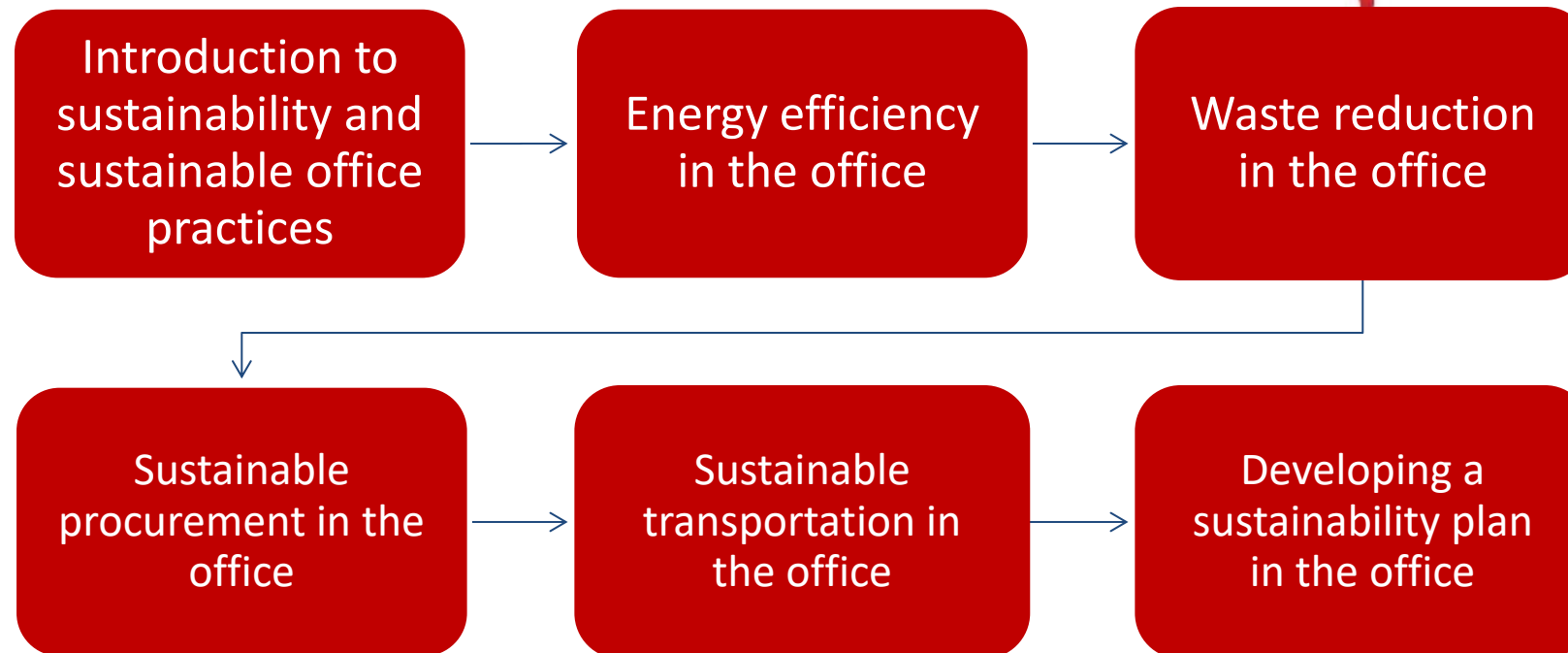
3.24 Sustainable office practices and circular economy

LO3.69 Demonstrate understanding of the concept of sustainability and its relevance to the office environment. Be able to adopt behaviours appropriate to sustainable practices in the office. Be able to develop a sustainability plan for the office.

LO3.70 Demonstrating understanding of the importance of engaging colleagues, clients and stakeholders in sustainable practices and developing strategies for doing so.



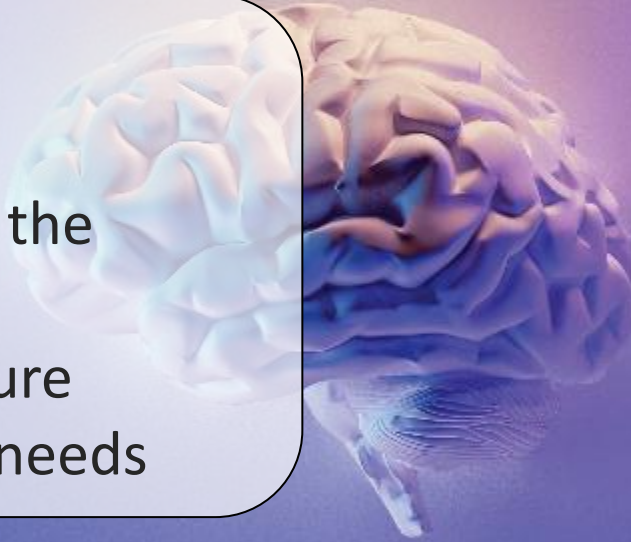
Route Map



What is sustainability?

