



Green Toolkit

Quick wins (0-3 months)

These are the initial steps you can take to quickly improve your workplace's environmental footprint:

Label bins: Clearly label recycling, compost, and landfill bins to encourage proper sorting.

Switch to digital: Reduce paper use by switching to digital documents and online collaboration tools.

Turn off equipment: Implement a policy to turn off computers, monitors, and lights when not in use.

Appoint green champions: Designate individuals or teams to lead and promote sustainability initiatives.

Actionable steps for every timeframe

More environmental resources here



Medium-term actions (3-12 months)

These actions require a bit more planning and coordination, but will result in more significant environmental benefits:

Promote active transport: Encourage employees to walk, bike, or use public transportation by providing incentives or facilities.

Improve water and energy efficiency: Conduct audits and implement measures to reduce water and energy consumption.

E-waste recycling: Implement a comprehensive e-waste recycling program to properly dispose of electronic waste.

Sustainable procurement: Develop a sustainable procurement policy to prioritise environmentally friendly products and services.

Publish a climate commitment statement: Publicly announce your organisation's commitment to reducing its carbon footprint.

Long-Term Strategy (12+ months)

These initiatives involve significant investment and commitment, but will create lasting change and establish your organisation as a sustainability leader:

Switch to green power: Transition to renewable energy sources such as solar or wind power.

Integrate sustainability into business planning: Incorporate environmental considerations into all aspects of your business strategy and decision-making.

Develop disaster preparedness plans: Create plans to address potential environmental disasters and ensure business continuity.

next steps

Begin by implementing the Quick Wins to gain momentum. Then, focus on the Medium-Term Actions while planning for the Long-Term Strategy. Regularly review and update your initiatives to ensure continuous improvement.