



GREEN OFFICE

Toolkit

A green guide for employees



Wild
AT
WORK



Go Green

READY TO TAKE A STEP TOWARDS GOING GREEN? WWF-AUSTRALIA CAN HELP YOU!

For the past five decades human demand on nature has gone in one direction: upward. Our increasing population, growing consumption and resource-intensive economy have put ever more pressure on nature. If we want our future generations to enjoy the same standard of living and grow up with many of the species that are alive today, we need to take action.

We've compiled this Green Kit for employees to support you on your journey to make more environmentally friendly and ecological responsible decisions. Read on for ideas, handy hints and a few basic rules you can follow to make the most of your efforts.

By making more informed, sustainable choices in what you buy, and how you use products, you can work to reduce the amount of greenhouse gases released into the atmosphere, protect Australia's unique biodiversity and help adapt to the impacts of climate change head on.

What are you waiting for?

Go Green!

Who is WWF-Australia?

We are Australia's most reputable environmental NGO*.

Our work is founded on science, our reach is international, and our mission is exact – to create a world where people live and prosper in harmony with nature.

We protect Australia's most threatened species and marine environments, create a low-carbon future to tackle climate change and promote sustainable food production.

(*AMR Reprtrak Charity Reputation Index 2017).



YOU'VE GOT THE POWER

By world standards, Australians use a lot of energy, but we don't often stop to think about what actually goes on behind the switch, where our energy comes from and how our use is impacting the environment. Here are some tips to reduce your energy use:

SAVE COMPUTER ENERGY

- ✓ Switch to energy-saving settings.
- ✓ Set your computer to sleep mode when you are away for short periods of time.
- ✓ Don't use a screensaver – this uses energy rather than saving it! A computer in sleep mode can save 60-70% of power.
- ✓ Turn off your computer whenever you're not using it, especially when leaving work.

KEEP ENERGY EFFICIENCY IN MIND

- ✓ When choosing fixtures and appliances always look out for the Energy Rating label. The more stars, the more energy efficient.

USE GREEN ENERGY

- ✓ Renewable energy sources only make up 14% of Australia's electricity mix.
- ✓ Ask your employer to purchase energy from a green supplier.

TURN IT OFF

- ✓ Turn off and unplug all peripherals (printers and speakers) when not in use. Peripherals continue to consume power even when not in use.
- ✓ Use a power strip as a central turn-off point to reduce the number of switching off actions required.

LOVE YOUR LAPTOP

- ✓ Use a laptop rather than a desktop. Laptops consume ~five times less energy than desktops.

THINK SUSTAINABILITY

- ✓ Encourage awareness of sustainability around the office.
- ✓ Send a weekly reminder for colleagues to unplug computers and switch off the lights before they head off to enjoy the weekend.



DID YOU KNOW?

Pollution from dirty electricity is warming our planet, raising coastal waters and pushing weather to extremes – threatening species and places WWF works so hard to protect and that you care so deeply about.



JOIN THE SOLAR LIGHT CHALLENGE

Assemble solar lights for children in Papua New Guinea, help combat energy poverty and educate Aussie kids on renewable energy. Email our Workplace Giving Manager on workplacegiving@wwf.org.au to get involved.



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PLASTIC IS NOT FANTASTIC

We dump eight million tonnes of plastic into the sea every year. It's killing and harming marine life. Turtles eat plastic bags mistaking them for jellyfish. Seabirds' stomachs are full of plastic. Plastic debris can get lodged in coral and affect the health of our reefs. Plus, now we know that microplastics are consumed by organisms like plankton and fish, passing the problem back up the food chain – to us.

We need to make a conscious effort to work on our plastic use if we want to keep our lands, our oceans, our communities, and ourselves healthy. You can help address this problem by adopting the mantra: Reduce, Reuse, Recycle.



REDUCE

Avoid **single-use plastic** and choose products that are plastic-free or have minimal packaging.



REUSE

Repurpose and re-use containers, packaging or waste products.



RECYCLE

Can you believe that only 9% of all plastic is recycled? Make sure you **recycle and separate products correctly**. Don't put recyclables in the bin in a plastic bag! Ask your supermarkets about plastic bag recycling.



DONATE YOUR COFFEE DAY

Promote sustainability and get your colleagues to **donate the money they would have spent on their coffee** to WWF-Australia. Did you know that city workers drink around two million coffees a week!



