

Eco-office Guide

SUSTAINABILITY AND BUSINESS

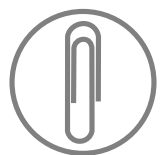
In the world of business and industry, sustainability means that we cannot simply consider short-term competitiveness and profit making. We also need to consider our environment, which supports the long-term viability and success of our enterprise. Thus, we need to help maintain ecological processes and life-support systems, preserve biological diversity and use natural resources or ecosystems in a sustainable way. Where this is not possible (e.g. most minerals – which are non-renewable resources), we need to use them wisely.

A PRACTICAL TOOL

WWF-SA has commissioned Rhodes University Environmental Education Unit to develop an Eco-Office Guide for business and industry. The guide is intended for use by office managers, administrative assistants, clerks or secretaries – in a business, industry, NGO, or an educational institution. The guide is a simple and easy to use tool offering practical support enabling users to take a leading role in responding to environmental issues in the workplace.

eco-office

rethink reduce re-use recycle repair



WHY AN ECO-OFFICE?

The Eco-Office Guide can enable businesses to:

- reduce office costs
- start taking responsibility for the impacts of their everyday practices on the health and well-being of staff and the wider community
- build a greater awareness among staff and the broader community about the importance of maintaining a clean and sustainable environment.
- meet customer demands for environmental products or practices
- comply with legislation and industry codes such as the King II Report
- contribute towards an ISO 14000 environmental management system (EMS)

FIVE STEPS TO AN ECO-OFFICE

The Eco-Office Guide offers a five-step approach to improved environmental office management:

- Preparing an audit of current practices and identifying problems and opportunities.
- Prioritising areas for attention, setting goals and formulating an action plan.
- Communicating with co-workers about the objectives of the programme and how they can contribute to it.
- Executing the plan.
- Reviewing progress on a regular basis.

FIVE THEMES AND 5 R'S

The Eco-office Guide covers five themes: Paper, Energy, Water, Purchasing and People, which are the five most common areas in a typical office that need to be addressed when putting into effect eco-friendly office practices.

For each of the five themes the Guide presents practical tips and ideas in terms of the “5 R's”: rethink, reduce, re-use, recycle and repair.

CAN YOUR OFFICE BE AN ECO-OFFICE?

Case studies of eco-office action included in the guide illustrate that eco-friendly office initiatives are practical and viable. So, start small, think big, make a change and make a difference!

Copies of the Eco-Office Kit are available from:

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Cost: R85 per Kit

