WWF | FOR YOUR WORLD

WWF-UK'S SUSTAINABLE OFFICE GUIDE

About WWF

WWF is one of the world's largest independent conservation organisations, active in nearly 100 countries. Our supporters – more than five million of them – are helping us to restore nature and to tackle the main causes of nature's decline, particularly the food system and climate change. We want a world with thriving habitats and species, and we want to change hearts and minds so it becomes unacceptable to overuse our planet's resources.

Sustainable Office Guide

Our planet is being pushed to its limits. We are consuming resources at a rate that is unsustainable, and this is leading to effects such as climate change, pollution, and the loss of wildlife and wild places.

The good news is we can all play our part to stop this – at home and at work. This guide helps organisations to consider their environmental footprint and make positive changes to become more sustainable.

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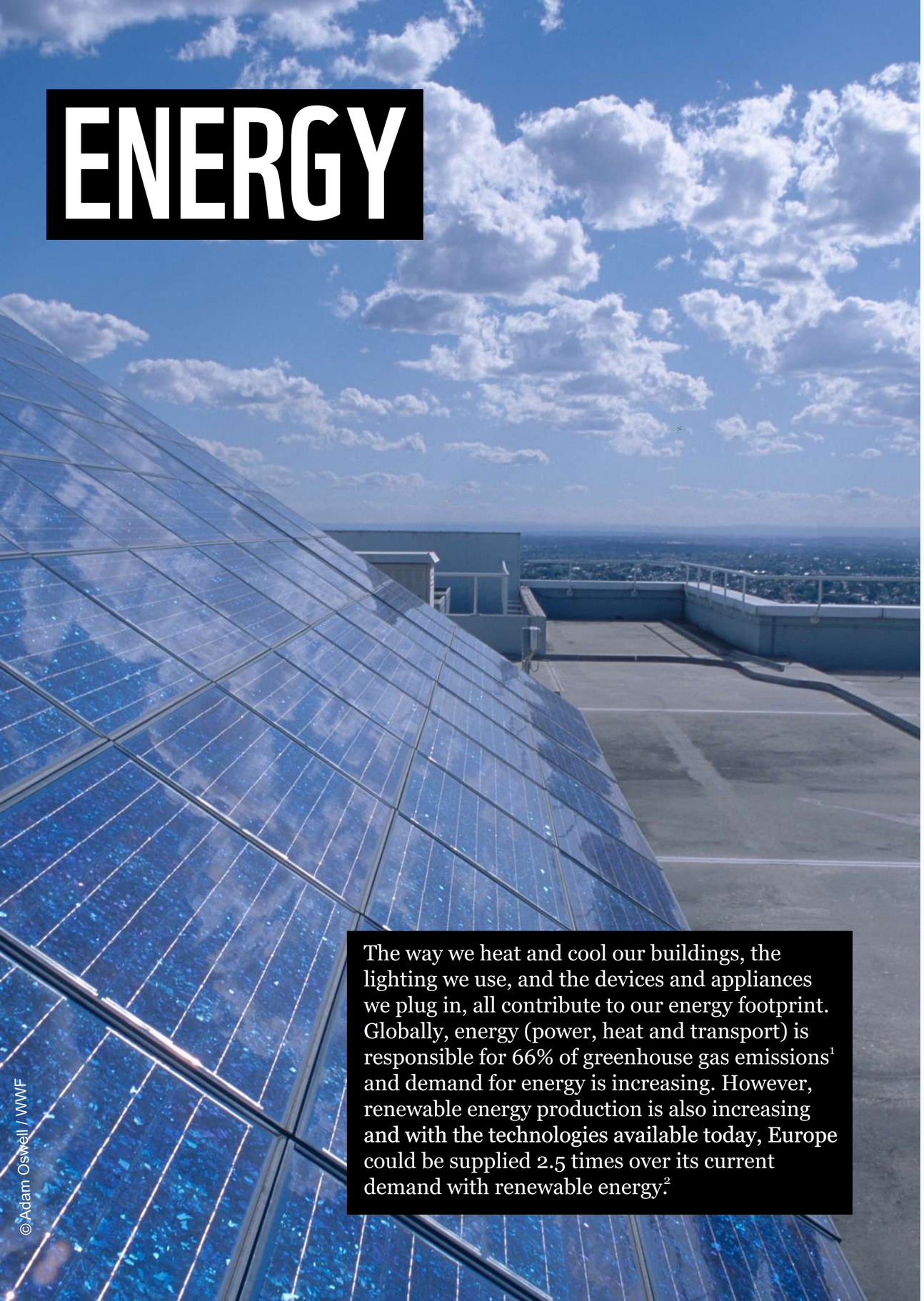
ENERGY



The way we heat and cool our buildings, the lighting we use, and the devices and appliances we plug in, all contribute to our energy footprint. Globally, energy (power, heat and transport) is responsible for 66% of greenhouse gas emissions[1] and demand for energy is increasing. However, renewable energy production is also increasing and with the technologies available today, Europe could be supplied 2.5 times over its current demand with renewable energy.[2]

TIPS

To save energy in your organisation:

• Switch to LED lightbulbs when old bulbs stop working.

