

...in the workplace

Start at Home

- Pack a litterless lunch. Bring fresh foods or leftovers in reusable containers.



Getting to Work

- Leave the car keys at home. Take public transit, walk, bike or carpool instead.
- If you have to drive make sure you reduce fuel use by driving the speed limit, checking your tire pressure regularly and bringing your vehicle in for regular tune-ups.
- Ask your company if they'll provide a discount on public transit to employees.
- Better yet, work from home!



At Work

- Avoid litter when buying your lunch. Bring your own plate or container to the cafeteria or take out counter.
- Bring your own coffee mug to work. Most coffee chains offer a discount if you bring your own mug.
- Buy a water filter for your office to discourage the purchase of bottled water.
- Find out if there are ways you can improve your office recycling program.
- Reduce the amount of paper waste by using scrap paper in the printer and photocopier for non-essential items. When buying paper for the office do some research and only buy from companies with sustainable forestry practices and significant post consumer content.
- For outside print jobs find out if the company you deal with uses vegetable based inks, and 100% post-consumer paper.
- Set up a composting bin and disposal schedule in your office kitchen.
- Encourage bus and train travel for long distance meetings instead of air travel. Better yet, encourage tele-conferencing.
- Ensure that all outdated electronics are recycled.



Leaving Work

- Turn off all lights, computers and monitors. Adding an easy to shut off power bar will also eliminate energy 'leakage' from equipment that remains plugged in.

