Environmentally Friendly

The business will have a strong environmentally friendly attitude. On environmental days/weeks, such as Earth Day and National Green Week, the business will remember these times with related resources or materials, some for free. Free resources and any other news will be mentioned on social media and on the website calendar. Educoot will in time apply for a Green Certificate.

The business will take the following steps so that it is environmentally friendly at all times.

1. **Use environmentally friendly office products**. This cuts down on waste and pollution. Examples: 100% recycled paper, refillable ink cartridges, non-toxic highlighters and buying appliances second hand or with a star energy rating.

2. **Reduce, reuse, recycle and refuse.** Examples: only print when absolutely necessary, use both sides of paper where possible, recycle paper/cardboard/plastic etc., limit disposable goods, don't buy if it's not needed, take shopping bags to shops, do not develop junk mail, do not accept junk mail, reuse as many items as possible, use black printer ink instead of colours to save colour ink, recycle ink cartridges, etc.

3. **Use electricity wisely.** Examples: Turn off all computers, printers, photocopiers, and other equipment that doesn't need to be left on at the end of the day and leave them off until they are needed again. Check that all computers/monitors are set to their most energy efficient settings (e.g., monitor set to shut off after 15 minutes of no use). When leaving a room for more than a few minutes, switch off the lights. Use compact fluorescent bulbs instead of incandescent ones. Take advantage of natural sunlight as much as possible. Use a laptop which uses less energy than a desktop computer.

4. **Telecommute.** Examples: Work from home which cuts down on travel and pollution and increases time availability. For meetings use Skype, Google Hangouts, etc.

5. **Aim for a paperless office.** Examples: Consider GreenPrint, read on-screen and only print documents when absolutely necessary, widen margins to save paper that must be printed, print on both sides of the paper, use only 100% recycled content paper products in the office, put a note at the bottom of emails, asking people not to print in respect of the environment, set up payments online, email invoices/quotes/drafts, use the Internet to communicate throughout projects – email / Skype / Google Drive, etc. Resources and materials will be accessibl e online, in soft copy or on a cloud, etc. For delivering training and workshops, send notes/presentations to participants or upload – no copies are necessary!

6. **Cut down on packaging.** Examples: If post has to be sent or delivered, ensure parcels are packed with natural packaging.

7. **Use the Office Footprint Calculator** to check if more could be done to reduce the business's carbon footprint.

8. Use rechargeable batteries for digital cameras, etc.

9. Use modern technology to create and develop online resources, websites and VLEs. (Virtual Learning Environment) Encourage customers to consider online materials.

10. This policy will be reviewed at regular intervals.