

## Ways to cut your carbon footprint at work...

**You've probably already taken steps to reduce the amount of energy you use at home, but what can you do at work? Here are some ideas for a cleaner, greener, more climate-friendly workplace**

### **1 Switch off lights and equipment when not in use**

Ensure everything is turned off at the end of the day and during the day if it's not needed.

A typical office is full of equipment left on unnecessarily after hours, including computers, TV screens, vending machines and air conditioning units, all of which can be switched off or turned down.

PC Monitors use about two thirds of the energy required to power the computer, so turn your monitor off when you're not using it. And remember that a moving screensaver saves no electricity at all.

Putting your computer into sleep mode will reduce the amount of energy it uses by 60-70 per cent. Most IT equipment now has power-management features, so make sure these are activated on yours.

### **2 Unplug chargers**

You may not realise it but laptop, mobile phone and BlackBerry chargers continue to charge (using up to 95 per cent of the power) even when no longer attached to the device. So you must remember to unplug chargers.

### **3 Print responsibly**

Think before you print. If you do have to print e-mails, ensure you only print the pages you need, or paste the relevant sections into a Word document and only print that. If possible, print double sided. This halves paper use and reduces energy consumption by an estimated 25 per cent.

### **4 Recycle in the office**

Set up recycling bins for glass, cans, plastic, cardboard, paper etc, in your office. They'll soon fill up.

### **5 Think before you travel on business**

Is your business trip really necessary or could you communicate as effectively by means of videoconferencing? Or is there an equally effective way you can communicate? The usual modes of business travel car and plane won't help you reduce your company's carbon footprint.

### **6 Buy energy-efficient equipment and appliances**

Look out for the Energy Saving Recommended logo on products such as insulation, light fittings, glazing and appliances. All electrical kitchen appliances are rated from A-G, with A being the most energy efficient.

A similar system applies to IT and other office equipment. The Energy Star rating denotes the most energy efficient computers, monitors, copiers, printers and fax machines, etc.

### **7 Champion change and increase awareness**

Raising awareness through events is a great way of getting others in your organisation to play their part and champion change. Why not take part in World Environment Day?