



Green Office Toolkit

Introduction and objectives of this guide

This short guide aims to provide employees with a tool for management improvement in view of Internal Sustainable Management, with simple and practical examples for more eco-sustainable behaviour, starting from daily activities in the office.

Although we are mostly aware of the importance of environmental awareness and sensibility, it can be difficult to change one's habits - even in the workplace.

This toolkit aims to provide all employees with the necessary support to change their work habits and to eventually achieve a completely sustainable workplace over time. Create a virtuous system within the office, and possibly export it also in their daily life

Sustainable Workplace Management	3
What is that?	3
The available tools	3
Daily management of sustainability within the company.	4
1. Water	4
2. Green Corporate Purchasing	5
3. Stationery and office supplies	6
4. Energy	7
Lighting	7
Standby Mode and Monitor	7
Printer	8
Heating and air conditioner	8
5. Home - Office Mobility	9
6. Waste and food products	10
How to sort waste	11

Sustainable Workplace Management

What is that?

The sustainable management of the workplace involves all those actions aimed at achieving high performance on different environmental aspects such as, for example:

- Emissions into the atmosphere
- Water consumption
- Usage of resources
- Waste production

Working on improving the environmental impact of a company is part of a CSR Strategy, which aims to generate profit and create employment opportunities, whilst at the same time minimizes the negative impact a company has on the environment.

Clearly, the daily work of Treedom and our global mission strives to protect and support the environment and encourage sustainability and is therefore a fundamental part of our everyday work, but in a holistic approach all our behaviour still affects the environment - and we can work on reducing this impact to support our planet even further.

The available tools

Currently there are several tools available that support the sustainable management of businesses. These work on different aspects such as the production process, product innovation or organizational and management processes of a company. These tools can be divided into macrocategories:

- ✓ Eco-Design
- ✓ Process Certifications
- ✓ Product Certifications
- ✓ Sustainability Report
- ✓ Sustainable purchasing
- ✓ Green Suppliers
- ✓ Green Marketing

The green tick indicates the areas in which Treedom is committing itself.

Daily management of sustainability within the company.

The management of a company poses several environmental aspects within these there are some aspects that can be gradually changed through simple daily actions.

The toolkit offers a list of concrete actions, applicable also at home, including six different areas, for the reduction of environmental impact:

1. Water
2. Corporate purchasing behaviour
3. Stationery and office supplies
4. Energy usage
5. Home / Work Mobility
6. Waste

1. Water

What I can do

In the bathroom

- Do not let water run unnecessarily and make sure to turn off the tap while using the soap and when you are done using it
- Make sure the toilet stops flushing after you are done using it
- Closing the tap while brushing your teeth and only open it when you are really using it

Statistically we consume 10 litres of water every time we brush our teeth. Leaving the tap open while brushing our teeth results in a waste of five litres of water per minute - and of course - especially for our boys - the same goes for shaving

In the kitchen

The same ideal applies:

- Do not let the water run unnecessarily and use the dishwasher as much as possible.
- Make sure the dishwasher is fully loaded before operating it.

For washing the dishes of a 12-person dinner, about 103 litres of water are required - compared to only 15 for a loaded dishwasher.

At the pool

- If you are the last one by the pool, it is always a good idea to cover the pool. This counteracts the phenomenon of evaporation up to 90%, especially if a hedge or shaded area assists with it! This brings clear benefits in terms of water usage and even the filtration system.
- A good filtration system further supports the wise use of water and limited water waste. So, if you realize that there are too many leaves and branches in the pool, alert the office manager so he can take a closer look at the filtration system.
- Pay attention not to spill too much pool water over the edges to protect both the soil and limit water waste
- Avoid taking a swim in the pool right after applying sunscreen. The sun reacts with the chemicals in the water, so before taking a dip it's better to take a quick shower!

N.B. Report promptly report any leaking faucets, pipes, drains etc.

