



The **Decalogue of Sustainability:** Practical Solutions for a Greener Workplace



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The Decalogue of Sustainability: Practical Solutions for a Greener Workplace



Welcome to "**The Decalogue of Sustainability: Practical Solutions for a Greener Workplace**" workshop!

This comprehensive 10-step guide is designed to provide businesses with the necessary knowledge and skills to enhance their sustainability practices in the workplace and make a positive impact on the environment and society.

In this presentation, you will learn about the importance of sustainability in the workplace, as well as the best practices and strategies for achieving it.



Introduction



Sustainability has become an increasingly important issue in today's business world. As companies strive to reduce their environmental impact, promote social responsibility, and improve their business, adopting sustainable practices in the workplace has become a crucial step towards achieving these goals.



This presentation will outline the decalogue of sustainability in the workplace, providing practical solutions for companies to reduce their environmental footprint, improve their social responsibility, and promote a more sustainable future for all.



1. Reduce energy consumption.



To reduce energy consumption in the workplace, consider using **energy-efficient lighting systems** such as LED lights, and **devices**. You can also promote good **energy-saving habits** and encourage employees to implement them. Some examples:



- **Turning off computers and other electronics** when not in use.
- **Unplugging computers and electronic devices** when charged or turned off.
- **Closing windows and doors** when heating or cooling systems are on.

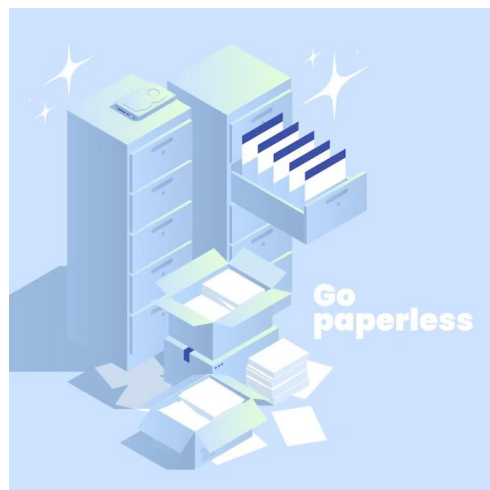
When it comes to **heating and air conditioning systems**, responsible use is key. The optimal approach is to **minimize usage** and **select temperatures as closely aligned as possible with outdoor temperatures**. However, it's important to establish guidelines that take into account your geographical location and local climate.

For instance, at Itsfa, which is situated in southern Spain, the winter season is brief while the summer season is prolonged. As a result, we endeavor to defer switching on the air conditioning system for as long as feasible, but we manage to operate more efficiently during the winter months.



2. Minimize waste & Recycle

Implementing a waste reduction program is crucial to minimize the amount of waste generated in the workplace.



- Implement a **water dispenser** that provides both hot and cold water, and encourage your employees to bring their own reusable water bottles and mugs for hot beverages such as tea, coffee, and herbal infusions.
- Consider providing a **refrigerator and microwave** to allow employees to bring their own food from home and avoid purchasing takeout meals, resulting in both environmental and economic benefits.
- Implement a **paperless policy**. Use electronic documents and cloud-based storage systems to reduce the need for paper.
- Implement a **recycling station** where staff can easily recycle **paper, plastic and glass**.

At Itsfa, we understand the **challenges** of implementing a fully paperless policy, but we recognize the importance of making incremental progress towards this goal.

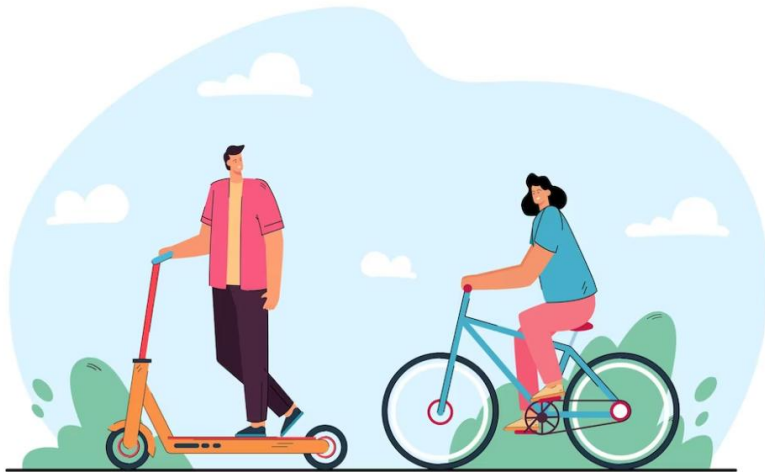
Currently, we are exploring solutions to eliminate paper **attendance lists**, particularly during training sessions. One potential approach that we are evaluating involves the use of a tablet to collect electronic signatures during events.



