

There are many things that employees can do to help the environment, for example:

- Avoid printing emails and digital documents unless it's really necessary to have a paper copy.
- Add a signature to your emails reminding the recipient to conserve environmental resources by printing only what they need to.
- Print documents **double-sided** to halve the amount of paper you use. The average office worker uses as much as 10,000 sheets of printer and copier paper per year, so double-sided printing could save 5,000 sheets of paper per employee! Every sheet of paper we use and every envelope, every cardboard box or ...they all consume dwindling resources and destroy natural habitat. Ultimately they become waste that needs to be disposed of.
- Turn off taps after washing hands. Don't leave them dripping. Have any dripping taps fixed.
- Report any leaks immediately.
- Only use heating or air conditioning (open/close windows instead if possible) when it's really necessary.
- Don't boil more water than you need when making a hot drink.
- Bring a reusable cup to work for your drinks instead of using disposable plastic or paper cups.
- Switch off your screensaver and, instead, set your computer to 'sleep' or 'hibernate' whenever you haven't used it for a few minutes. Even a simple screensaver uses energy unnecessarily.
- Turn everything off at the end of the day before you leave. Leaving electronic items on standby overnight wastes an estimated 90 MILLION pounds' worth of energy each year in UK workplaces. (And creating electricity of course usually uses up natural resources too.) Only leave equipment or lighting on where there's a security or safety risk – for example lighting pathways.
- Use recycling bins wherever possible – paper waste, plastic cups etc
- Car share or use public transport or even better, walk or cycle to work – cars and public transport consume natural resources and produce harmful air emissions. And avoid air travel unless it's absolutely necessary.