



## TOP TIPS ON HOW TO GO GREEN AND SAVE MONEY

---

**Here are some simple steps which we can all take to reduce our carbon footprint and save money.**

1. Form an Environmental/Sustainability working group representing all aspects of the organisation, to meet quarterly. Make sure you have management buy in, and regularly communicate your green initiatives to staff.
2. Develop an environmental policy statement which sets out clear goals, monitor regularly and communicate and engage all staff. (PPA's own environmental policy statement can be found at the bottom of this document)
3. Regularly assess the environmental impact of the company's buildings and facilities operations.
4. Reduce transport by motor vehicles. Use public transport, cycling or walking where you can. Query all flights, and use alternatives where practical. (We are investigating cycle-to-work schemes. This will cost us nothing but offers staff up to 40% off a new bike, which is part of a government scheme to encourage a greener commute. There are also schemes to help people cycle safely run by local authorities. We will keep you posted on our progress.)
5. Consider the environmental and ethical performance of companies in our supply chain, and wherever commercially viable give preference to products and suppliers with the least environmental impact and highest ethical values. When ordering new equipment, look for brands that are energy efficient rather than the cheapest, as this will save money in the long run. Our ethical procurement guidelines are available on the intranet.
6. Turn off lights and air con when you leave an empty room. Install a "switch off" notice as a reminder. If you are looking to refurbish your offices, install motion sensors, and dual flush loos as a minimum. Both measures will save you money in the long term.
7. Remember to turn computers and screens off when you go home. Don't leave chargers plugged in/switched on when you have charged your iPhone, iPad, laptop.
8. Don't open windows and put the air conditioning on – choose one or the other. Set a temperature of 21 degrees.
9. Set your printer and photocopier to default to a two-sided mode. For large documents you could even try printing to 2 to one per page.
10. The three Rs: Reduce, Reuse, Recycle. Cutting down on waste means a tidier office and lower bills as well as being good for the environment.



11. Water tips:

- ✓ Don't use plastic cups, if you have no alternative, make sure you reuse them, don't just use them once. And don't use bottled water, invest in mains operated water coolers.
- ✓ Only fill as much water as you need when boiling the kettle.
- ✓ Wait until the dishwasher is full before turning it on.

12. Make sure that old computer equipment is recycled. The organisation 'Computers for Charities' is experienced in data wiping and reusing parts or complete machines to benefit projects in the UK and developing countries.

13. Why not set up a staff incentive scheme for the best 'green' ideas in the workplace.