Defining sustainability

Sustainability refers to meeting the needs of the present without compromising the ability of future generations to meet their own needs



Why is sustainability important?

Importance of sustainability

Sustainability is essential due to growing concern over environmental degradation and climate change.

Implementing sustainable practices in business operations, including the office environment is necessary for creating a sustainable future.

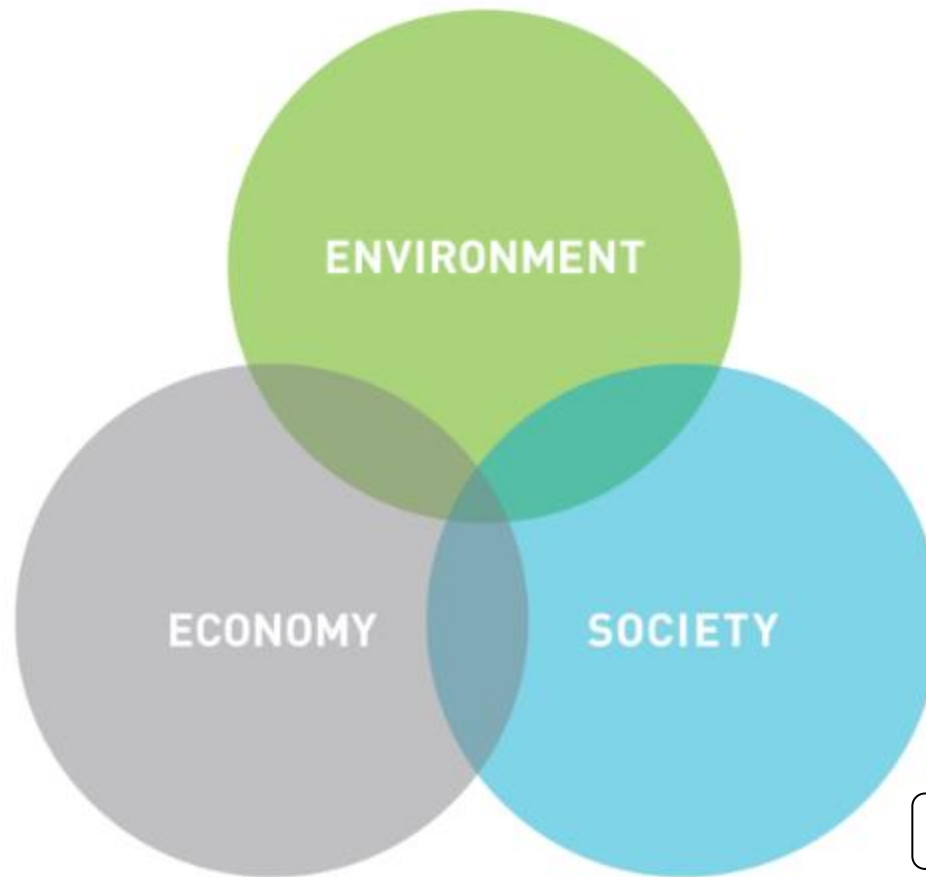
Where does the term come from?

Relatively new idea

Has roots in social justice, conservationism, internationalism and other past movements with rich histories. Sustainable development.

Three pillars of sustainability

What would a sustainable world look like?