• Use natural ventilation as much as possible to save on air conditioning (close the blinds on hot days, open the windows in the morning to let in cooler air).

• Make sure devices are energy efficient (look for A or higher rating).

• Use laptops rather than desktop PCs as these use less energy by having fewer components.

• Switch to a 100% renewable energy provider. If you want to use a price comparison website we recommend Big Clean Switch.

• Move from gas appliances to electric where possible.

• Create a culture of conserving resources – don't leave devices on standby or charging unnecessarily; turn lights off when they're not in use.

• Install automatic lighting controls which turn lights off when no one is using the room.

• Use a power strip which allows all devices plugged into it to be switched off at once.

• Set the same default standby settings for all staff computers – instead of using screensavers, have them enter sleep mode after 5 minutes of inactivity.

• Install double or triple-glazing where possible.

• Keep office temperatures steady and cool – encourage staff to wear more layers and set the ambient temperature at 19°C in winter, or 24°C in summer.

• Check your insulation and look for sources of heat loss such as broken seals or holes in flooring.

• Don't cool server rooms excessively. Most manufacturers have a set temperature the kit can operate in (around 24°C), but ensure temperatures are stable.

• Use natural lighting as much as possible – use windows to create light and white surfaces and walls to reflect the light around the room.

• Consider if you really need a vending machine. If local shops are within walking distance, you can help staff stay active by encouraging them to leave the building to get snacks.

• Ensure equipment is regularly serviced and functioning efficiently.

FOOTPRINT

To monitor your energy footprint, you need to know how much you use. You can gather this from meter readings or your monthly/quarterly energy bills. To calculate your emissions, you will need to know the floor area of your office space or building too.

Start with your consumption (monthly, quarterly, annually) in kWh, then divide this by your floor area to give you kWh/m^2. Next multiply this by the Defra carbon conversion factor for that form of energy[3], which will generate your footprint in kg of CO_2e/m^2. Divide this by 1,000 to give your footprint in tonnes of CO_2e/m^2.

Energy source	Consumption (kWh)	÷	Floor area (m^2)	=	kWh/m^2	x	Carbon conversion factor (CO_2e)	=	CO_2e emissions kg/m^2
Oil									
Gas									
Electricity									
								TOTAL	
								TOTAL ÷ 1000 = tonnes CO_2e/m^2	

You can also use energy bills to work out the total amount you spend on energy in the month, quarter or year, and even by member of staff. You can then use this information to support the case for projects and investments that will save energy.

NEXT STEPS

Now you know your footprint, you can work to reduce it.

• Set a carbon reduction target.

• Set a consumption reduction target.

• Use energy benchmarks to see whether you are performing efficiently – see the Better Building Partnership Real Estate Environmental Benchmark[4].

• Raise staff awareness and engagement – tell staff about energy consumption figures and areas of high usage, and give them tips on how they can help to reduce them. You could hold a 'footprint week', hosting activities and giving out information for staff to help them reduce their impact at work and at home, even setting up challenges between departments or areas of the building.

WATER

Only 2.5% of the water on this planet is freshwater and less than 1% of the world's freshwater[5] is available for people to use[6]. As global temperatures rise, water will become scarcer, so we all need to consume it more sustainably to ensure there is enough for everyone. Our drinking water is not just for drinking, we use it for washing clothes, cleaning windows and flushing our toilets, but more sustainable solutions exist.

TIPS

To save water in your organisation:

• Collect rainwater by installing water butts or rainwater recycling systems.

• If possible, install a grey water recycling system for water from sink taps and showers.

• Install dual-flush toilets.

• Install flow regulators on taps and showers to reduce water wastage.

• Install infrared sensors on taps and showers which stop the flow when not being used, or timers in showers which can stop the water flow every two minutes.

• Place water-saving devices, or hippo bags, in toilet cisterns where you're unable to install dual-flush systems.

• When purchasing new equipment, make sure it is water efficient as well as energy efficient.

• If you have gardens or green spaces outside, use mulch or natural shading to protect plants during the summer, preventing the soil from drying out.

• Make sure water pipes are checked regularly and leaks are reported and fixed urgently.

• Reduce the number of dishwasher loads each day – make sure it's completely full before use and use the eco mode. Can you also encourage staff to reuse their glasses or mugs rather than taking a new one each time?

FOOTPRINT

To calculate your water footprint, you need your meter readings or water bills. Take your water consumption (in cubic metres), then divide this by the number of working days or by the number of staff in your organisation to establish an intensity ratio.

Carbon emissions and water use may seem like two separate factors, but there is a carbon cost to supplying water through the tap. To calculate your carbon footprint from water use (the mains water consumed by your office) you can multiply total water consumed (m^3) by the Defra carbon conversion factor for water supplied[7].

Water consumption (m^3)	÷	Number of staff	÷	Working days	=	Water intensity litres/person/day
Or						
Water consumption (m^3)	÷	Floor area (m^2)	÷	Working days	=	Water intensity litres/m^2/day

Carbon footprint				
Water consumption (m^3)	x	Carbon conversion factor (CO_2e)	=	CO_2e emissions (kg/m^3)

If you are using rainwater harvesting or grey water recycling you can also report the percentage of your total water consumption which has been satisfied by recycled water in your annual reporting.

