

# 10 QUICK SUSTAINABLE WINS

## VENDOR GUIDELINES

### 1 GO PAPERLESS

Ensure all internal procedures, process and communication are sent digitally - limiting unnecessary printing and use of paper. An online file storage solution should be invested in for all colleagues for storage and file sharing. Should paper be required ensure to only use 100 percent recycled paper products which are FSC certified.

### 3 RENEWABLE ENERGY

Green power sources such as solar, wind and wave are extremely accessible from multiple energy providers and companies of any size can switch to a green tariff. It is also easy to discuss the installation of solar panels to your property to make use of expansive warehouse rooftops.

### 5 ECOLOGICAL REUSABLES

Ensure all refillable liquids such as hand soap, sanitiser, laundry detergent and cleaning products are sourced from a sustainable (local if possible) company who are able to offer a refilling service. An example of this can be found at [www.nakedpantrynewforest.co.uk](http://www.nakedpantrynewforest.co.uk) In food preparation areas remove all single use plastic and materials such as cling film and foil and replace with reusable containers, reusable sandwich bags or beeswax wraps. In areas where bin liners are used source bags which can be washed and reused or polythene product bags which have a degradation process triggered by daylight or warmth and break down through oxidation- these pieces will then decompose.

### 7 UNPLUG AND CONSERVE

Ensure all computers, printers, photocopiers, coffee machines and other electronic items that do not require power 24 hours a day to be unplugged / turned off at the end of the night. Consider installing sockets with a remote switch with can be make switching everything off quicker and easier for team members. Also consider installing switches with a timer.

### 9 REDUCE - REUSE - RECYCLE

Where possible always reduce the amount of excess packaging waste on purchases and or shipping. Steer clear from as much plastic purchasing as possible. Ensure any deliveries which are not in flight cases such as components for spare parts from manufactures are available in a reuse section of the facility. This should include all boxes and internal packaging. Source materials which are natural and break down via compost. A great example of this would be the packaging the retailer LUSH uses, which when put under water breaks down entirely. There should be a internal system for the recycling of materials which include glass, plastic, cardboard, metal, food waste for all parts of the building. Signing up to a local TERRACYCLE scheme is also a great way to extend the recycling procedure as most local governments do not offer this as part of the regular recycling methods.

### 2 INTERNAL & EXTERNAL LIGHTING

Adjusting when and how lighting in your building can make a big impact on overall energy use. Look to install motion sensors in areas of the building alongside timers for when the certain areas of the building is not used. Consider removing all incandescent bulbs and replacing with compact fluorescent (CFLs) and LED instead. Use natural daylight as much as possible and reposition.

### 4 PLANTS

Encourage all team members who have a working station (where appropriate) to bring in a desk plant to improve air quality. Plants improve air quality and offset any chemicals released in the air.

### 6 ECO-FRIENDLY CONSUMABLES

Purchase sustainably produced consumables for the office such as tea, coffee and snacks. Where possible try to work with local companies as this not only reduces your carbon footprint, but also can streamline the purchase process as well as helping the environment. If purchasing lunches for internal meetings use local companies who work with seasonal and local produce. You'll likely get brilliant service and the repeat business will support your local community.

### 8 MAXIMISE NATURAL LIGHT

Rearranging your working environment so peoples desks are closer to the windows now only can save your energy bill but also the World Green Building council reports a 15% higher production rate from employees working near sunlit windows. If possible move workstations to within 25 feet of peripheral walls with windows.

### 10 ECO CONSCIOUS PARTNER; GREEN COMMITTEE

The last point is probably where the most impact can be made overall. When choosing which manufacturing partners to work with ensure you have asked about their sustainability policy. This should include the end of life cycle for the products once they reach their end of use.  
-Ask for their RoHS (Restriction of hazardous substances) statement relating to directive 2002/95/EC  
-WEEE (Waste Electrical and Electronic Equipment) statement  
-Sustainability policy and check their carbon neutral goals and what processes they have implemented internally to ensure their product life cycle is need driven rather than marketing cycle driven.

It's important to note that all green policies are a living document and will have adjustments made to them regularly. All companies should be looking at ways to improve their methods and take ownership for their impact on the environment. Policies should be requested with every investment to check updates to the companies to ensure they are also continually improving as you are trying to.

Created 12/10/20 by Christie Lites- a company committed to improving sustainability practices in live events - [www.christielites.com](http://www.christielites.com)