University of Alberta, Office of Sustainability

The Sustainable Development Goals

17 Sustainable Development Goals (SDGs)



UN, 2016

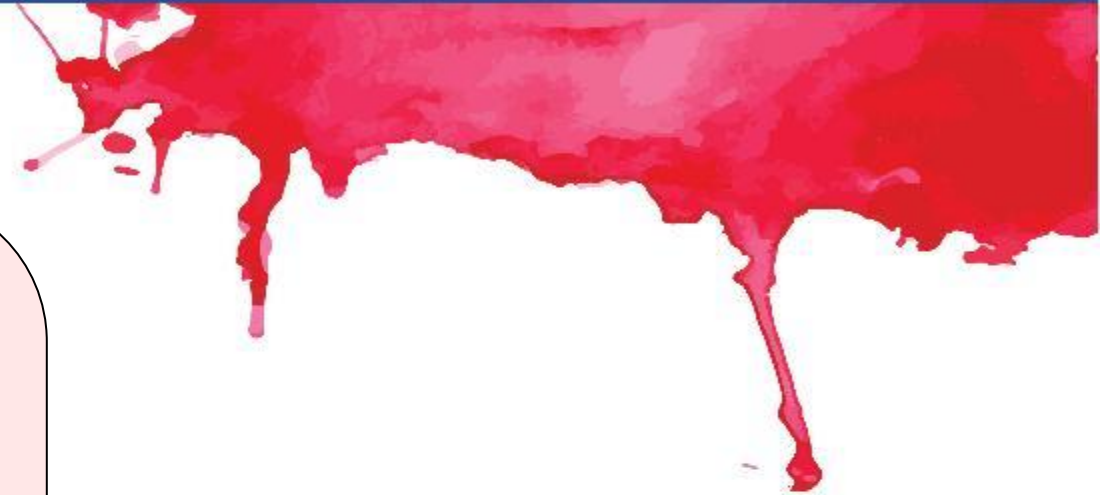
The World's Largest Lesson

By Malala Yousafzai



What is it?

Closely related to the term sustainability. It is a model of production and consumption which involves sharing, leasing, reusing, repairing, refurbishing and recycling existing materials and products as long as possible



The circular economy model

The circular economy model:
less raw material, less waste, fewer emissions



Infographic explaining the circular economy model, European Parliament

Energy efficiency

Definition

Is the use of less energy to perform the same tasks or achieve the same results.

● The practice of reducing the amount of energy required to provide goods and services.

Energy efficiency in the office

Energy efficiency

There are some key areas that will benefit from energy efficiency improvements which has impact on business money and energy bills; including heating, lighting and equipment.



Energy efficiency in the office: Lighting

A. Energy efficient lighting

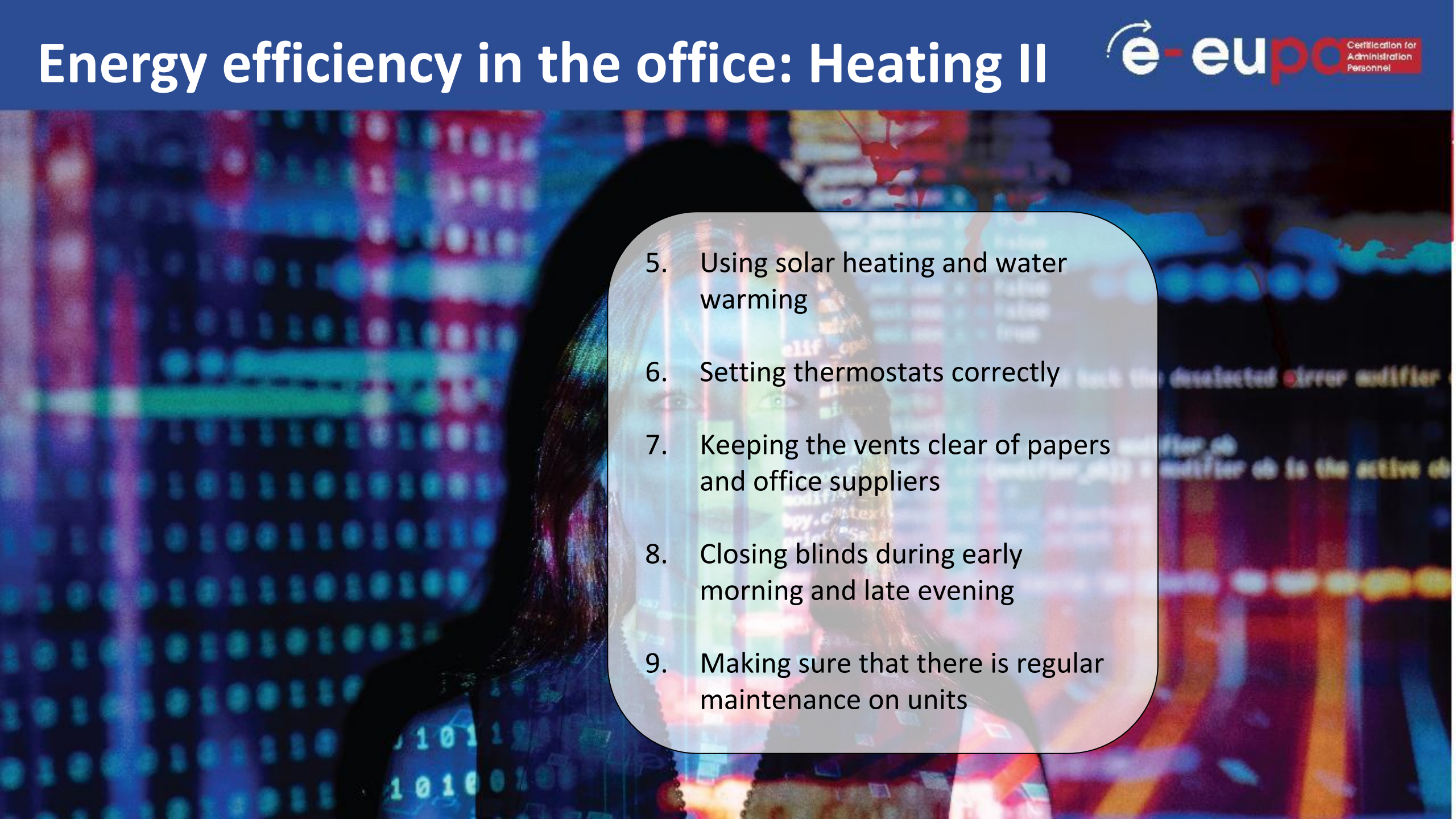
1. LEDs lights and energy efficient
2. Switch to motion sensor lights
3. Encourage staff to be more responsible with turning off lights
4. Replacing dim lights
5. Natural light is often overlooked
6. Lighter paint colours or reflective paint
7. Relocating workstations to well-lit areas
8. Installing a timer switch

