



Grainger Green Office Policy

We are committed to reducing our negative impact on the environment and have developed this policy to ensure that we reduce our environmental impacts within our own offices wherever possible. This policy is both a formal record of our commitment to continual improvement in this area and a guide for employees.

We have nominated Eco-Champions at each of our offices to raise awareness of sustainability issues within the office environment and to take responsibility for ensuring this policy is implemented whenever possible. We provide the Eco-Champions with an Eco-Champions Action Plan to help guide their actions to improve the sustainability of their office. We regularly review progress against the Action Plan (see Appendix A).

This policy is divided into Energy, Water, Waste, Procurement, Transport and Cleaning as we consider these to be our most material issues and where we can do most to reduce our impact.

1. Energy

Our offices are working towards reducing absolute electricity consumption over time, which will reduce both costs and carbon emissions. To this end,

- Meter readings are recorded on a monthly basis to monitor consumption. This information is communicated to senior management, at least twice a year, so that they can monitor trends and take action, where necessary.
- Eco-Champions take responsibility for conducting spot checks and encouraging and reminding staff to switch off all lights, computers, fax machines, photocopiers and other electronic appliances when not in use and over night.
- The Eco-Champions take responsibility for reminding the building manager to check that heating and cooling systems are not working against one another (as is common in spring and autumn) and discuss the option of switching off the air conditioning when it is not required. They also discuss ensuring that heating and cooling controls are set such to maximise energy efficiency.
- We are working to optimise how we use IT equipment, including servers and computers, to reduce energy consumption where possible.
- We are engaging with our office landlords to identify areas where we can work together to reduce the environmental impact of the buildings in which we are a tenant.

2. Water





We are committed to reducing water consumption within our offices. The following measures are in place to reduce our consumption where possible:

- We undertake regular maintenance checks to ensure water wasted through leaking or damaged taps does not go undetected and unreported.
- Signs with details of who to contact in the event of a leaking tap are displayed in bathrooms.
- Grainger will install water saving technologies into all its offices such as simple hippos in toilet cisterns (if the cistern is easily accessible.)
- When undertaking refurbishments or replacing features, we will consider cost-effective water saving devices such as low flow taps, waterless urinals.

3. Waste

In order to reduce the volumes of waste sent to landfill from our offices we encourage our staff to reduce their own waste production and to recycle as much as possible. We do this through the following measures:

- All offices provide recycling facilities and there is communication, such as emails and posters to remind staff to recycle.
- Battery recycling points are established and batteries are collected monthly for recycling. Printer/toner cartridges are also recycled where possible.
- We provide individual recycling bins at each desk where possible to ensure ease of recycling.
- Printers are set to double-sided wherever possible to reduce paper consumption. Scrap paper trays are also provided by printers to encourage the reuse of paper that has print on one side only.
- Plastic bags are stored in a box by the door to encourage staff to re-use one for buying their lunch etc. rather than taking a new bag in the shop.

4. Procurement

Before purchasing items of stationery, coffee, tea, biscuits, flowers etc. for the office, Grainger employees should

- Investigate which products can be replaced with more sustainable, cost-comparable alternatives, such as stationery with high recycled content or locally-sourced, organic or FairTrade produce.
- Attempt to consolidate supply of goods into one supplier, as this tends to cut down on transport and packaging needs.

Grainger employees are provided with reusable glasses and mugs to eliminate the use of disposable cups and use tea-towels to avoid the use of disposable kitchen roll.





5. Transport

We carry out an annual Green Travel Survey among staff and we have rolled out videoconferencing and IT solutions to help reduce internal flights wherever possible. All staff must be familiar with our Green Travel Policy.

6. Cleaning

Where Grainger purchases cleaning or soap products directly, we favour eco-friendly products, such as Ecover.

We require our cleaning staff and contractors to investigate the use of products which minimise negative impacts on the environment. We also rely on our cleaning staff to support our recycling efforts.

Signed

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Relevant senior representative, Date

Version control

Version:	Created / amended by:	Date:	Comments on changes or updates to this version
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1.0	Achsah Carter	09/07/2010	
1.1	Achsah Carter	12/03/2012	
1.2	Alive Ready	15/03/2012	Updates to: <ul style="list-style-type: none">- Header- Energy- Waste- Procurement- Transport- Cleaning
1.3	Achsah Carter	30/03/2012	Updates to: <ul style="list-style-type: none">- Procurement





