



**“Environment friendly”, “Eco-friendly” and “Go green”... these words are so commonly used in today’s world. Do you know what it means to be “Eco-friendly”?**

In simple words, it means practices that conserve natural resources. But at EAP, we challenge that being eco-friendly in the workplace means so much more! A greener workplace can mean a lighter ecological footprint, a healthier and more productive place to work, and good news for the bottom line. Working for a company with heart is a powerful motivator for employees. And high morale means a boost to productivity, loyalty, and innovation—and happiness!

### 5 TIPS FOR GETTING STARTED:

**Tip #1: Set your computer to sleep** when you leave your desk (it takes less energy than the screen saver) and dim your monitor. At night- power off. The emissions reduction is equal to replacing six standard lightbulbs with compact fluorescents.

**Tip #2: Use compact fluorescent light bulbs,** rather than the incandescent bulbs. These are more eco-friendly, emit no harmful radiation and are more cost-effective.

**Tip #3: Copy on both sides of paper.** The average office worker goes through 10,000 sheets of paper a year. When a 100 people in a company use double sided printing, it saves more than 50 trees annually.

**Tip #4: “Green” your air:** Plants do more than just pretty up your work space. Plants also absorb indoor air pollution and increase the flow of oxygen and can help prevent "Sick Building Syndrome" a condition where office carpeting and furniture can lead to upper-respiratory colds, viruses and inflame allergies.



**Tip #5: Update Mailing lists** to avoid sending out unnecessary letters, thus saving paper, printing and postage.

### WHO SAYS IT’S NOT EASY BEING GREEN?



Think that being environmentally aware is complicated? It can be overwhelming to think about overhauling your habits, but sometimes it’s a simple switch! Check out these ideas for small changes:



#### Use Reusable Pens

U.S. citizens alone throw out over four million disposable pens — daily. Consider stocking the office with reusable pens instead. Stock the supplies cupboard only with refills for these pens.



#### Use paper clips instead of staples

Paper clips are sustainable by design. When made of the traditional plain aluminum, they are readily recyclable and can be reused. Make sure to recycle your paper clips when you have exhausted their use and reuse them if people leave them in meetings.



#### Bring your lunch

Bringing lunch to work in reusable containers is more sustainable for the environment and for your wallet — it also encourages healthier eating

### What is our biggest recommendation for going green at work? ...Have fun.

Encourage friendly competition, and if you can-organize some small events like a bike-to-work day. Be sure to communicate your successes! It’s easy to get others excited about joining the effort if they see that you’re feeling good about what you’re doing.

Be patient with yourself and others. Workplace culture can be slow to change, but nagging or calling out coworkers definitely doesn’t speed things along. Sometimes all we can do it lead by example—and that’s enough!

In just one year, one person can have a huge impact on waste at work...you’ll feel great about contributing, and you might just inspire the people around you!