

**Office DEPOT®**

*Taking Care of Business*

# a greener workplace

how to make your environment greener

THAT WON'T  
office supplies  
COST THE EARTH





## why go green?

### *top tips on operating a greener office*

#### Because it may help you save money

- Buying durable and greener office products and reducing waste, fuel and electricity will save money in the long run and by developing environmental programmes you will help retain employees.

#### Because it may help you make money

- You may have environmentally conscious prospects and customers who may only want to deal with like minded businesses.

#### Because it will probably feel good

- Employees will feel positive about the company they work for and will feel good about doing the right thing for future generations.

*Introduce recycling boxes into the office for paper, aluminium cans, plastic bottles, batteries, mobile phones, inkjet and toner cartridges.*

## buy green

### *for your office*

#### Buy products to reduce waste and resources

- **Recycled:** using 29 boxes of 80% recycled paper can save up to 1 ton of trees
- **Recycling solutions:** bins, bags and boxes to encourage recycling in your office
- **Remanufactured:** ink and toner cartridges to reduce landfill
- **Refillables and refills:** products such as propelling pencils and refillable pens replace one-time-use disposables
- **Rechargeable batteries and chargers:** to replace one-time use batteries and reduce waste
- **Rewritable:** CDs, DVDs and flash drives to reduce paper and allow reuse.

#### Buy products to reduce energy

- **Reduced energy in use:** Energy Star certified electronics and low energy light bulbs can reduce energy consumption by over 60%
- **Renewable energy use:** Solar powered products, such as calculators reduce the need for replacement batteries.

#### Buy products to maintain forests

- **Responsibly buying FSC certified products** promotes environmentally appropriate, socially beneficial and economically viable management of the world's forests.

*Nowadays businesses have a much wider range of high quality environmental alternatives, equal in performance and that save natural resources, conserve energy, reduce toxins, etc.*

*Purchase from businesses that track the environmental performance of their products and work with suppliers to buy products that are made via environmentally preferable practices.*

## be green

### *in your office*

#### Reduce waste

- **Reduce,** reuse and recycle paper and cardboard
- **Recycle** ink and toner cartridges
- **Donate** or recycle electronics and mobile phones
- **Print** double sided.

#### Reduce electricity

- **Turn off** lights and electronics when not in use
- **Install** power strips with on/off switches to reduce 'phantom' power
- **Install** intelligent lighting.

#### Reduce fuel

- **Consolidate orders** and reduce the packaging required
- **Encourage** use of fuel efficient vehicles
- **Introduce** car sharing schemes.

## sell green

### *in your business*

#### Sell the idea of going and staying green

- **Communicate** why and how to go green - to management
- **Communicate** why and how to go green - to staff
- **Communicate** why and how to go green - to your customers
- **Use innovative** promotions and reminders to help people stay green.

#### Sell green products and services

- **Ask** what green products and services customers want, or identify unmet needs
- **Provide** needed green products and services, where appropriate for your business
- **Create** simple ways for customers to find and buy your green products and services.



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*Taking Care of Business*

Make sure you buy green, be green,  
sell green, in your workplace.

Order a copy of our green book today.

Email us at [ukenvironment@officedepot.com](mailto:ukenvironment@officedepot.com)

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