B. Heating

1. Heaters or boilers last serviced
2. Avoiding any improper use of heating systems
3. Heating and air conditioning at the same time
4. Ensuring air conditioning is turned off
5. Windows open when heating on



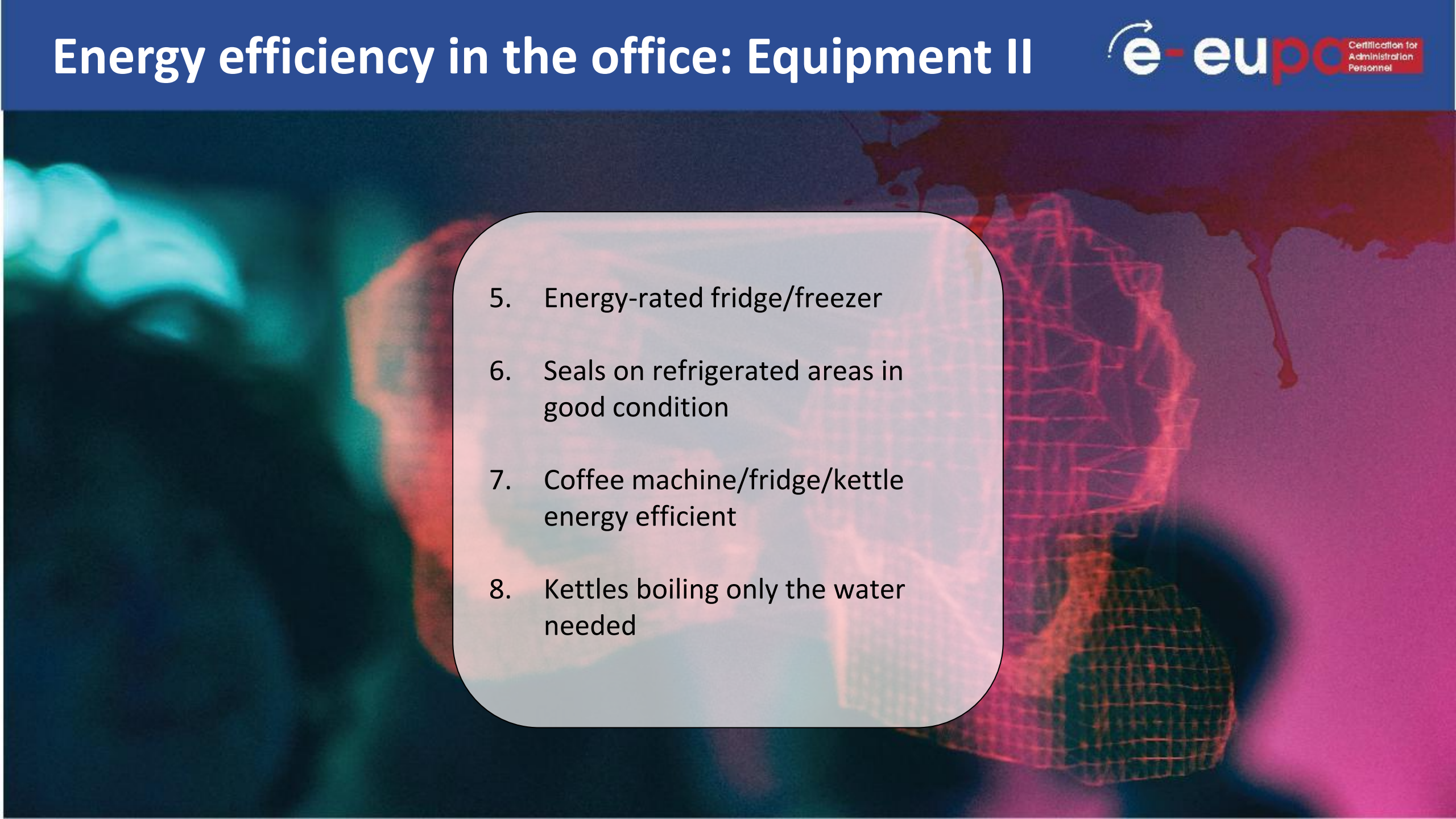
Energy efficiency in the office: Heating II

