

10 Easy steps

1 **Buy recycled!**

It's easy to buy all kinds of products that are made from recycled content – just look around today!

2 **Source products locally**

This promotes local businesses as well as reducing product miles.

3 **Reduce your waste!**

Make sure you are recycling everything you can. Get a waste audit carried out for free.

4 **It's a tool not a badge**

Make the most of an Environmental Management System to assess all your impacts. Start with a Policy and let the sky be your limit!

5 **Create a Green Procurement Policy**

It's good practice and reflects well on your business. Look for suppliers with Environmental Management Systems.

6 **Cut the queues – travel in twos**

Write a Green Travel Plan then stick to it and reduce your business mileage.

7 **Switch off, don't pay up!**

An average office wastes £6,000 per year by leaving equipment on over the weekend and bank holidays.

8 **Become water wise**

Reduce the amount of water you use by installing dual flush toilets, push button taps etc. You could also make the most of grey water.

9 **Green from the inside**

Train up your staff so they can measure, monitor and improve your resource efficiency and performance.

10 **Spend some money**

Support a local community project, offset your carbon dioxide etc. Help others and make a good name for yourselves.