NEXT STEPS

Now you know your footprint, you can work to reduce it.

• Set reduction targets.

• Use water benchmarks to see whether you are performing efficiently – see the Better Building Partnership Real Estate Environmental Benchmark[8].

• Raise staff awareness and engagement – tell staff about water consumption figures, areas of high usage, tips on how they can help to reduce it, and ask for new ideas or projects that could help to reduce water use.

• Water companies often give out water efficiency tips or occasionally water-saving devices for free, so check with your supplier before purchasing items yourself.

WASTE

Waste is a big problem for the planet. If not processed correctly, it can leak into the environment and harm wildlife. In 2016 the UK commercial and industrial sectors produced 41.1 million tonnes of waste[9]. Consider all the resources that go into products and materials, only for them to be thrown away at the end of their life span. As pressures grow on global resource availability, we need to act responsibly by reusing items already in existence and preventing wastage.

TIPS

To reduce waste in your organisation:

• Consider the waste hierarchy in all aspects of your organisation. Refuse and reduce (preventing waste in the first place), reuse, recycling, rotting (send to an anaerobic digestor or composter), all come before recovering energy from waste (incineration) which comes before the final stop, landfill, which should be avoided.

• Avoid disposable items and replace them with reusables – such as crockery and cutlery (washable, reusable mugs rather than paper cups), stationery (reuse items such as folders and document wallets rather than throwing them away), choosing water coolers over bottled water (or better yet, tap water), etc.

• Create a ‘sharing is caring’ culture – provide a cupboard with reusable takeaway coffee cups and Tupperware containers so staff who want to enjoy a packaging-free lunch can take their cups and containers to the coffee shops or lunch stops to have them refilled.

• Know your waste – conduct waste audits to find out what the most common items being thrown away are and find new ways to prevent this waste.

• Once you’ve prevented and reused, recycle as much of your waste as possible. Switch your waste contractor to someone who can process more waste items for you.

• If possible, find community initiatives around you who may accept other forms of waste – for example, wood workshops may want leftover timber, homeless shelters may need clothing or excess food, office shops may sell second-hand furniture or electrical items.

• If you need items for your office, campaigns or projects, try buying preowned. There are many options for buying second hand, ranging from professional wholesalers to high street charity shops.

• Remove bins under desks and replace them with one recycling station located in a kitchen or other shared area to encourage staff to think about their waste and sort it correctly into the right bins.

• Prevent contamination as much as possible by having clear signage explaining what goes (and doesn’t go) in each bin.

• Create a ‘free stuff’ area in your office where staff can give away items left over from events or projects, and where catering from meetings can be given away rather than thrown away.

