

FSFC – tips for engaging colleagues



Getting staff on board and engaging them in carbon cutting activity!

There are lots of things you can do to encourage staff and colleagues to support your Carbon Action Plan (CAP) and get them involved in carbon cutting activity:

Tell them about it:

- **Gain your colleagues support early on by explaining what is being done and why, then ask for their help and contribution.** That way they can contribute their ideas, feel part of something positive and are confident when explaining to clients/customers/colleagues. (See the FSFC sheet for more information on developing a CAP).
- **Keep everyone up to date on targets and achievements.** For example, if you have saved money on energy bills – let everyone know and thank them for the contribution they have made!
- **Don't forget to thank staff/colleagues for their efforts** - use some of the money saved for the staff party or for a prize to the 'greenist' staff member or team.

On the way to work:

- **Support employees to take public transport** by offering discounted tickets or passes, and allow more flexible start/finish times to coincide with train and bus timetables.
- **Enable carsharing and provide reserved parking spaces for carsharers**
- **Encourage cycling and walking by providing secure cycle parking and showers.** Offer a tax free bike purchase scheme and a discount at a local bike shop.

At your desk:

- **Encourage staff to turn monitors off when not in use** and the computer off if they are away from their desk for over an hour
- **Encourage staff to unplug phone chargers and laptop battery packs** when not in use
- **Provide each desk with a recycling instead of a rubbish bin.** Have only one rubbish bin in each area of the office – making it easier to 'recycle it' than 'bin it'.
- **Hug a tree – or at least have a plant to smile at.** Give each staff member a small plant for their desk.

Encourage staff to follow our 'day-to-day tips for low carbon working':

- **Don't use cover sheets on faxes.**
- **Make fewer copies.** Share copies and don't make more copies than you need.
- **Print or copy on both sides** (set up computers to automatically print two-sided)
- **Remove duplicate names and out-of-date entries from mailing lists.**
- **Take steps to reduce unsolicited mail.**
- **Design mailers which avoid the use of envelopes** (fold and staple the paper).
- **Circulate memos, documents, reports, and publications electronically** if possible.
- **Re-use single sided, misprinted or out of date paper.**
- **Reuse envelopes by placing a label over the old address.**

In the kitchen/staff room:

- **Boiling kettle** – remind staff to only boil the amount of water they need
- **Recycle** – have easy to use recycling facilities in the kitchen (for plastic, glass, cardboard and metal cans)
- **If your office kitchen has a dishwasher** – make sure it is run only when full
- **Offer organic and fair trade tea, coffee & biscuits.** And choose local where possible.
- **Choose reusable milk bottles if possible**
- **Have real plates and cutlery on hand (rather than disposal ones),** and encourage staff to bring their lunch in reusable containers.

At meetings/out and about:

- **Encourage video conferencing**
- **Choose meeting locations/venues with good public transport access**
- **Make it company policy that public transport is the first option**
- **Encourage car sharing to and from meetings**

A bit of fun!

- **Gadgets** – Provide staff with 'useful but interesting gadgets' like staple-free staplers, recycled rulers etc
- **Tupperware party!** Encourage staff to buy reusable containers to use for their lunches.
- **Freecycle at work** - Set up an area for employees to exchange used items and a mini library for books and magazines.
- **Gardening!** As a great team building exercise plant some native species to support biodiversity and provide some 'green space' for colleagues to chill out in