



Green Office Policy

General guiding principles

- We will try to ensure that LINK activities are carried out in such a way that damage to the natural environment is minimised.
- We will liaise with LINK member bodies and our suppliers etc to ensure that environmental issues are taken into account in our operations.
- Any office refurbishment decisions we take will take the environment into account, (for example, decorating materials and office furniture).
- Any decision to move the LINK office will take into account environmental issues including:- location/transport, heating, the potential to share office resources with another small business etc.
- Utilities - LINK will purchase electricity from suppliers with 100% renewable sources and when choosing gas supplies we will take in to consideration the suppliers environmental credentials, we will also regularly take professional advice on best options available to ensure we are making best use of all and any renewable energy resources that may be available to us (whilst working within LINK's financial budgets).
- We expect that LINK staff will have the necessary training to use office equipment properly (for example, to minimise paper waste when printing documents etc) – training will be provided if required.

Purchasing

- We will consider the environmental criteria of new office equipment and supplies, including distance travelled in the manufacture/purchase of goods as part of the selection criteria.
- We will seek to buy more environmentally-friendly products for the LINK office (this includes office equipment, office consumables, coffee, tea, cleaning materials etc).
- We will consider the energy consumption of new electrical equipment etc before purchasing.
- We will not buy over-specified products (for example plastic-covered paperclips) without good reason.
- When buying new office products we will consider their potential to be recycled, avoiding where possible products that cannot easily be recycled (for example, Post-it notes) where practicable.
- We will buy recycled products where possible to ensure a market exists for such products.

Reducing our use of office resources

- we will reduce the amount of *paper* used in the office by:-
 - printing/copying on both sides of paper in black and white (only using colour when absolutely necessary);
 - efficient use of email/storing information electronically rather than on paper;
 - referring enquirers to information on our website rather than sending out literature;
 - checking drafts before printing;
 - using smaller fonts and margins and the “lighten” facility on the photocopier where possible;
 - ensuring we are properly trained so as to get the most out of our computers;
 - returning unwanted mail by signing up to the Mailing Preference Service;
 - using window envelopes and designing letters that need to be returned to us so that when refolded the return address shows through the window;

Reducing our use of energy

- we will reduce the amount of *energy* used in the office by:-
 - using energy, heating and ventilation effectively and efficiently;
 - ensuring the heating is turned down (or off, depending on external temperatures) when the office is vacant (i.e. nights and weekends)
 - only switching on electrical equipment (for example, computers, lights, copiers, printers etc) once it is needed;
 - switching off electrical equipment when it is not in use (where practical to do so);
 - avoiding the use of complex screen-savers that consume more energy than simple ones;
 - activating screen savers (where the facility exists) as soon as we stop using the screen;
 - ensuring optimal use of natural light and, failing this, the lighting system (for example, ensuring the bulbs are clean or replacing standard bulbs with energy efficient ones);
 - ensuring doors are shut and draught excluders etc are used to cut down heating losses in winter;
 - closing blinds at night in winter to retain heat;
 - ensuring the fridge is run on the lowest setting compatible with food hygiene requirements, not leaving the door open for long periods and filling the fridge with empty ice cream tubs if it has little in it to reduce energy loss when the door is opened;
 - siting equipment (such as the fridge) away from heat sources;
 - reporting any energy-wasting faults such as dripping taps and flickering lights as soon as possible so that they may be repaired;
 - not over-filling the kettle/urn etc;
- reviewing our electricity and fuel bills on an annual basis to see whether consumption is rising or falling, for what reasons and take action as necessary;
- assessing the energy consumption of new equipment when making purchasing decisions;
- reducing the amount of office supplies we use, buying only what we really need and avoiding disposable items where possible;
- avoiding the use of battery-operated equipment, for example using solar powered calculators instead;

Reusing office resources

- we will reuse office resources where possible, before recycling them and purchasing replacements (for example computer disks);
- we will re-use paper for printing drafts, to make notebooks etc;
- we will re-use envelopes where practical by opening carefully and using stickers/re-use labels;
- we will save packaging for re-use use;
- we will offer obsolete office equipment, furniture etc to others to re-use;

Recycling office resources

- all paper and other products that can be recycled will be routinely collected for recycling (including printer and toner cartridges, aluminium cans, glass, plastics etc);
- we will ensure that recycling points are convenient within the office and regularly emptied;
- before replacing computers etc we will check whether existing ones can be upgraded instead;
- we will endeavour to make anything that we send out to our clients as recyclable as possible;
- when buying new products we will consider their potential to be recycled;
- we will buy recycled products where possible to ensure a market exists for such products;

Transport and getting to work

- we will promote environmentally-friendly forms of transport wherever possible, encouraging staff and visitors to the LINK office alike through, for example, the following measures:-
 - we will encourage car-sharing where possible;
 - we will ensure up-to-date information on public transport is readily available;
 - we will offer incentives to members of staff and visitors able to use environmentally-friendly means of transport and public transport, for example:- free cycle helmets, provision of cycle to work scheme, storage for bicycles, salary advances to help with purchase of season tickets for public transport;
 - consideration of transport issues when choosing the location for meetings etc;