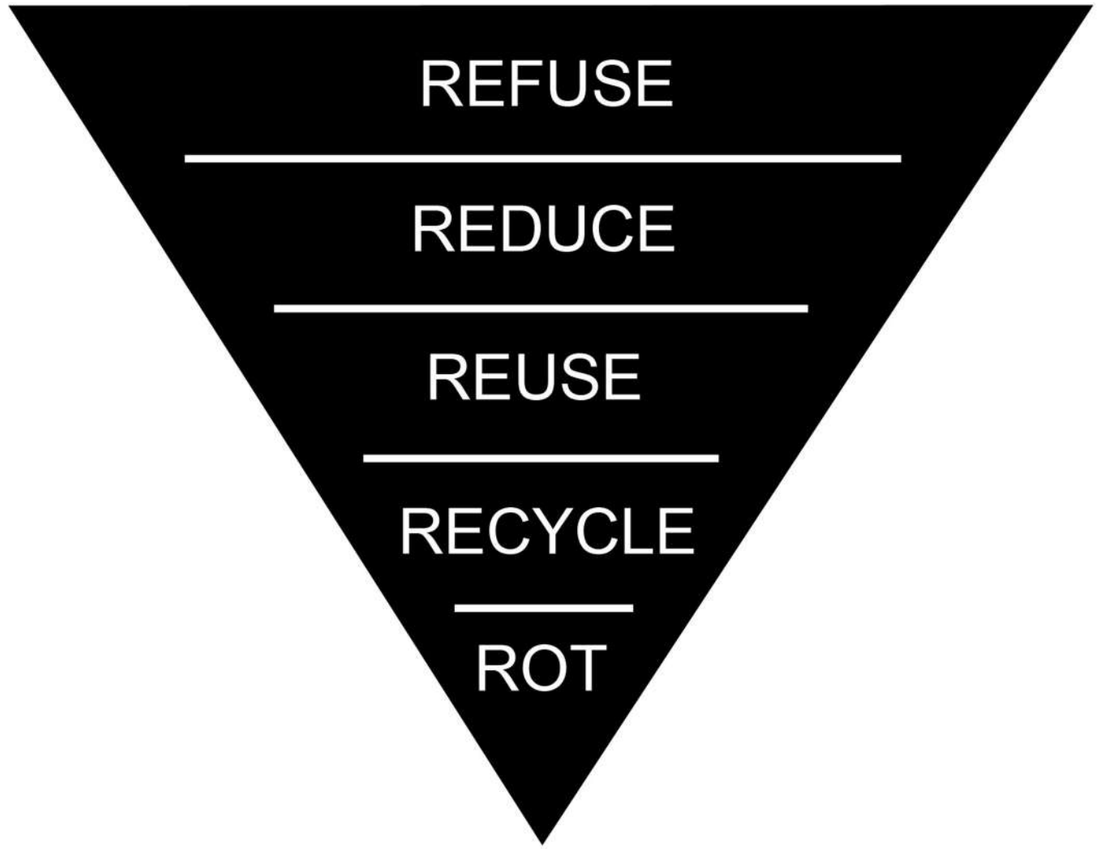
FOOTPRINT

To calculate your waste footprint, you will need accurate data. The best way to get this is to weigh your waste yourself. If you can establish a procedure to weigh your recycling and waste bins before they are moved to communal collection bins, or to weigh your large wheelie bins before they are collected by the waste contractor then this will allow you to keep accurate weight records. Your waste contractor will provide you with waste disposal figures but sometimes these can be confused with other clients and may contain errors.

With weight data, you can calculate the percentage of your waste that's being recycled and set your own benchmark – calculating monthly, quarterly or annual data and trying to improve on this continuously.

You can also measure your carbon footprint by multiplying each waste stream by the Defra carbon conversion factors[10].

Type of waste	Waste generated (tones or kg)	x	Carbon conversion factor (CO_2e)	=	CO_2e emissions (kg or tonnes)
Food waste					
Dry mixed recycling					
Glass recycling					
General waste					
			TOTAL		



NEXT STEPS

Set targets to reduce the overall volume of waste you produce and improve your recycling rate.

• Inform staff about where your waste goes, the impact this has on the planet (people and the environment), and how they can make better decisions when purchasing items (opt for recyclable over disposable, or reusable items instead).

• Create fun challenges that encourage staff to try new ideas to reduce waste – such as no takeaway coffee cups for a month, or a sweet wrapper amnesty. You could set up an eco team to help with this.

• Look for new methods of recycling offered by companies such as Terracycle or BioBean which offer options for less commonly recycled items.

TRAVEL

The transport sector is the largest contributor to greenhouse gas emissions in the UK[11]. When we travel, there is an environmental cost, even for just hopping on a train. Thinking more carefully about how we travel, where to and how often can have a direct positive impact on limiting the effects of climate change.

TIPS

To reduce your carbon footprint and make your travel more sustainable:

• Use conference calling as much as possible rather than travelling.

• Choose public transport as much as possible (buses, trains, tube, coaches and ferries, rather than flights).

• Encourage staff to cycle to meetings if possible (such as the Santander bikes in London, or other rental schemes worldwide).

• Reduce (or ban) flights within Great Britain unless absolutely necessary.

• Take the train to all Eurostar destination cities.

• Take the train to other European destinations using a time-based rule (for example, if a journey from the UK to Europe takes 6 hours it must be taken as a return, if it's between 6-10 hours the train must be taken one way).

• If possible (i.e. if your travel management company gives this information) choose flights with the lowest carbon cost.

• Choose non-stop flights as these produce less carbon than multiple stopovers.

• Reduce taxi rides and encourage staff to travel together where taxis may be required.

• Where driving is required, staff can carpool together to a meeting or event.

• If vehicles must be hired, try to ensure they are hybrids or electric vehicles.

•Encourage staff to commute using the lowest carbon option possible.

FOOTPRINT

To monitor your carbon footprint from travel you will need data on the travel taken, modes of transport and destinations. A travel management company (TMC) can be useful for larger organisations or those whose staff travel internationally, as they can provide data and reports for this purpose. If you don't use a TMC you will need to keep a log of travel and supplement this with information from purchasing systems and expense reports.

Separate your data by mode of transport. For trains and car journeys, include either the total km (or miles) travelled or the total amount spent – you may not have a distance for taxi journeys, but you have access to the total amount spent in a year.

For flights, make sure you have the departure and destination airports (including any stopovers), and the same for international train journeys. Flights will also need to be divided by class of travel as the more room you have on the plane (i.e. business class compared to economy) the more carbon this will cost.

It's often easier to use an online calculator to figure out your carbon footprint, if you are not familiar with using the Defra carbon conversion factors for transport. Otherwise you can use the km travelled and multiply this by the relevant factor. Note there are separate factors for 'passenger vehicles' (where the vehicle is owned by the organisation) and for 'business travel via land' (where the vehicle is not owned by the organisation).

If you don't know your distance but do know the amount spent, you can convert spend into distance using the amount reimbursed per mile or km by your organisation. For instance, if you reimburse 25p per mile and your total spend amounts to £1,000: £1,000 ÷ 25p = 4,000 miles travelled.

Transport mode	Consumption (km or miles)	x	Conversion factor (CO_2e)	=	CO_2e emissions (kg or tonnes)
Taxi					
Private car					
Rail					
Company car					

Flight and seat details	Consumption (passenger km)	x	Conversion factor (CO_2e)	=	CO_2e emissions (kg or tonnes)
Domestic					
Economy class					
Premium economy					
Business class					
...					
Short haul					
...					
Long haul					
...					
			TOTAL		

NEXT STEPS

Create a travel policy for your organisation which set out rules and gives guidance on how staff should be travelling – emphasising the most environmental options.