- 
5. Using solar heating and water warming
 6. Setting thermostats correctly
 7. Keeping the vents clear of papers and office supplies
 8. Closing blinds during early morning and late evening
 9. Making sure that there is regular maintenance on units

C. Equipment

1. Switch from desktop to laptops
2. Avoiding stan-by, turn off monitors and computers
3. Optimising brightness of monitors
4. Activating power saving settings
5. Setting printers to automatically power down



- 
5. Energy-rated fridge/freezer
 6. Seals on refrigerated areas in good condition
 7. Coffee machine/fridge/kettle energy efficient
 8. Kettles boiling only the water needed

Waste reduction

Definition

Waste reduction is the process of reducing the amount of waste produced, and minimizing its negative impact on the environment.

The goal of waste reduction is to create a more sustainable and environmentally responsible society.



Waste reduction in the office

Similarly to the general waste reduction, waste reduction in the office creates a more sustainable and environmentally friendly workplace

Creating a Green Team

- Determining the specific goals and objectives
- Reaching out to passionate employees – colleagues
- Establishing a regular meeting schedule
- Conducting an environmental audit
- Develop a plan of action
- Promoting awareness and engagement

How to make your workplace more environmentally friendly

Enhancing engagement in the office

- Setting goals
- Educating employees
- Asking for resources
- Encouraging collaboration
- Recognizing achievements
- Leading by example

