


# Simple Actions to Reduce Waste at Work

	Set up a green team of diverse staff who will investigate, document and motivate change in your business. Your green team should develop a waste reduction policy outlining the direction and specific commitment for improvements.
	Recycle more by making it easy. Place well-labelled bins throughout the office including in lunchrooms, coffee stations, meeting rooms and at each desk.
	Practice double-sided photocopying and encourage staff to use one-sided paper for scrap paper notepads.
	Bring old magazines and books into work for others to enjoy.
	Buy paper products with post-consumer recycled content.
	Develop a purchasing policy that supports purchasing products and services that lessen environmental impact.
	Use a travel mug, thermos and resealable containers when packing food.
	When hiring a catering company for meetings, use one that supplies reusable plates, cups, napkins and cutlery.
	Cut down on paper use by networking computers and sharing files electronically. Use e-mail and voice-mail.
	Switch to energy-efficient fluorescent or halogen lights.
	Turn off all unnecessary lights, computers and equipment after hours. Where appropriate, use stickers to remind staff to do this.
	Install a thermostat system to turn down heating and minimize air-conditioning during off-hours.
	Install motion light sensors. Buy energy efficient appliances. Plant windbreaks and shade trees around your business.