3. Promote sustainable transportation.



With respect to work activities that occur outside of the office, such as multiplier events, training sessions, or team-building exercises, it is advisable to promote sustainable transportation options among your employees. Encourage them to use **public transportation, walk, or bike** whenever possible. In cases where these alternatives are not feasible, encourage **carpooling**.



To support these initiatives, consider allocating space for secure **bicycle or scooter parking** at your office location to facilitate sustainable commuting options.



4. Offer flexible working arrangements.

Providing employees with flexible working arrangements such as telecommuting can reduce the need for commuting, and consequently, the carbon (and energy) footprint of the workplace.



↑ ↓ agosto de 2022

Hoy Día

lunes martes miércoles jueves viernes sábado

01/08 02 03 04 05 06

08 09 10 11 12 13 14

15 16 17 18 19 20 21

22 23 24 25 26 27 28

29 30 31

Good Practice

- ✓ Energy saved
- ✓ Carbon footprint reduced
- ✓ More work-life balance
- ✓ Employees satisfaction guaranteed

ITSFA Good Practice 1:

During the summer season, when days are longer and temperatures are warmer, ITSFA has implemented measures to provide employees with more leisure time while also reducing the need for air conditioning in the workplace. One approach involves **eliminating the traditional lunch break and slightly adjusting the start and end times of the workday.**

ITSFA Good Practice 2:

Annually, the city of Malaga hosts a week-long fair in August, during a month that generally experiences low productivity and high temperatures. To accommodate this festive event and promote work-life balance, ITSFA opts to close the office for the week, and the team works remotely from home (before going out to celebrate together!).



5. Minimize business travel.

Minimize business travel by conducting meetings virtually instead of traveling, reducing carbon emissions associated with transportation.



In order to promote sustainable project management practices and minimize the carbon footprint associated with transnational projects, ITSFA and its partners have established a policy of conducting **50% of project meetings virtually**. This approach significantly reduces the need for travel-related emissions, while still maintaining critical engagement with project partners.

Despite the advantages of technology, we recognize the **importance of maintaining human contact** with our partners. As a result, 50% of transnational project meetings are still conducted in person.

- To further support sustainable travel, our employees have received **training on sustainable travel practices**.



6. Incorporate sustainable principles and practices into work procedures.



Integrating sustainability principles and practices into all work processes is essential and requires continuous study and updating.

At ITSFA, we prioritize sustainability and proactively seek to minimize our environmental footprint by carefully analyzing all our activities.

Project management

- Integrate sustainability into project planning: consider sustainability from the beginning of the project and include specific sustainability goals in project planning.
- Assess environmental impact: assess the environmental impact of the project and identify areas that require action to reduce environmental impact.

Web development

- Choose Green Web Design Practices: Use sustainable web design practices that prioritize energy efficiency, minimalism, and sustainability. This includes using efficient coding practices and minimizing website bloat to reduce data transfer and server load.
- Reduce file sizes: optimize images and files to reduce website size and improve loading speed. Use image compression tools and reduce the number of plugins and scripts.
- Use lightweight code: use lightweight, semantic code to reduce the amount of data that needs to be loaded from the website.



7. Organize sustainable meetings/events.

When organizing events or meetings in the workplace, consider the environmental impact and strive to make them as sustainable as possible. This can include using **reusable or compostable serving ware**, providing **vegetarian or vegan food options**, and encouraging attendees to **carpool** or use **public transportation**.



- The **venue should be as eco-friendly as possible** (low-consumption illumination, organic materials on items, based on renewable energies, local and ecologic alimentary products, etc.)
- Make sure that **no unnecessary printing** is done. Agendas and meeting documents should be in digital format and sent by email, or they can be downloaded through a QR code.
- The catering at meetings should come from **responsible and local sources** as much as possible. Food should not be individually wrapped, and the use of packaging should be minimized or avoided altogether. Small bottles of drinks should also be avoided.
- Use **reusable or compostable plates** or think about options that do not require them. One idea is to offer finger food.



8. Incorporate a green wall/roof, or utilize plants in general to promote environmental sustainability.



- Plants improve air quality by capturing and filtering pollutants, and reduce the urban heat island effect by cooling the surrounding air.
- They provide insulation, which can help reduce energy consumption and save on heating and cooling costs. They can also create a more attractive and pleasant working environment for employees by adding natural elements and greenery to the workplace.

Moreover, studies show that having plants in the office can help reduce stress and improve employees' mental well-being.



Apart from normal greenery at ITSFA we are promoting urban ecology practices and we have created our own vegetable patch with tomatoes, carrots, broccoli and much more... depending on the season!



9. Foster employee engagement.



Foster **employee engagement in sustainability initiatives** by encouraging employees to **brainstorm ideas** and share their input on sustainability practices in the workplace.



Listening to employee ideas and feedback can help identify new sustainability opportunities, build a **sense of ownership and pride** among employees, and create a culture of sustainability within the workplace. Organize **regular meetings or forums** where employees can share their ideas and collaborate on sustainability initiatives.