Appendix A: Eco-Champions Action Plan

<h3 style="text-align: center;">Eco Champions Action Plan</h3> <p style="text-align: center;">Greening your office may seem like a big task... so where to begin?</p> <p>This action plan pack aims to help you get started with fulfilling your role as eco-champion in Grainger's office. To begin this process we have suggested 4 initial steps which should serve to set you off on your mission to make Grainger's workplaces more sustainable:</p> <ul style="list-style-type: none"> • Think about what your office is like – fill in the office information page with key characteristics of your workplace and read the recommendations associated with the different attributes of your office. • All champions should focus on energy and waste as these are key impacts associated with your office. Choose at least 2 other impact areas (water, volunteering, sustainable procurement or transport) associated with your office to focus on over the next 3 months: <div style="display: flex; flex-direction: column; gap: 5px;"> <div> Energy</div> <div> Waste</div> <div> Water</div> <div> Volunteering</div> <div> Sustainable procurement</div> <div> Transport</div> </div> <ul style="list-style-type: none"> • Identify one off and daily/weekly tasks which are appropriate for you to carry out, under the 4 impact areas you have selected • Log your activities as you carry them out and make sure you collect feedback and/or the results of your actions as you go along to see what works. <p style="text-align: right;">grainger plc</p>	<h3 style="text-align: center;">Eco Champions Check List</h3> <p style="text-align: center;">Office Information</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 30%;">Name of champion (and job title)</td> <td></td> </tr> <tr> <td>Office (i.e. location and function)</td> <td></td> </tr> <tr> <td>Number of staff</td> <td></td> </tr> <tr> <td>Description of location and local amenities (e.g. proximity to public transport connection, shops, town centre, etc)</td> <td></td> </tr> <tr> <td>Other tenants in building</td> <td></td> </tr> <tr> <td>Main job roles of office colleagues</td> <td></td> </tr> <tr> <td>Facilities (e.g. kitchen, toilets, showers, changing rooms, bike storage, server room, etc)</td> <td></td> </tr> </table> <p style="text-align: right;">grainger plc</p>	Name of champion (and job title)		Office (i.e. location and function)		Number of staff		Description of location and local amenities (e.g. proximity to public transport connection, shops, town centre, etc)		Other tenants in building		Main job roles of office colleagues		Facilities (e.g. kitchen, toilets, showers, changing rooms, bike storage, server room, etc)					
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<h3 style="text-align: center;">Eco Champions Action Plan</h3> <p style="text-align: center;">Understanding the priorities of your office</p> <ol style="list-style-type: none"> How big is your office? <p>The scale of your office will affect your approach to encouraging change. If you have fewer people in your office you have the opportunity to speak to people on a more personal level and find out how they need help/encouragement to behave in a more environmentally-friendly way. However, if you are in a big office there are more opportunities for collective action such as through car-share schemes or group volunteering exercise, but it will be harder to engage with everyone individually.</p> Is your office in a town/city centre? <p>The location of your office will have a significant impact on the transport options for people in your office. Consider whether you think there are public transport or cycling opportunities which are not being made the most of by people in your office.</p> Do you share your office building with other tenants? <p>Sharing recycling facilities and/or toilets and showers with other companies means that you will need to consult with them directly, or through your building manager, before making any changes to the common parts of the building or to the waste collection system.</p> What are the main jobs of the people working in your office and where do most people live? <p>The roles of people in your office will have an impact on things such as their transport habits and their working hours, so need to be considered when thinking about encouraging behaviour change. For example, if many of your colleagues need their cars to visit sites and properties on a regular basis then there is little point in trying to encourage them to use the bus every day. However, you could think of ways to encourage small changes in behaviour – such as catching the bus on days when they are not visiting sites, or once a week for example. Thinking about where people live could also help you to see if there are good opportunities to promote flexible working – such as working from home once a week.</p> Do you have a kitchen? <p>There are several things to think about if your office has a kitchen – including ways to save water, energy and reduce and manage waste. Some ideas include – putting a mark on the kettle to show people how much they should fill to make one cup of tea, organising group purchase of some items such as butter or bread in order to reduce food wastage or setting up a food waste bin for people to dispose of compostable food matter.</p> <p style="text-align: right;">grainger plc</p>	<h3 style="text-align: center;">Eco Champions Check List</h3> <p style="text-align: center;">What should I do and when?</p> <div style="display: flex; flex-direction: column; gap: 5px;"> <div> Energy</div> <div> Waste</div> <div> Water</div> <div> Volunteering</div> <div> Sustainable procurement</div> <div> Transport</div> </div> <p style="text-align: center;">One-off activities</p> <table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 40%;">What?</th> <th style="width: 50%;">Why?</th> </tr> </thead> <tbody> <tr> <td></td> <td>Contact waste collection company to find out what happens to waste when it is collected and what waste types they would prefer you to separate your waste into.</td> <td>There is little point in separating waste if it then gets mixed anyway by the cleaner or waste collection company.</td> </tr> <tr> <td></td> <td>Individual desk bins - Options: (a) Suggest people give them up altogether (b) Remove all but one bins per section of desks or few employees (c) Trial removal of all individual bins in one section of office, obtain feedback and then potentially roll out</td> <td>Encouraging people to get up and walk to main bins, rather than giving them option of desk bin, means that they may be more likely to recycle effectively. 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Eco Champions Check List

