

## 3.1. Sustainable development in the workplace



### 3.1.1. What is important to know?

#### Make your current job green!



Is a job change not ideal for you, but sustainability is important to you in your everyday life? Make your own office feel like home, turn it into an eco-friendly workplace!

You can approach it from two directions: what is easy to change and what would have a big impact. Start with the areas where both apply! Then focus on the things that make a big impact, turning them green step by step! There

are green packaging materials, green cleaning products, green clothing, and even green investments.



We can often rearrange an everyday process to make it more environmentally friendly. Choose local products and services for our office. Encourage public transport, introducing office bikes or scooters instead of travelling by taxi. Pay attention to heating and cooling, and consider wisely what temperature we actually need to maintain in the office. The quality of the work may not even be improved by bright

light, excessive heat, the constant buzzing of printers, ...etc.?

### 1. From the table to the pen – let's make everything green!

There is no need to spend a lot of money if we want to make the office green. Nowadays, we can choose from a wide range of products, from biodegradable coffee cups to office furniture made from recycled materials. Printing paper? Post-it? Paper towel? Coffee cup? Choose recycled! These are at most minimally more expensive. But in the long term, they can significantly reduce the ecological footprint of our workspace.

### 2. Energy saving? Start with air condition and heating!

Offices are often over-ventilated in the summer, or even overheated in the winter months. We can make our workspace more sustainable just by not turning the thermostat on all the time. There's no need to cool the office to 18 degrees or heat it to 26 degrees because it's not healthy nor environmentally friendly!

### 3. Natural light is important!

By having the right amount of natural light, workers' mood and therefore also their performance will improve. Besides, we can also cut our electricity bills, because the more light we get into our office, the less lamps we need to turn on. Let's use energy-saving (led) bulbs in our offices at work! Besides that, try to make people keep to the simple habit: let's turn off the lights after ourselves!

### 4. The legend of paper-free office – is it possible?

Is it possible to be paper-free? In the digital age? In the age of cloud hosting? Yes, it is. But first let's have a look at the facts! Instead of document folders, let's use office server or cloud. Instead of invoices, e-invoices. Instead of a paper-based quote, let's have a PDF. We can also do a lot for the environment even by using less new paper and using the backside of documents that are no longer needed!

### 5. Eco-awareness starts by going to work!

We can also do a lot to protect our environment by taking the bus, tram or underground instead of getting into our car. But it can also make a difference if we leave on time, and if the distance is too far, we can walk to work. Physical activity stimulates well-being!

## 6. Selective waste collection in the office

It is also worth mentioning the importance of waste selection. Much waste is generated at work day after day, but fortunately most of it can be recycled. Purchasing a selective waste bin is not a big expense. Let's take advantage of it!

## 7. Green energy use? Nowadays, it's easier than ever before!

Nowadays, energy from renewable sources is more accessible than ever before. For the time being, solar energy is the most suitable solution in the form of roof-mounted solar systems. To a certain extent, it makes you independent of for example the electricity network, which can be an advantage in the event of an unexpected power cut.

## 8. Let's deal with the energy vampires!

At every workplace, whether bigger or smaller, there are several "energy vampires". These devices consume electricity even when they are not in use. Computers, huge multifunctional printers consume power 24/7. It is therefore worth nipping the phenomenon in the bud, starting with the distributors. The cheapest way to do this is to disconnect the distributors or unplug these devices at the end of each day.