As a result of one of those brainstorming meetings and in collaboration with our Associated Partner IWS we have adopted a Bee called Ardilla.



10. Use sustainable marketing (and dissemination) strategies.



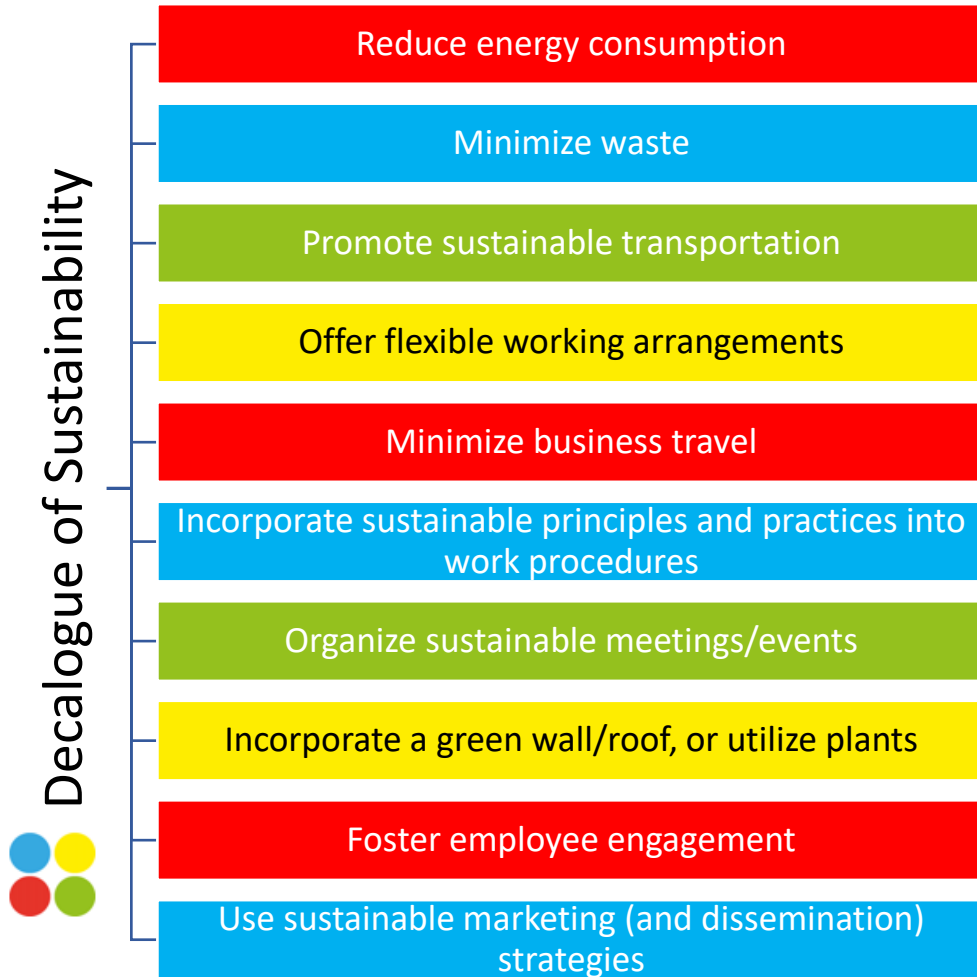
Use sustainable marketing strategies that prioritize online channels and reduce the use of printed materials.



- Focus on **online channels**, such as social media, email marketing, and search engine optimization (SEO), to reach your audience. These channels are highly effective, provide greater reach, and require little or no paper-based materials.
- If you must use printed marketing materials, opt for **recycled paper and eco-friendly inks**. This can significantly reduce the environmental impact of your marketing campaigns.
- Use alternative forms of marketing collateral that require fewer printed materials. For example, use **electronic brochures** or **digital marketing presentations** instead of printed brochures.



Summing up



Congratulations!

This workshop has provided you with a comprehensive overview of the essential skills and strategies to adopt sustainable practices, reduce their environmental impact, and improve their social responsibility.

By reducing energy and water consumption, promoting sustainable transportation, using sustainable products and materials, and educating employees on sustainability practices, companies can make a significant contribution to building a more sustainable future for all. By working together towards this common goal, we can create a better world for future generations.



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Pictures Time!



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More News



Adopt a tree:

- Itsfa has adopted a tree in Andalucía



Citizen Treen Inventory App:

- We have discovered this App thanks to Eureka Project (<https://www.eurecaedu.eu/>) that helps creating a common sense of sustainable citizenship, with community events to categorize your local trees



Compensatory planting principle:

- We are implementing the compensatory planting strategies normally applied in forest maintenance, when 1 plant in the office dies it should be replaced by 3 new ones 😊



3-30-300 sustainable living principle:

- You live in a sustainable environment when you can see at least: **3 trees** form your window, **30%** of your city is covered by **green areas**, you have a **park** or green area at **300 m distance!**