What we can do at the office

- Install flow reducers to taps, with the same power output in terms of water stream, you can save from 15% to 40% of water
- Install, over time and if possible, toilets with double button flush that allow two different rinsing modes with different amounts of water.
- Systematically check the water system to prevent any leaks or notice them early on
- Having an efficient pool management system
- In the future, rainwater reuse systems for watering the garden (foreseen)

2. Green Corporate Purchasing

What I can do

- Before asking to buy some material for me, I can help the administration and the office manager by checking if there are ecological, energy efficient versions etc. available.
- For example, if I need to use books or manuals, why not check if there are offers of used books?
- If I need to purchase materials for my team, I check with the purchasing manager to see if there are green or non-impact versions of the product, I need available. The purchasing manager already knows and has selected several suppliers that meet sustainability criteria.
- Carefully evaluate if my purchase is necessary, concentrate my requests at the predetermined times when the company turns to suppliers. This will avoid an excessive shipping

What we can do at the office

- Analysis of purchases and the most significant environmental impacts of products and services purchased.
- Evaluation and comparison of results and analysis of strengths and weaknesses for individual areas of purchasing.
- Select types of goods/products/services on which to concentrate the objectives of improvement, involving suppliers, in finding alternatives of products with lower impacts, or following Green Procurement criteria indicated by the Ministry of the Environment (<http://www.minambiente.it/pagina/gpp-purchasing-green>).
- Try green products as alternatives
- Search the market for suppliers with green products at competitive prices.
- Periodically estimate the economic/environmental results along the various phases of cost of a product (costs of supplying, maintenance, management, decommissioning) and compare them with others.

3. Stationery and office supplies

What I can do

Stationary

- Keep the available material carefully in the office to avoid wasting anything
- Store stationery in an orderly manner to ensure the full use of it before re-ordering
- Make sure that what I need is finished before opening new packages of any supplies
- When possible, minimize the use of paper

Printer

- Before printing anything, make sure you really need it printed
- Print in black and white whenever possible
- Print and photocopy both sides of a document
- Use, if possible, the "multiple printing" option (2 or more pages of the document for each side of the sheet).
- Before printing a document, check the print preview to see if the layout and paper size is correct
- Replace the paper with IT resources
- Reuse discarded print sheets and printed only from one direction for notepads, proof printing, etc.
- Dispose of the sheets of paper used on both sides in the special bin.
- I do not print the e-mails if not necessary, I avoid printing the whole "queue".
- I avoid setting exceptionally large print margins and reduce the print character.

- When a document "overruns" by a few lines on the next page, I try to shorten it and print one page less.
- I always try to make the right number of copies without exceeding if not necessary.

In short, we print less and print better!

What we can do at the office

- Use e-documents as much as possible
- Buy paper and other products based on recycled fibres, cellulose and wood with environmental characteristics equal to those provided by the Ecolabel and coming from sustainably managed forests (FSC or PEFC labels) or other criteria provided by the Ministry of the Environment (<http://www.minambiente.it/pagina/gpp-purchasing-green>).
- Buy printers and copiers that facilitate environmentally friendly use and use low-impact inks.

4. Energy

What I can do

Lighting

- I check that my workstation or those in my room are strategically placed so that I can enjoy the sunlight as long as possible, so that I can turn the lights on only when it is really necessary.
- I remember to turn off all lights when I leave the office and whenever they are not needed.

If we stick to this, we can save as much energy in a year as we need to heat a house in five months.

Standby Mode and Monitor

- If I don't use the PC for short periods I put it on standby (it is a freezing function that allows to leave the computer in a phase almost without consumption and find it in the same situation when we return to the desk:
- click on -> Start -> Close -> Standby session). For prolonged absences, turn it off completely.
- In some cases, you can take advantage of the "power saving" function, so you can set the power saving functions of the monitor only by clicking on the "screen" icon.