HOST A PLASTIC-FREE MORNING TEA

Raise awareness about single-use plastics and food waste and be sure to have a handy stash of reusable containers and cutlery in the office kitchen!



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PLASTIC IS NOT FANTASTIC

Here are some tips to reduce your plastic use:

Fix your caffeine fix

If we lined up all the takeaway coffee cups used each year in Australia they would stretch around the world...twice! That's a lot of coffee cups. Lots of coffee outlets offer a discount when you use your own cup and there are many eco-friendly options out there.

- ✓ Carry a reusable coffee cup or flask.

Straws suck

Plastic straws can take up to 200 years to decompose. Choose a paper straw or ditch them altogether and try the age-old sipping technique.

- ✓ Say no to plastic straws, opt for paper ones or invest in a reusable one.

Bring your own bottle

Plastic water bottles create huge environmental problems. The energy required to produce and transport these bottles could fuel an estimated 1.5 million cars for a year, yet approximately 75% of water bottles are not recycled – they end up in landfills, litter roadsides, and pollute waterways and oceans.

- ✓ Fill up your glasses and reusable water bottles with water from the sink.

Say no to plastic cutlery

By carrying a spork, reusing your plastic cutlery or going for a compostable alternative, you could personally save 466 items of unnecessary plastic every year.

- ✓ Use alternatives to plastic cutlery such as compostable cutlery.

Say no to coffee pods

The plastic in coffee pods takes more than 500 years to break down, releasing harmful amounts of methane gas as it does so.

- ✓ Steer clear of pod coffee machines.

Lose the cling wrap

Cling wrap isn't recyclable but foil is! So, make sure you put your foil in the recycling bin. Another alternative is the new beeswax wraps. Made using 100% cotton, pine resin, jojoba oil and local beeswax, they're 100% natural and environmentally friendly.

- ✓ Recycle your foil or use beeswax wraps.

Give up gum

Australian's are big consumers of chewing gum. Did you know most chewing gum is made from polyisobutylene, a synthetic rubber? Make the switch to a rubber-free alternative such as Honest Gum or Glee Gum.

- ✓ Say no to gum and opt for rubber-free alternatives.

Avoid excessive food packaging

Eliminating or reducing packaging can reduce landfill, conserve energy and decrease greenhouse gas emissions.

- ✓ Choose products with no packaging or minimal, recycled or recyclable packaging.

Use a reusable bag

A single plastic bag can take 1,000 years to degrade. Make the switch to reusable grocery bags or use a backpack when shopping! Most supermarkets also accept plastic shopping bags for recycling, so look for the plastic bag recycling collection bin at the front of the store and pop your old bags in.

- ✓ Purchase or make your own reusable shopping bag.
- ✓ Go to the supermarket and recycle your old plastic bags.



SAVE PAPER

Australian's send 1.9 million tonnes of waste paper each year to landfill, most of which can be recycled. There are so many easy ways to reduce your paper use. Here are some practical tips:

'To print' or 'Not to print'

- ✓ Think before you print. Do you really need to print that agenda? Why not bring your laptop to paperless meetings!

Use both sides

- ✓ This is a really easy way of reducing your paper consumption by 50%. Set your printer or copier's defaults to double-sided.

Always use B&W where possible

- ✓ B&W is also almost 10 times cheaper than colour!

Recycle

- ✓ Familiarise yourself with the location of recycling bins and make sure you know what goes where— almost everything can be recycled!

Request recycled products

- ✓ Collect the paper you use and then reuse where possible (print again on the other side if you printed on one side only or use it for note paper).

Look for the FSC label

- ✓ Ask your HR Team whether you use FSC paper. When you see this label, it means that the timber that was used to produce the item was grown and harvested sustainably.

Read our [Love Your Forests Report](#) to learn more about WWF-Australia and FSC.

Use technology

- ✓ Electronic mail, internet, intranets and document scanners can radically reduce paper use, while also saving you time and money.
- ✓ You can also set up swipe-to-release systems (such as PaperCut) on most modern printers so that you have an opportunity to cancel a job, to avoid misprints.

Ask your Office Manager

- ✓ Reductions of 20% or more are possible in most offices.
- ✓ Ask your Office Manager what they're doing to reduce paper— saving paper isn't just about protecting the environment; it can also save a lot of money!



DID YOU KNOW?

In Australia we use on average **230 kg of paper per person a year**. Office waste is often more than 80% recyclable but without proper systems in place it's very easy for many recyclable items to end up in landfill.