Start monitoring your travel and emissions, identifying problem areas that are resulting in high emissions.

Create a 'carbon budget' for your organisation and divide this by departments or teams, or even by person, to encourage staff to take ownership of the emissions from their travel.

Provide incentives for green travel by investing in electric vehicles, cycle schemes, carpooling, etc.

Try a 'no fly' month to challenge staff to try alternative modes of transport.

PROCUREMENT

What we buy and where we buy it from has an impact on the world around us. It's convenient to purchase the cheap and quick option, but ask yourself – what's the true cost of those goods or services? Making our supply chains sustainable means considering social and environmental factors and ensuring no one is left worse off by the products and services we have purchased.

TIPS

To make more sustainable purchasing decisions:

• Use a life cycle analysis to compare products (one may seem like the obvious 'eco' choice but could have a higher impact over its life cycle).

• Consider what will happen to the product at the end of its life cycle – can it be reused, recycled or will it be thrown away?

• Audit your most frequently purchased goods and services and research if there are any best practice standards or ethical and environmental issues associated with goods or services of that nature. For instance, can you ensure all electronics are EPEAT gold-rated?

• Work towards internationally recognised standards on environmental management (ISO 14001) and sustainable procurement (ISO 20400).

• Check your supply chain is acting responsibly – do they have a modern slavery policy? How do they protect and enforce workers' rights in their own supply chains?

• Ask suppliers for their environmental credentials – do they have an environmental policy? Do they report on their carbon emissions and environmental impacts?

• Look for suppliers who go beyond the bare minimum and give back to their communities – such as social enterprises, organisations that invest in employee volunteering days, B-corporations.

• Consider sustainability as one of your criteria during the tendering process, rating suppliers on their environmental and social credentials.

• Reduce the use of hazardous chemicals which pose a danger to human and environmental health, such as VOCs, and move to natural products and cleaning solutions.

• Avoid products with lasting environmental impacts such as peat.

• Ensure all packaging is recyclable and necessary – avoid disposable plastics where possible and coatings/laminations as these render paper products unrecyclable.

• Choose energy efficient (rated A or higher) devices and appliances.

• Seek advice from independent magazines and websites such as Ethical Consumer.

FOOTPRINT

You can measure the footprint of the products you buy as part of your Scope 3 emissions reporting. Conversion factors exist for different materials and products, such as soil, books, glass, paper, wood, etc. To start building a picture of your footprint, check what your most frequently purchased or high expenditure items are and if carbon factors exist for these materials.

For example, you can calculate emissions from paper and wood products by recording the weight of products purchased throughout the year (in tonnes), separated by material such as wood, recycled paper and virgin paper, and multiply them by their relevant factors.

Product/ material	Weight of material used (tonnes)	x	Conversion factor (CO_2e)	=	CO_2e emissions (kg or tonnes)
Wood					
Books					
Paper (recycled)					
Paper (virgin)					
				TOTAL	

NEXT STEPS

Develop a sustainable procurement policy for your organisation, containing advice and rules on what staff can and cannot purchase, and what they should be looking for (such as accreditations and industry standards). Divide the policy into sections for different types of material or product.

Explore alternatives with a lower carbon cost – for example, if your organisation purchases a lot of glass, could you switch to purchasing recycled glass instead, as this has a lower environmental impact over its life cycle?

Develop your procurement templates and tender criteria to include sustainability requirements.

Conduct a gap analysis for ISO 14001 and/or ISO 20400. If you already have these standards in place, encourage your top suppliers to work towards these standards.

PLASTIC

Plastic can be a useful material: it's lightweight, easy to transport, flexible and can be less prone to breakage than materials such as glass. But it also comes with an environmental cost, particularly when it is poorly managed at its end of life, when it leaks into nature.

Almost 310 million tonnes of plastic waste was generated in 2016 – that's the equivalent of over 2,200 plastic water bottles for every person on the planet[12]. If we continue at present rates, there will be double the amount of plastic pollution on our planet by 2030.

TIPS

To reduce plastic use in your organisation:

• Audit the plastic use in your organisation to identify common problem areas. Do you have plastic cutlery, sugar sachets and tea packets, or plastic cups at the water cooler?

• Record your plastics in a table and start investigating sustainable alternatives that are available on the market – there may be common items with no alternatives currently available, but recording this information allows you to come back and check on your progress.

• Remove unnecessary disposables completely or swap them with reusable alternatives.

• Look at what you're giving away to supporters or how you're promoting your brand – are you contributing to the plastics problem? Are you giving out 'free' plastic pens to people who don't need them? Do you have your branding on 'free sample' toiletries? Are you giving out wristbands with your brand on them? All of these could be removed or swapped with more sustainable alternatives.

• Ask your suppliers to cut their plastic use to reduce plastics in your supply chain, particularly with packaging products for delivery.

• Look at sustainable alternatives that use recyclable, natural materials such as card or paper. Choose recycled options where possible.

