

# +TIPS



## Tips for a sustainable business

- **Reduce meeting costs:** Make a phone call instead of holding a meeting, send an email rather than posting, conduct virtual meetings to save the cost of making business trips.
- **Minimize using materials:** Archive computer files rather than print files, advertise on your website rather than in brochures, email your promotional material rather than posting it.
- **Reduce waste:** Have staff use their own mugs, get printer cartridges refilled not replaced and buy recycled stationery supplies.
- **Recycle:** Recycle everything you can't reuse - check with the council what they will recycle. Set up recycling bins in locations staff will use them. A good way to involve staff is to hold a regular office book, clothing or DVD swap day.
- **Turn it off:** Switch off lights, computers, printers and appliances at the power point when not in use - they will last longer and your power bills will be considerably reduced.
- **Outsource:** Reduce your server needs and cut power costs by using cloud computing services (web-based data storage) and use virtual office services or outside contractors rather than expand office space.
- **Reduce:** Turn down the air conditioner - lowering the temperature just one degree on a hot day can increase your energy costs by 10 per cent. Reduce energy consumption further by: using cut-out switches to cut out standby power usage, installing automatic lighting sensors, having power supplied by green energy providers, choosing hybrid cars for your fleet vehicles. In the office kitchen, reduce water and power consumption by running office dishwashers when full, fixing leaky taps and reducing the hot-water temperature setting.
- **Pass it on:** Get some green credentials by setting up a sustainable supply policy and guidelines, and send a checklist to your suppliers asking about their sustainable products and services. Have them join 1treellion's pledge.