Go Paperless

Digitize the office documents

Use digital signatures

Use electronic invoicing

Use digital note-taking tools

Reduce printing

Use online collaboration tools

Use electronic forms

Reduce paper wastage in the office

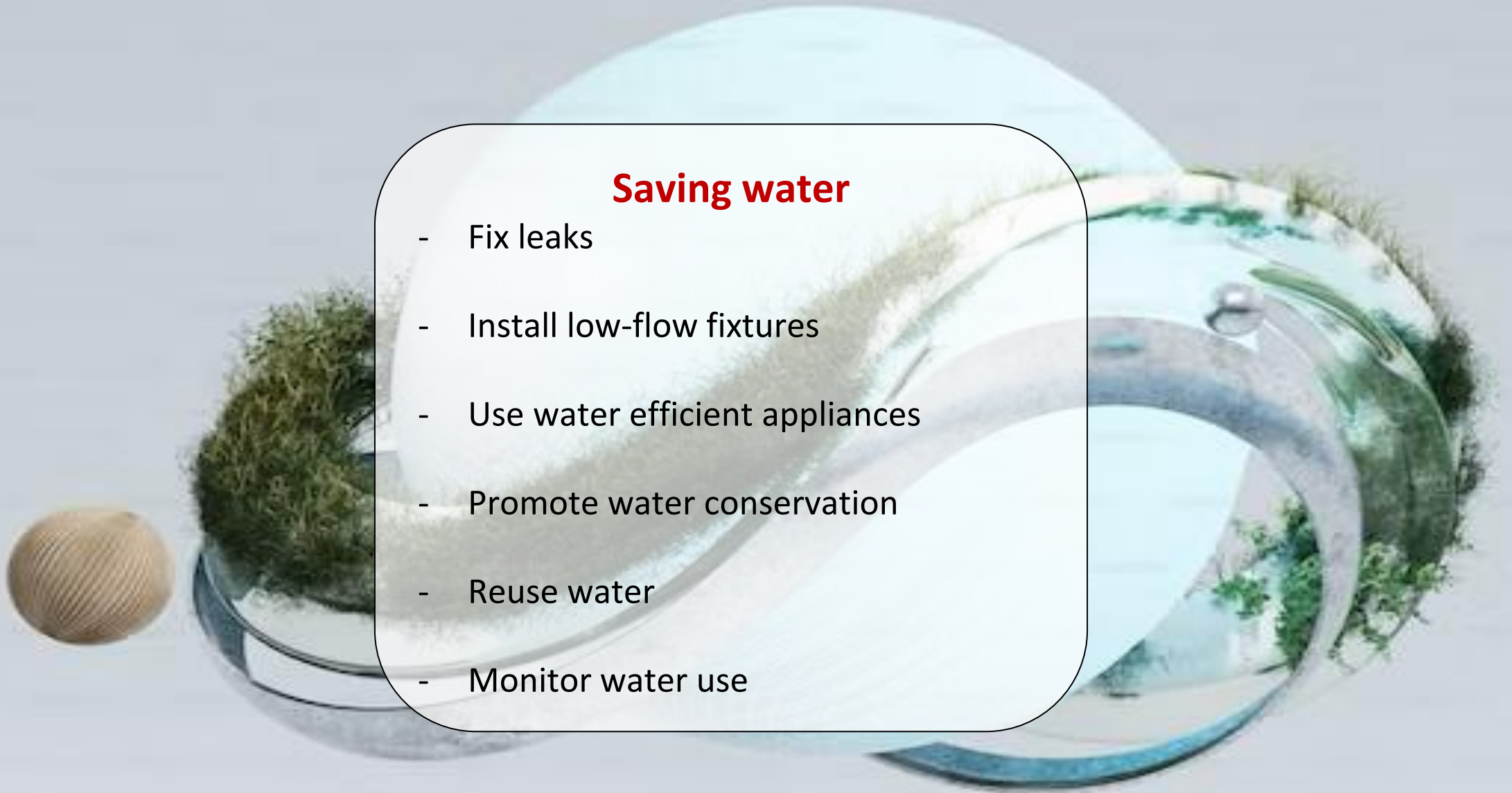
Paper wastage

- Print only when necessary
- Make double-sided copies when printing
- Use recycled paper
- Use scrap paper
- Proper disposal
- Use the blank side of used paper for notepaper
- Re-use envelopes for internal mail

Water Waste

Saving water

- Fix leaks
- Install low-flow fixtures
- Use water efficient appliances
- Promote water conservation
- Reuse water
- Monitor water use



Sustainable Procurement: Definition

Definition

Sustainable procurement is a process that integrates environmental, governance, and social factors of corporate responsibility into procurement processes



Why is sustainable procurement important?

Benefits of sustainable procurement

- Economic benefits
- Environmental benefits
- Social benefits


Economic Benefits

- 
- A background image showing a group of business professionals in a modern office setting. Several people are seated around a table, engaged in a meeting. A man in a light blue shirt is standing and leaning over the table, pointing at documents. The office has large windows and framed pictures on the wall.
- Controlling costs
 - Complying with regulations and applicable laws
 - Ensuring continuity and security of supply
 - Minimizing business risks
 - Creating competitive advantage
 - Managing reputation and customer perceptions
 - Facilitating access to capital

Environmental Benefits

- Reducing waste and improving resource efficiency
- Reducing carbon emissions and energy consumption
- Limiting the negative impact of purchasing from non-certified sources
- Ensuring compliance with environmental guidelines

Social Benefits

- 
- Positively contributing to the communities in which they operate
 - Paying a living wage
 - Involving employees in community projects
 - Investing in projects that improve the quality of life for citizens

How to practice it?