WEAR IT WILD FOR A DAY

Dress up and donate to promote **conservation** and protect Australia's beautiful species and places. Use recycled paper to create your wild costume. Email workplacegiving@wwf.org.au for free resources.



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EAT WISELY

It's time to reconsider food and the way we eat. How many times have you opened the refrigerator at work to face a wall of half-empty plastic containers and week-old boxes of takeaway food that will most likely be thrown out? Despite our best intentions, we opt for convenience and end up wasting a lot of food and packaging both at home and at work. Here are some tips for you to get involved in the war on wasteful food production and consumption:

Save food scraps

- ✓ Use sealable containers for food scraps.
- ✓ Give food scraps to a colleague with a compost bin or worm farm.
- ✓ Start an office worm farm (and then feed some indoor plants with the worm juice).

Know your credentials

- ✓ Keep your eyes peeled for certified sustainable foods, such as MSC for wild-caught seafood.
- ✓ When you buy MSC, you become part of a circle that helps to protect the productivity and health of our oceans, now and for future generations.

Eat more vegetables

You don't have to be vegetarian or vegan, but simply cutting down the number of animal products you consume can go a long way to reduce emissions. Why not try a Meatless Monday?

Pack your own lunch

- ✓ Bring your own lunch and stacks in reusable containers.

Reduce food waste

- ✓ Fall in love with leftovers.
- ✓ Store your food correctly.
- ✓ Know your expiry labels.
- ✓ Organise an education event for your colleagues, you could hold a contest for best 'leftover food' recipes.

Know the carbon footprint of your food

- ✓ Educate yourself on the carbon footprint of your food.



DID YOU KNOW?

About **one-third** of all food produced for human consumption is thrown away.



BROWN PAPER BAG DAY

Did you know, people spend an average of \$15 a day on lunch? On a designated day, **encourage everyone to make lunch at home** and donate what he or she would have spent on food.

GET STARTED

Email our Workplace Manager on **workplacegiving@wwf.org.au** for FREE green resources.



CHANGE THE WAY YOU THINK ABOUT TRAVEL

Transport – whether by car, bus, motorbike or plane – accounts for about 16% of Australia’s annual greenhouse emissions and about 34% of total household greenhouse gas emissions. Our growing car use and air travel is contributing to global warming. So, what can we as individuals do? Lots. Here are some tips.

On your bike

- ✓ If you haven’t got far to go, make a healthy choice and opt to walk or cycle.

Car share

- ✓ Carpooling can reduce your travel impact and costs by 75%!
- ✓ Set up a carpool or walking team to get everyone working together to reduce your collective carbon footprint.

Don’t travel unless you must

- ✓ Use phone, e-mail or video conferencing wherever possible and/or organise a Climate Care Day.
- ✓ At WWF-Australia we do No Fly January!

If you have to fly, book non-stop

- ✓ Book non-stop flights whenever possible. A significant percentage of a plane’s carbon emissions come from take-off and landing.

Rent a hybrid

- ✓ Choose the smallest vehicle or a hybrid when renting a car for travel.



DID YOU KNOW?

Did you know transport is responsible for about 40% of Australia’s household greenhouse gas emissions?



FUN RUN OR WALK

Organise a jog or walk with a pack of your colleagues to raise money for WWF and help us protect Australia’s unique biodiversity. Email workplacegiving@wwf.org.au for more information.



DO MORE

Want to extend your support of WWF-Australia in our quest to save threatened species, protect marine life, secure sustainable food and create a low carbon future?

Whether it's a financial contribution, 'fun-raiser' or sharing these green tips with your colleagues, family and friends, your time, actions and generosity are at the heart of our work.

Here are some other ways to get involved:

1. Workplace Giving

Workplace giving is a simple and convenient way for employees to donate to WWF-Australia, direct from your pre-tax salary. Contact WWF-Australia's Workplace Giving Manager on workplacegiving@wwf.org.au to learn more.

2. Fundraising

Our work simply couldn't happen without our amazing supporters who donate and raise the money that funds it. Every dollar raised helps us save our beautiful planet and protect unique biodiversity in Australia so please help us continue this vital work.

One person or group cannot take on the Earth's conservation challenges alone, but together we can.

Together, anything is possible, so get involved to save wildlife and protect the places we love, today!



Go Green

wwf.org.au

Take photos of your green office efforts
and make sure you tag us @wwf_australia

Any questions? Contact us!

email: workplacegiving@wwf.org.au

phone: 1800 032 551