- Turn off the monitor if you decide not to use it for a long time. The standby light consumes more than 20
- watts/hour. To avoid unnecessary waste, also for monitors, unplug them or switch them off completely.
- The elimination of any "screen saver" disables the monitor signal and allows a real energy saving.
- Remember to unplug all electronic devices when leaving in the evening, because even if they are put on standby, they still consume electricity.
- Using a multiple outlet socket to which you can connect multiple plugs - so with a single switch, everything is turned off at once at the end of the day and especially on Friday evening right before the weekend
- Disconnect all chargers, as they also consume energy when in standby

Printer

- If I am the last one out, I turn off the printer, office, or network, at the end of the day and even more so on Friday night.
- Select the low-resolution printing mode.
- I print all the documents you need in one session, so you do not have to overheat the printer several times.

Heating and air conditioner

- Inside the office, we try to maintain a steady temperature (18-20 °C) and use the heating system to achieve those, then turning them off again. Regular circulation of air is healthy and necessary to keep oxygen levels high; cleaner air, furthermore, saves and distributes heat more effectively.
- In summer we limit the use of the air conditioner, and in any case, we adjust it to the optimal energy consumption. The temperature difference between inside and outside should not be 6 °C. However, when it is very hot, never lower the temperature inside below 25 degrees. Also remember to turn off the air conditioner half an hour before leaving the office.
- Do not obstruct the air circulation by covering the radiators with various materials, curtains, etc.

What we can do at the office

- Use LED lamps that reduce energy consumption by about 80%, last 10 times longer than the usual ones and save you about 70 euros; suggest the use of efficient neon tubes T5 and T8, equipped with ballasts that regulate the intensity by integrating natural light.
- Have presence sensors installed in the meeting room or bathroom to ensure that the lights only turn on automatically if someone comes in.

- Purchase office equipment (PCs, printers, fax machines, copiers, etc.) that meet the latest versions of sustainability criteria.
- In the case of renovations or works, consider implementing energy efficiency measures.

5. Home - Office Mobility

What I can do

- For short distances, walk or use a bike
- For medium distances, use public transport to get to and from work, if possible
- I share the car with other colleagues to go to work, make the environment cleaner, socialize, and make the traffic more streamlined, in a convenient and responsible way.
- Use if possible "hybrid" cars (petrol and LPG, petrol and Methane, petrol and electric)
- If it is necessary to use the car, follow these tips to reduce fuel consumption, pollution, CO₂ emissions, and contribute to road safety:
 - Accelerate gently;
 - Shift into top gear as soon as possible;
 - Maintain a moderate speed as much as possible;
 - Drive carefully and smoothly avoiding hard braking and unnecessary gear changes;
 - Turn off the engine when you can;
 - Change the oil at the right time and dispose of it properly;
 - Keep the right tire pressure;
 - Remove ski carrier or roof rack immediately after use and carry only essential items to lower the weight of the car;
- Use electrical devices only for as long as necessary.

What we can do at the office

- Promote a sustainable home-work mobility business plan
- Encourage the use of public transport among employees through discounts on annual public transport passes.
- Encourage those who commit themselves to come with colleagues with common car, with prizes at the end of the year depending on the km made in car-pooling.
- Buy for your needs a fleet of vehicles with low environmental or electrical impact.
- Make bicycle parking available.

6. Waste and food products

What I can do

- Properly separate waste into the following categories:
 - paper and cardboard (excluding copying, plastic coated or dirty paper);
 - toner and cartridges for laser or cloister jet printers, printer ribbons, chargers and batteries;
 - plastic bottles and containers;
 - cans and glass;
 - compost;
- Do not use, as far as possible, products made of laminated material, such as envelopes with plastic windows.
- Do not use disposable glasses, cutlery plates etc.
- Check the BB Date, and finish before opening new packages the common food.