What to do?

- Have a sustainable procurement policy in place
- Focus on the important Rs
 - Reduce
 - Reuse
 - Recycle
- Best buying practices
- List preferred suppliers

What falls under sustainable procurement?

Anything that you buy for your company

- Office furniture
- Technology
- Office products
- Cleaning/facility supplies
- Food and catering services
- Transportation and travel

Purchasing products in the office: Tips

Know your product

- Search of environmentally-friendly products
- Choose products with less packaging
- Recyclable or reusable packaging
- Re-use plastic bags and all types of containers
- Buy quality goods that will last
- Buy recycled paper

Sustainable transportation

Definition

Sustainable transportation refers to low- and zero-emission, energy-efficient, affordable modes of transport, including electric and alternative-fuel vehicles, as well as domestic fuels.

United States Department of Transportation

Sustainable transportation in the office

What is it?

Sustainable transportation in the office refers to the use of environmentally-friendly modes of transportation to reduce the carbon footprint of employees commuting and business-related travel



Sustainable transportation: What to do?

Sustainable transportation: Tips for personnel

- Establishing a policy of green vehicles
- Carpooling
- Reduce unnecessary travel

Sustainable transportation: Tips for personnel

- Taking alternative modes of transportation
- Remote or hybrid methods of working
- Using fuel efficient or electric vehicles for company vehicles

Sustainable transportation: What to do?



Sustainable transportation: Tips for managers

- Creating schemes for covering public transportation expenses
- Removing incentives for car use (e.g., parking spaces)
- Leading by example



Sustainable transportation: Tips for managers

- Installing bike-friendly infrastructure (e.g., showers, bike racks etc.)
- Creating an official carpooling system
- Making schedules more flexible

The playbook of organization sustainability

If your company is working toward improving its sustainability performance, you need a strategy, plan and roadmap.



Understanding the sustainability needs of a company

- Every company is different
- Few common goals
 - Minimize waste
 - Reduce carbon emissions
- Main areas to consider for sustainability (e.g., waste, products and packaging etc.)
- Main functions and departments to consider (e.g., finance and accounting, sales and marketing etc.)

Building the sustainability plan

Key steps

1. Defining the sustainability vision, mission and values of the company
2. A sustainability committee or green team must be in place
3. Determining the current sustainability performance
4. Engage employees to gather ideas
5. **Create the plan**



Conduct an energy audit

This help you identify areas where your office is wasting energy, and how to make improvements. You will likely uncover opportunities for alternative clean energy.

Set goals and targets

Set specific, measurable goals for your sustainability plan. Examples might include reducing energy consumption by a certain percentage, increasing the use of renewable energy sources

Important components of a sustainability plan

Develop an action plan

Based on the results of your energy audit and your goals, create an action plan that outlines specific steps you will take to reduce energy consumption, increase efficiency, and reduce waste.

Implement and monitor the plan

Tracking the progress towards meeting your goals. Regularly review and adjust the plan as needed to ensure continued progress.



Engagement of colleagues/employees

Encouraging colleagues and employees to participate in the sustainability plan by providing training, promoting sustainable behaviors, and recognizing and rewarding those who contribute to the effort.

Disseminate your progress

Share the progress of the sustainability plan and action within the company and outside the company. Inspire colleagues, other companies and the general public

Bringing everything to a wrap: Focus on you

The importance of administrative personnel

Administrative personnel play a critical role in promoting sustainability within an organization. By taking a proactive and strategic approach, they can help the organization reduce its environmental impact, save money, and enhance its reputation as a responsible corporate citizen

The reasons for the importance

Managing resources

They are often responsible for managing resources such as energy, water, and materials within an organization. By implementing sustainable practices and technologies they can reduce the company's environmental impact, lower costs, and promote more efficient resource use.

