



# Environmental Sustainability

## Actions to reduce the workplaces carbon footprint

### Sustainable actions in the workplace

There are many actions workplaces can take to lower their carbon footprint score thus reducing their impact on the planet. The Carbon Footprint and Tools resource located within the Environmental Sustainability section of the WorkWell Hub provides links to reputable tools and websites that can support workplaces with selecting sustainable carbon reducing actions. WorkWell has also provided a comprehensive list below of sustainable actions workplaces can implement.

#### Energy Efficiency

- Optimising the current processes you have or reducing energy demand – such as tuning a boiler, ensuring there are no steam traps and leaks, and aligning HVAC systems with occupancy levels and times.
- Replacing old, inefficient equipment such as lighting, motors, pumps, or fans with new high-efficiency alternatives. For example, heat pumps, biomass boilers, LED lighting, kitchen equipment, monitors etc.
- Use renewable energy. Research providers to find out who provides renewable energy plans.

#### Transport

- Encourage your employees to commute sustainably more often such as public transport, bike, walk, carpool and/or work from home at least one day per week.
- Build facilities so people can store bikes/equipment and shower.
- Invest in electric fleet vehicles.
- Cut back on business travel. Meet online more often, if travelling is necessary, try get more done in one visit to travel less often and get more value out of the emissions cost.

#### Waste

- Reduce, reuse and recycle and compost. This can be applied to food, office supplies, processes, packaging, for example.
- Encourage reusable containers (could have a container library in the staff room), keep cups, use glass jars to refill the office kitchen and buy in bulk.
- Organise a clothes swap day at work.
- Reuse stationary, have an e-waste station that is collected.
- Collect soft plastic and plastic bottle lids and dispose of them correctly.
- Educate staff about recycling and waste.

#### Suppliers and infrastructure

- Check if your website is using unsustainable energy, and switch.
- Implement environmental, social and governance software to measure, monitor and manage the business' carbon footprint.

- Choose sustainable suppliers and/or influence them to become sustainable.
- Research, develop and deploy products and services which improve access to resilient buildings, transport, green spaces and utilities.
- Significantly narrow or close material and energy loops across own and supply chain operations.
- Shift to a portfolio of goods and services that require and promote negligible use of resources and produce negligible waste.

#### **Workplace culture and community connections**

- Plant trees, vegetation and/or a vegetable garden on site.
- Organise a beach or stream clean-up day.
- Adopt a stream or wetland that your workplace is in charge of weeding and cleaning up.
- Promote a culture of sustainability.
- Partner with local organisations to create a food stream that reduces waste and serves the community.
- Carbon offset.

#### **References:**

[RecycleKiwi - Introducing the 4 R's](#)

[Goal 13: Climate action - The Global Goals](#)

[SDG Blueprint | SDG 13 \(unglobalcompact.org\)](#)

[The business good of decarbonisation | EECA](#)

[Climate Action Toolbox | Business.govt.nz Tools](#)

[Reducing Waste in the Workplace: 5 Tips For Becoming a Greener Business | Obvious Brand Partners, Wellington NZ](#)

[Reducing waste in the workplace | Method Recycling NZ](#)

[10 Ways Your Business Can Reduce Its Carbon Footprint | Antea Group](#)

[10 Simple Ways to Reduce Your Business's Carbon Footprint | Brightly \(brightlysoftware.com\)](#)

[For business | Gen Less](#)