What we can do at the office

- Buy products with environmentally friendly features, with reduced environmental impact throughout their life cycle.
- Prefer products (paper, furniture, furnishings...) and recycled and recyclable packaging from sustainably managed forests (e.g. with FSC or PEFC label).
- Replace the use of markers, markers and whitewashes containing solvents (toxic substances and pollutants that remain in the environment) with low environmental impact stationery.
- Use cleaning products with low environmental impact.
- At meetings and seminars give up disposable products (glasses, plates, cutlery, napkins, etc.) in favour of washable or biodegradable and compostable or recyclable items.
- On company events (refreshments, dinners) give preference, if possible, to typical "short supply chain / Km0" products to reduce indirect environmental impacts and enhance the local economy.
- Recover food not consumed in the company kitchen.
- Buying "sustainable" food and drinks

NB: in the case of technological or hazardous products (e.g. batteries) there is a collection point in the office, so it will be the task of the office manager to dispose of this type of material.

How to sort waste

Regarding waste management both in the office and in the virtual office we insert some elements on how to recycle the material. The disposal of waste in Italy varies from municipality to municipality, for a correct disposal it is always good to consult the site of your administration. We insert here the link on the regulation of waste disposal in Florence, where Treedom is based.

ALIA servizi ambientali SPA www.aliaserviziambientali.it/

Recycling is an easy way not to act like human waste but, unfortunately, it seems that for many people it is not so easy. A statistic from the EPA (Environmental Protection Agency)

"most of our waste is recyclable, but only a small part is sorted well".

It has in fact highlighted that 75% of the waste that everyone produces daily could be recycled, but only 25% is sorted correctly. The question will now arise spontaneously: how to find out, for a start, if a plastic container is recyclable? Simple, on it we will find depicted a triangle formed by arrows (a symbol that you have surely seen a million times), which is usually flanked by a number from 1 to 7 with the following meaning: Product easily recyclable: 1, 2, 4; delivery varies from common to common: 5; not easily recyclable: 3, 6, 7. But let's see together what we should recycle and what not.

Recyclable materials

Plastic bottles, jars, and cans

Many of us are probably already recycling them, but if not, it is important to know that almost all plastic bottles, jars and jars are generally made of recyclable plastics, so just rinse them off and you're done.

Aluminium, steel, and cans

Aluminium cans recycle well: they can be recycled an infinite number of times and transformed into new products.

Any glass goods

Just like aluminium, amber, emerald and clear glass have an almost infinite life - from a recycling point of view - which means that they can continue to circulate as new glass (unless you are already reusing your cans as much as possible).

Not recyclable materials

Plastic bags

Even though shops now use almost exclusively biodegradable bags, traditional plastic bags cannot be recycled by normal city plants (because they could damage the various gears), but can be disposed of in specific centres. If we get hold of them, the recommendation is therefore to reuse them as much as possible.

Anything smaller than a Post-It, even if made of recyclable material

Chewing gum wrappers, shredded paper, aluminium foil, etc., are too small to be collected by traditional sorters and could contaminate the collected waste. For small pieces of paper, composting is therefore the optimal alternative.

Plastic casings

In this case we refer to all wrappers that contain products such as salads and frozen vegetables or snacks (such as crisps, biscuits and candies) and that, if soft enough to be squashed in the hand, are probably not recyclable. There are special containers for this type of waste, but the ideal would be to avoid this type of packaging as much as possible. Investing in reusable bags, or shopping in the farmers' market where to buy non-pre-packaged products, would be great ways to avoid this type of plastic.

Containers contaminated with food, including greasy pizza boxes

Of course, the pizza we ordered last night was definitely good, but this is absolutely not true for the layer of grease that made the box unrecognisable. The same goes for the paper container that housed the Chinese ravioli we had for lunch, and so on. If the container is made of cardboard and has no plastic or polystyrene coatings, it can be composted, if it is made of plastic it can be cleaned, reused, or recycled.

Ceramic and pyrex glass

Although they may look like glass, appearances are deceiving. Many chemicals help to make these elements reflective and resistant to high temperatures, and therefore not suitable for recycling.

Polystyrene

Also known as expanded polystyrene or number 6 plastic, polystyrene could remain in landfills for centuries. Some special plants can handle this material but being not so common, let's avoid its use as much as possible.



Thank you