• Be cautious about biodegradable and compostable solutions – ensure they are truly degradable (suitable for home composting) and made from natural materials, rather than a synthetic plastic containing an additive. The term 'compostable' often means industrially compostable so the item wouldn't degrade in traditional garden composters and can't be put in your food waste collection either.

• Bioplastics that look like a plastic item but claim to be biodegradable often cannot be recycled or composted at home and must go in the general waste. If these items found their way into the ocean as litter, they would have the same impact on wildlife and take a significant length of time to degrade.

FOOTPRINT

You can measure the carbon footprint from plastics using the same method as procurement of products and materials above. Conversion factors exist for different types of plastic (PET, HDPE, etc). Multiply the volume of plastic used (in tonnes) by the conversion factor to calculate the carbon emissions.

It is also worth noting how much of the plastic you are using is avoidable and working to reduce this year-on-year.

Plastic	Weight of material used (tonnes)	x	Conversion factor (CO_2e)	=	CO_2e emissions (kg or tonnes)
Plastics: HDPE					
Plastics: LDPE					
Plastics: PET					
Plastics: PP					
				TOTAL	

Total plastic used	
% of plastic used that could be avoided	

PAPER & PRINTING

According to the UN, we lose 88,000 square kilometres of natural forest globally every year. That equates to roughly one football pitch every two seconds[14]. Growing demand for paper is adding pressure on the Earth's last remaining natural forests, aquatic ecosystems and endangered wildlife. By checking the paper we're using and making sustainable choices, we can help reduce this environmental impact.

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TIPS

• Ensure all paper, timber and card products are deforestation-free by purchasing only 100% recycled or FSC-certified goods.

• Reduce your print by encouraging staff to read, edit and proof documents digitally.

• Use digital tools such as Adobe Docusign, which are legally binding digital signatures and reduce the need to print contracts just to sign them.

• Reduce the number of printers available in your office – this saves money and carbon emissions, as well as discouraging staff from printing unnecessarily.

• Install an access code system for your printer so the number of print jobs can be monitored. People are less likely to print if they have to sign in.

• Send communications digitally, such as marketing materials or event invitations, rather than printing hundreds of physical copies.

• Set your printing defaults to double-sided and black and white on staff computers.

• Install a separate confidential waste collection bin next to the printer along with a paper recycling bin, so more paper gets recycled. Confidential waste is often shredded and once shredded it can't be recycled, so installing two separate bins reduces the risk of recyclable paper going in the confidential bin.

• Use chlorine-free paper as much as possible – look for TCF (totally chlorine free) or PCF (processed chlorine free). Where this is not available, use ECF bleached paper (elemental chlorine free).

• Source paper and timber from the UK and Europe to reduce the carbon miles from shipping.

• Seek printers who are ISO 14001 certified and who report on their environmental impacts.

• Use vegetable-based inks where possible.

• Avoid UV varnishes and others that contain endocrine-disrupting chemicals.

• Avoid lamination, coating and binding, as these reduce the recyclability of products.

FOOTPRINT

As with the procurement section above, the footprint from paper products can be calculated from the weight of products you purchase or print. For printing, if you know how many sheets you've printed in a year or a month, and you know the weight of a ream of paper, you can divide the number of sheets by the number in a ream and multiply by the weight per ream.

It is also important to set sustainability targets such as 'use 100% sustainably sourced paper and timber'. To monitor this, keep a record of all paper and timber products purchased and note whether they are sustainable (i.e. FSC-certified or 100% recycled) or not (i.e. uncertified, no details of origin).

Paper and timber product	Weight of material used (tonnes)	x	Conversion factor (CO_2e)	=	CO_2e emissions (kg or tonnes)
Paper (virgin)					
Paper (recycled)					
Wood					
			TOTAL		

Total weight of paper and timber purchased	
% of paper and timber purchased that has been sustainably sourced	

If you can monitor your office printing in sheets each month (or year) you can calculate your number of sheets printed per person. To calculate this, take the total sheets printed during the month (or year) and divide by the number of staff in your organisation. You may also wish to divide this by the number of working days in that month (or year).

Number of sheets printed (month/year)	÷	Number of staff	÷	Working Days	=	Sheets per person per day

MEETINGS & EVENTS

Meetings and events can be great for fostering solutions, but how many of us have suffered from too many meetings or been to an event where we've seen too much food wasted and received too many free pens? We produce enough food to feed the world, but around a third of it gets wasted or lost[15]. We can all make more sustainable choices to alleviate this waste, both in and out of the office.

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TIPS

To reduce the environmental impact of meetings and events:

• Use conference calling where possible.

• Ensure venues are accessible via public transport.

• Pick responsible venues and locations with facilities for recycling, and ask where and how they dispose of waste – for example, is food composted onsite? Do they have any other environmental credentials and initiatives?

• Choose reusables over disposables, particularly for crockery and cutlery.

• If using disposable serviettes, make sure they're 100% recycled or FSC-certified.

• Under-order catering and serve smaller portion sizes, using table decorations to make buffets look 'busier'. Our concerns about guests going hungry means we order the same amount of food as attendees, but this can be reduced as some people won't attend, and some may have already eaten. It's important to ensure that food is not wasted.