One-off activities continued

What?	Why?
Do a check of all monitors and desktops in your office (or in large offices break this up by floors/sections over several days) to see which have been left on stand-by over night or over the weekend. Leave chocolates for everyone who has switched off, or brussel sprouts for those left on.	This is a fun way of drawing attention to and incentivising positive habits with regards to switching of equipment overnight – which can save a huge amount of energy over the year.
[Can be done at the same time as doing your monitor/computer check – above] Check bins by people's desks to see if there is a large amount of waste that could be recycled being put in these. If so, make sure you communicate to people the importance of recycling and ensure that the recycling bins are clearly labeled and people know what goes where and where to find them. You could leave chocolates for those who recycle well, or even remove some of (clean) recyclables from people's bins and put them on their desks to return to in the morning to drive home your point.	People can be lazy about getting up from their desk to recycle and there is nothing like a bit of positive or negative incentivisation!
Set up a scrap paper tray by the printer for unwanted paper which has print on one side only. This can be used for draft printing and printing emails and can also be made into notepads by cutting to A5 size and clipping together.	Often people print things in draft, print emails or want to take notes – these don't have to be done on clean new paper and can be done on reused paper which is clean on one side only.
Investigate the opportunity with your building manager (etc) and run a pilot to install hippos into one or more loo in your office.	This is a cheap and simple way to save water – up to 3 litres for every flush.
Place stickers under light switches and power sockets (after consulting with office manager or similar) to remind people to turn lights and appliances off. These can be found for free on the Carbon Trust website: http://www.carbontrust.co.uk/energy/startsaving/staflawarenessposters.htm	This is a simple way to remind people and get them into good habits of switching things off.
Come up with list of key actions to focus on to get weekend/evening energy consumption down.	Applying energy efficiency measures in a step by step nature, allows people to adapt and lets you monitor changes in energy use as you go along.

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Eco Champions Check List

One-off activities continued

What?	Why?
Research local volunteering opportunities for your colleagues and, if there is enough interest, arrange a one day team volunteering trip. A good place to start is local schools or wildlife reserves. These websites may provide useful starting points: http://www.do-it.org.uk/ http://www.volunteering.org.uk/IWantToVolunteer/ http://www.bitc.org.uk/community/employee_volunteering/index.html	Volunteering both contributes to the local community and has also been shown to enhance employee wellbeing and satisfaction. Grainger offers all of its employees the chance to take 2 days of company time to take part in community or volunteering work every year.
Contact your printer/ toner cartridge provider and see if they will accept old cartridges for recycling, if this is not already done in your office.	You can often save money through your supplier by refilling / recycling cartridges rather than buying brand new ones.
Set up a battery recycling point and let people know about it. Ensure this is taken to a recycling point once every couple of months or more.	People are often unaware that batteries cannot be recycled with other materials or disposed of through landfill due to their toxicity.
Set up a bag or box by the door for storage of plastic bags for people to re-use for buying their lunch etc. Alternatively purchase a few reusable bags which people may find more attractive and robust to use again and again.	By thinking about what makes it easy for people to get into sustainable habits you will be more likely to have success.
Ensure the thermostat in the office is set up to the lowest (in winter) or highest (in summer) possible temperature without getting too many complaints! Ask your building manager to investigate whether heating and cooling systems are ever working against each other – most common in the spring and autumn.	Heating / cooling is usually the biggest consumer of energy in an office and it is surprising how often heating and cooling systems are effectively work against each other because of the way the building systems are set up, obviously using excessive unnecessary energy.
Come up with list of key actions to focus on to get weekend/evening energy consumption down.	Applying energy efficiency measures in a step by step nature, allows people to adapt slowly and for you to monitor changes in energy use as you go along.

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Eco Champions Check List

Daily/weekly activities

For activities that need to be carried out on a regular basis (either in order to continue reminding people to change habits or to assess progress so you can communicate it with people) you should set up a system of reminding yourself when you should carry out this actions. This could be a reminder in your diary or before you carry out a certain activity every week or day – so that you get into the habit.

What?	Why?
Check all lights and appliances are switched off in the office at the end of the day, or remind person leaving last to do so.	Saving energy when the office is not in use is often the biggest area for improvement in terms of office electricity use.
Check that all printing is being done double-sided where possible and remind people who are not doing so. Double-check that everyone's individual computer settings are set to double-sided default (this is being coordinated centrally)	Printing double-sided needs to be as easy for people as printing single-sided – otherwise many won't bother. Saving paper saves Grainger money as well as reducing waste and minimising natural resource use.
[This should be done once before you have begun tackling energy efficiency in your office, and then again at regular intervals once you have started identifying ways to reduce energy consumption, perhaps once a month] Take a reading from your Watson meter at the end of the day on Friday and then again first thing on Monday morning to calculate energy used over the weekend.	Calculating what energy is used over the weekend essentially tells you how much energy wastage there is in the system and you can use this to track improvements over time as you make changes to people's habits and the way the building is run.
Keep an eye on people going out to buy their lunch and recommend they re-use a carrier bag or take a re-usable bag with them.	People need reminding of these things regularly until it becomes habit!
Once you have started to collect regular readings from your Watson meter, you should communicate the information you get with all the residents in your office. If you can link in certain initiatives or changes in behaviour with observable reductions in energy usage then people will see how they can make a real difference.	Tracking changes and recognising when behaviour has an effect on energy use provides a great incentive.

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Eco Champions Check List

Action log

Date	Action taken	Results / comments	Date for repeat

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