The reasons for the importance II

Developing Policies

You can develop and implement policies which include guidelines for reducing waste, conserving energy, and reducing the carbon footprint of the organisation

The reasons for the importance II

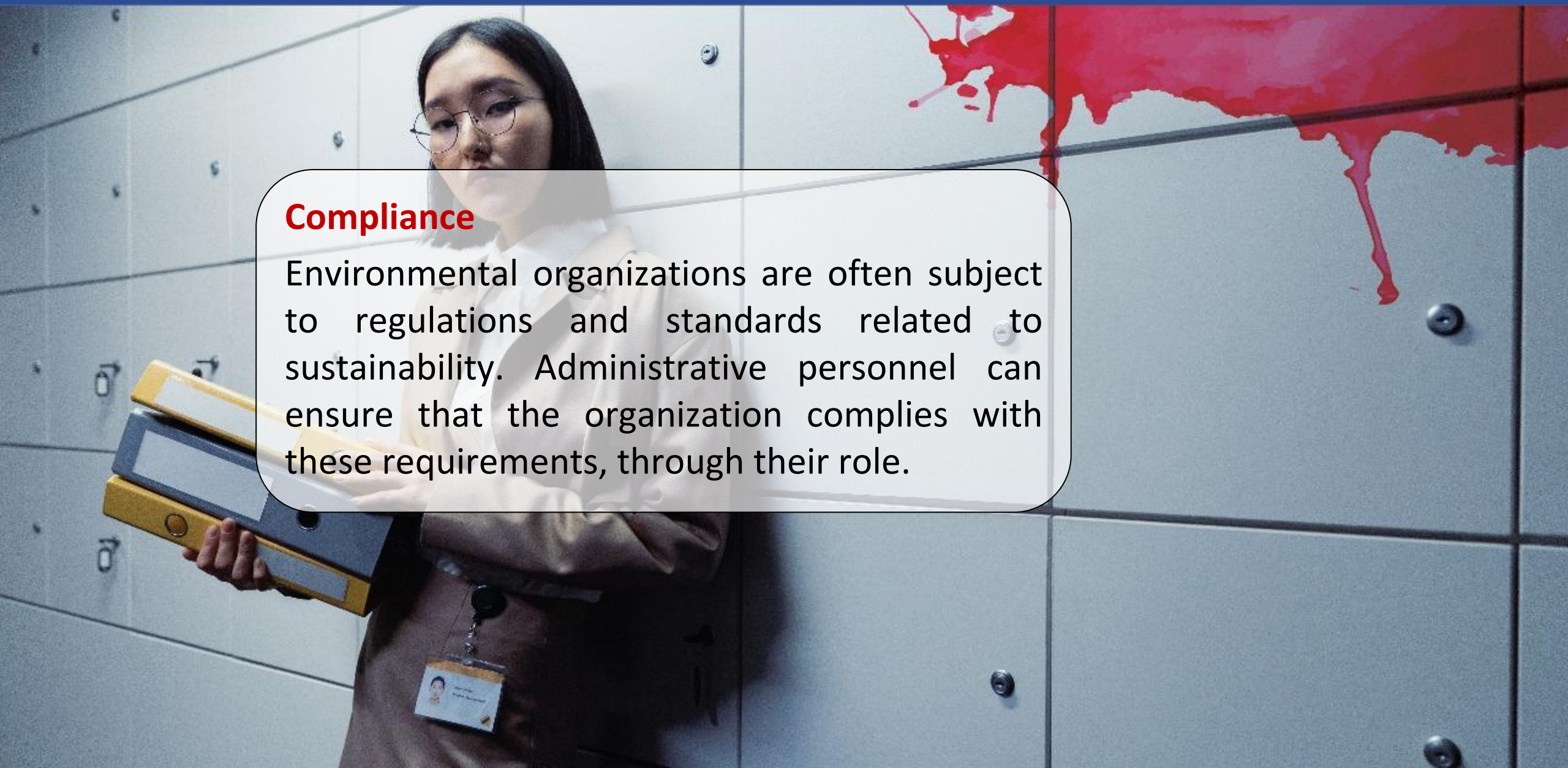
Communication

You are often responsible to communicate sustainability initiatives and policies to the rest of the organization. You can raise awareness about the importance of sustainability, promote engagement and encourage a culture of sustainability.

The reasons for the importance II

Compliance

Environmental organizations are often subject to regulations and standards related to sustainability. Administrative personnel can ensure that the organization complies with these requirements, through their role.



Revision Questions

Question 1:

- Can you list the most important component of a sustainability plan?

Question 2:

- Can you provide some tips on sustainable transportation?



Unit Key Points

Customer care principles:

- Customer-centric approach
- Effective communication
- Employee empowerment
- Continuous improvement
- Professionalism

Benefits of sustainable procurement

- Economic
- Environmental
- Social



WELL DONE!

You have completed Unit 3.24



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