• Try serving more vegan and vegetarian food than meat, or go completely meat-free, to reduce the environmental impact of the meal. If serving meat or dairy, ensure it is high-welfare and organic.

• Ensure fish and seafood are sustainably caught (look for MSC-certified) or farmed (look for ASC-certified).

• Choose sustainable tea, coffee, sugar and chocolate – look for Fairtrade, Soil Association Organic or products certified by the Rainforest Alliance.

• Serve food that contains sustainable palm oil (look for the RSPO certification or use our Palm Oil Scorecard).

• For tables, choose real plants over cut flowers and give them away to guests afterwards or reuse them.

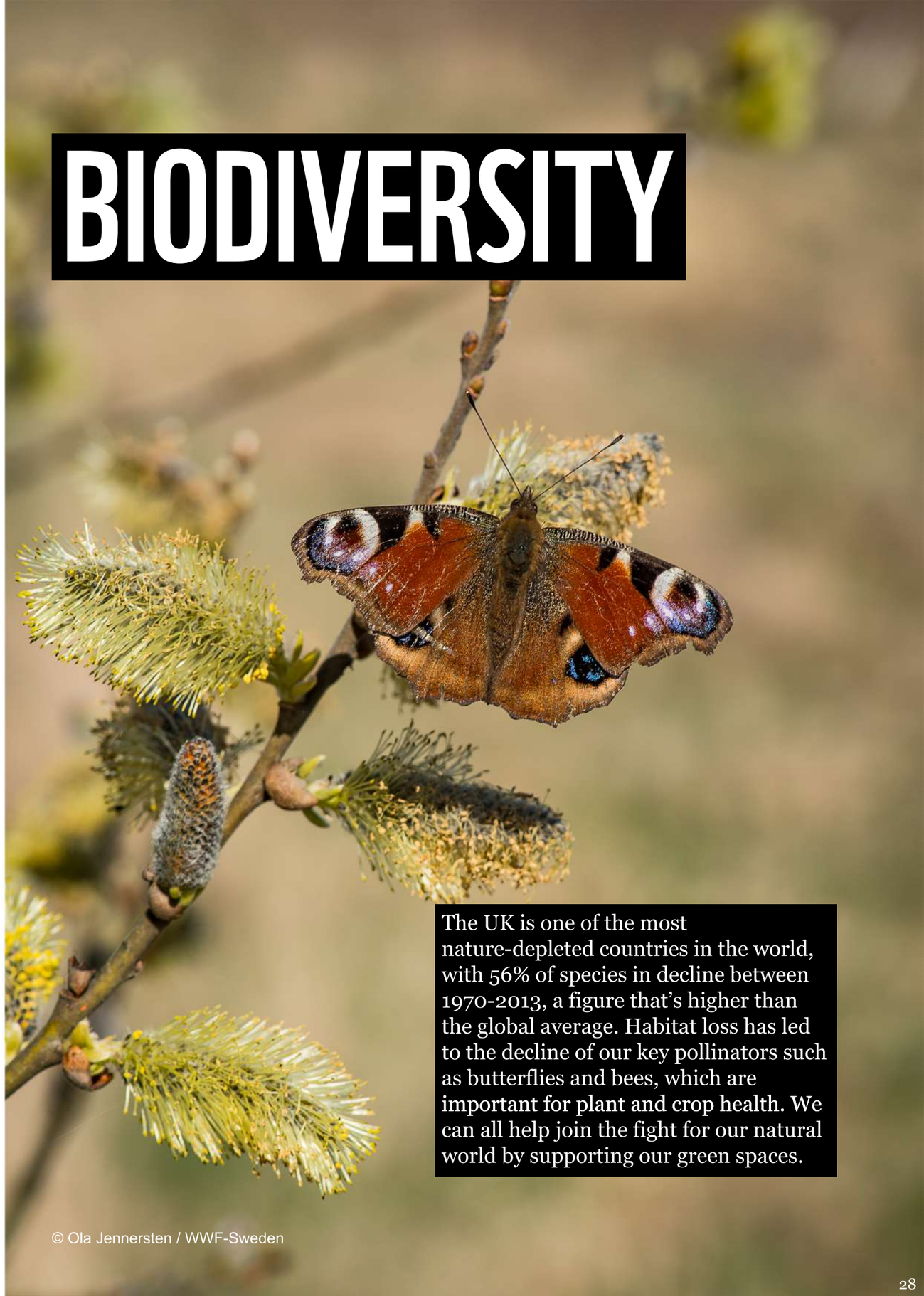
• Avoid giving out goody bags, even if they are filled with 'eco' products.

• Use reusable name badges and collect these from delegates after the event.

• Communicate about your event digitally, using paperless ticket options.

• Reduce your plastics use by serving tap water in reusable water jugs.

• Reduce the environmental impact of drinks served by choosing UK-produced, Fairtrade or organic wine. Remember that not all wines are vegan.



TIPS

To improve the biodiversity in and around your office:

• Provide a range of habitats to cover a variety of species – think high and low, from bushes, trees and long grasses to ponds, log piles and flowers. The RSPB offers advice on how to develop habitats for different species in your local area.

• Plant wildflowers to encourage our vulnerable pollinators.

