

GOING GREEN IN THE WORKPLACE

How Your Company Can Go Green

1. Assemble a task force, a “Green Dream Team,” to lead your new environmental initiative.
2. Evaluate your company’s consumption of non-renewable resources.
 - Have each of your employees calculate their personal Carbon Footprint. www.nature.org/initiatives/climatechange/calculator
 - Calculate your company’s overall Carbon Footprint. www.climatecare.org/business/business-co2-calculator/
3. Develop strategies for reducing and/or eliminating consumption where possible for your company to Go Green!
 - Buy green energy from Georgia Power. Learn about their green energy program, Green-E at www.green-e.org.
 - Begin implementing eco-friendly travel practices.
 - Choose an airline with an eco-initiative and stay in an eco-friendly hotel.
 - Choose an eco-friendly car service. In Atlanta, you can use Elite Green Car, the first eco-friendly chauffeured car service in the Southeast. www.elitegreencar.com
 - Rent a hybrid car. www.keystogreen.com will connect you with hybrid rental car services across the United States.
 - If possible, consider teleconferencing as an alternative to traveling.
 - Consider allowing employees to telecommute or institute a 4-day work week.
 - Change office light bulbs to a low-voltage option.
 - Upgrade technologies to be energy-efficient and implement energy saving practices.
 - When buying new, buy EnergyStar rated computers, monitors, printers, fax machines, and copiers. www.energystar.gov.
 - Turn off monitors and computers when appropriate.
 - Put computers to sleep when appropriate.
4. Set up a recycling program.
 - Have your Green Dream Team do a waste audit. WasteWise is an online, no-fee voluntary program run by the EPA that helps audit waste, offers tips to reduce waste, and tracks results. www.epa.gov/wastewise/
 - Instead of throwing away documents with printing only on one side, use the blank side for incoming faxes.
 - Reuse boxes and packing material from incoming deliveries for your own shipping needs.
 - Eliminate the use of Styrofoam products throughout the office. Instead, replace disposable dishware with reusable items.
 - Recycle electronics through established electronic recycling days around town.
 - Ensure all printer cartridges are recycled. Establish a cartridge fundraising program in your office by enrolling at www.recycleplace.com
 - Establish a cell phone recycling program for employees. www.collectivegood.com

5. Work to Improve Indoor Air Quality

- To ensure your office is using products with the lowest emissions, or off-gassing, visit www.greenguard.org for a list of approved, healthy products.
- Use Low VOC paint to eliminate toxic off-gassing.
- Encourage your janitorial staff to begin using non-toxic cleaning products or choose an eco-friendly cleaning service that incorporates green cleaning practices and products.
 - South East Link has tips for incorporating these healthy practices.
www.southeastlink.com

6. Spread Your Environmental Commitment Into The Community.

- Earth Share of Georgia has an employee giving program that gives back to local Atlanta charities. For a full list of charitable programs, visit www.earthsharega.org.

7. Encourage your vendors and business partners to adopt similar policies and practices.