



We invite you to participate in South Africa's Green Office Week (GOW)

Officeworkers everywhere now have the opportunity to add their contribution to eco-friendly workplaces.

1. When is GOW?

Green Office Week takes place every year around the date of Earth Day which is 22 April.
GOW Calendar:

In 2011 it's from 18 - 21 April

For years 2012: 16 - 20 April; 2013: 22 - 26 April; 2014: 22 - 25 April

2. How To participate in GOW?

You can participate in GOW in one of three ways. Choose to:

1. Participate only in the week of GOW

Participate by following the Green Office Week suggested activities on page 3

OR

2. Start before GOW

Start a Green Office Action Plan before the national Green Office Week (GOW) running from 18 - 21 April; and celebrate GOW by focussing on the suggested activities on page 3

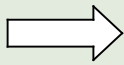
OR

3. Participate in GOW and follow it up afterwards

Follow the suggested activities for the week as suggested on page 3, and then start a Green Office Action Plan

We make it easy for you!
www.greenofficeweek.co.za





If you print this document, do it the green way i.e. back to back



3. Why get involved and participate in (GOW)?

Green Office Week 18 -21 April!

FACT SHEET

Q: Why Care 2b Green!

A: Because a green office is everyone's business!

- Because everyone can make a difference to the predicament we find ourselves in regarding climate change.
- Because we spend most of our life at work and we can use that significant amount of our lifetime to make work style which can seriously impact on the quality of life we are to lead.

Q: Why should you get involved?

A: Because a green office is a smarter and better office:

- A Green Office is earth-friendly!
People can choose to use nontoxic, recycled, environmentally friendly products and supplies);
- A Green Office is efficient!
People at work can choose to be energy-efficient, and put out the smallest amount of waste as possible) and A Green Office is healthy!
- People can take care to reduce visual, noise and physical pollution as much as possible.

FAQs on focus areas and behaviours

Q: What are key cornerstones of a green office?

- A:
1. Reduce
 2. Reuse
 3. Recycle

Q: What are a green office's main focus areas?

- A:
1. Buying eco-friendly office supplies and equipment
 2. Reusing and recycling office supplies wherever applicable
 3. Reducing Energy consumption
 4. Reducing Water consumption
 5. Reducing Waste
 6. Reducing the Carbon Footprint

Q: Who needs to get involved?

A: Everyone at the office should! From cleaner, tea lady and drivers to buyers, sales staff, bookkeepers, secretaries, HR dept and right up to the executive suit. Each and every person can do their bit in reducing unnecessary waste and in using green products. And there are behaviours that are common to EVERYONE, like switching lights off when not in the office!

Suggested behaviours and actions for Green Office Week 18 - 21 April!



- **Monday 18 April**

Make it happen Monday

**Tip of the day:
Save paper**

E.g.: Make notepads from scrap photocopies and printed paper

- **Tuesday 19 April**

Choosy Tuesday

**Tip of the day:
Choose eco-friendly suppliers**

E.g.: Buy office products that are:
Reusable: (E.g packaging)
Refillable: (E.g. pens and pencils)
Non-toxic: (E.g. cleaning products)

Green
Office
Week
2011

Theme
Care 2b
Green



Monday
18 to
Thursday
21 April

Suggested
activities &
actions

- **Wednesday 20 April**

Wattage Wednesday

**Tip of the day:
Be energy conscious**

E.g. Invest in an energy-saving computer, monitor and printer;
Switch to energy-saving settings;
Power-off your computer whenever you are not using it;
Set it to sleep mode when you are away for short periods of time

- **Thursday 21 April**

Thoughtful Thursday

**Tip of the day:
Thoughtful meetings**

E.g. Circulate Agendas and minutes by email
Instead of A3 flipcharts, use Whiteboards or computer-derived presentations

NB. Friday is a religious public holiday

*"There is hope if people will begin to awaken
that spiritual part of themselves,
that heartfelt knowledge
that we are caretakers of this planet."*

Brooke Medicine Eagle

After Green Office Week (GOW) think about introducing
a Green Office Action Plan (GOAP).

Download a sample from www.greenofficeweek.co.za

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4. Get buy-in from co-workers

Essential requirements to get buy-in

1. Basic understanding:

- Your co-workers need to understand why GOW is important and how everybody benefits
- Communicate with them; make them feel involved and important
- Share the Fact Sheet with them. Tell them about www.greenofficeweek.co.za
- Ask them for ideas .

2. Commitment of people

Your co-workers (or the organisation as whole) need to commit to being more eco-conscious - without this commitment, it will be a false start, and efforts will not be sustainable.

3. Commitment of resources

The relevant decision-makers and purse-string holders need to commit to changing or upgrading resources to ensure successful implementation.

5. Information for your boss

Although some organisations are already making green decisions - and are to be commended for this - it does not mean that the culture of going green in South African workplaces is prevalent or pervasive; this is why a Green Office Week (known by the acronym GOW) is so important in driving the message home to everyone that environment-friendly workplaces can start from the receptionist's front desk and extend all the way up to the CEO's office.

GOW's vision is threefold:

To encourage -

1. **Organisations to start seeing themselves as Eco-friendly** Workplaces and develop green office policies
2. **Management to implement and maintain sustainable practices** into their workplaces;
3. **Workers to take a look at the daily routines** and realize the economic benefits of reducing energy and resource requirements. Green Office Week is both about a bottom up as well as top down approach: Leaders should take the initiative, but if this is not the case, employees themselves create excitement about a more environmentally friendly office space.

GOW's mission is principally about empowering officeworkers to:

1. Take action and introduce or reinforce behaviours that save paper, water and electricity
2. Reduce wastage
 3. Recycle wherever possible
 4. Buy green; and
 5. Reduce pollution and the carbon footprint.

However, a fundamental goal to be accomplished is to have management's full backing and getting a GREEN OFFICE ACTION PLAN in place.

How to draw up a GREEN OFFICE ACTION PLAN is made easy by downloading a toolkit from our website www.greenofficeweek.co.za - which also provides more information on Green Office Week.