• Install bat boxes, bird boxes, bird baths and insect hotels.

• If possible, create an allotment space for staff to grow their own vegetables, fruit, herbs and plants.

• Introduce some indoor plants to your office space to clean the air and create a calming environment.

• If outdoor space is limited, think vertically by installing a 'living' wall, or explore options to create a green roof on your building.

• Always make sure trees, plants and seeds sown are native to that area to avoid causing environmental harm by introducing invasive or alien species to an area.

• Use recycled water, collected in a water butt, to water plants.

• Save water and your plants by using mulch or stones on soil patches to prevent them from drying out during hot weather.

• To see if your green spaces are having the desired effect, you can carry out formal or informal surveys, counting the number of different species seen in that area. You can also support UK wildlife charities and organisations by encouraging staff to help with nationwide surveys such as the Big Butterfly Count or the Big Garden Birdwatch.

• Avoid using pesticides, weedkillers or chemical fertilisers. A quarter of all life lives in the soil beneath our feet and chemicals such as weedkillers can have harmful effects on microorganisms and insects such as bees. Try to keep your green spaces organic and natural.

GIVING BACK

We are global citizens. Climate change doesn't just affect one nation, it affects us all. We can all do more, and businesses have a vital role to play in building a sustainable future.

VOLUNTEERING LOCALLY

Giving back to people and the environment around you is a great way to feel connected to your local community as well as preserving and promoting the value of nature. Setting up a volunteering day is an easy but effective way to help.

How to set up a volunteering day:

• **Pick an activity.** Ideas for local organisations to support include: local Wildlife Trust groups, Marine Conservation Society or Surfers Against Sewage, Bumblebee Conservation Trust, Buglife, RSPB, homeless shelters, food banks, or other local charities and not-for-profits that may work in your area and are in need of hands.

• **Work out logistics and legalities.** Carefully consider your activities, accessibility and equipment. Ensure a risk assessment is carried out and valid insurance is in place. Ensure you have contact details and emergency contacts for staff should anything happen on the day.

• **Set a date and time.** You want people to feel like they've done a good day's work, but keep it accessible. If some people have childcare or other commitments, consider hours such as 10am-3pm. Run two volunteering days a year – one in summer and one in winter – to ensure those who couldn't make one can attend the other.

• **Decide on transportation.** Will you be walking to the venue or site, or is transportation required? If transport is necessary, reduce the environmental impact as much as possible by providing a minibus or encouraging staff to carpool together. If it involves a long or complicated walk, set up a 'walking bus' (meeting at a set point and time and walking together as one big group).

• **Send out your invitation.** Support the day by ensuring staff don't have to take the time off as holiday. The invitations should go out with plenty of notice so people have time to plan their workloads.

• **Sustainable food and drink.** Make lunch and snacks as sustainable as possible by reminding staff to bring their own reusable water bottles and packed lunch. Ask the activity hosts if they have a drinking water tap or access point, or whether you need to bring your own to provide refills to staff. Bake some packaging-free treats to share with volunteers.

• **Don't forget your waste.** Bring a couple of bags – one for recycling and one for rubbish, to ensure no litter is left.

• **Remember to take pictures** – for uploading to social media and sending in staff newsletters. Also summarise your achievements (how much rubbish you picked in the day, how many metres of land you cleared, how many people you've helped support).

• **Thank your host afterwards!**

SUPPORTING WWF-UK

Helping to create a world where people and nature can thrive together is our mission. There are many ways your organisation can support us to achieve this.

FUNDRAISING

• Help us continue our vital conservation work by fundraising. Whether it's an office bake sale, an after work quiz, or taking part in Wear it Wild, every donation will help us in the fight for your world.

• Are dress-down Fridays too tame? It's time to get fierce in wildlife-inspired clothing! Visit wwf.org.uk/wearitwild to request your free fundraising pack and host a roarsome day in the office.

• Do you have staff who like to take on a physical challenge? Explore our series of Team Panda events, including treks, runs and cycle rides at wwf.org.uk/events

• If you're looking for some inspiration, our website has lots of ideas and resources. Visit wwf.org.uk/fundraise to request our fundraising guide.

OUR PLANET, OUR BUSINESS

Businesses have a vital role to play in building a sustainable future. Our film, *Our Planet: Our Business*, inspired by the Our Planet Netflix series, combines stunning wildlife footage with the voices of influential business leaders to explain the immense value of nature to our economy and the critical role that businesses can play in tackling the global environmental crisis.

Wherever you work, and whatever sector you work in, you can galvanise the fight for your world by screening *Our Planet: Our Business*. Download or stream the film for free by visiting wwf.org.uk/our-planet-our-business

PARTNER WITH WWF

Businesses face a stark choice. They can be part of the problem, or they can use their influence and ingenuity to be part of the solution – and add value to their business at the same time.

Leading organisations are realising that success isn't just about growth, and sustainability doesn't just mean doing less damage. To thrive in the long run, businesses need to be driven by purpose and give back more to people and the planet than they take.

By working together, we can restore our world and build a future where people and nature thrive.

Will you join us in fighting for your world?

To find out more about how you can partner with WWF, contact business@wwf.org.uk

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