



WWF-UK SUSTAINABLE OFFICE GUIDE



ABOUT THIS GUIDE

Humanity is pushing our world beyond its limits. We're consuming resources at a rate that's unsustainable. This is causing climate change, pollution and the loss of the nature our planet needs to be resilient.

The good news is we can help to stop this – at home and at work. All workplaces can play their part for nature and the climate. As an employee, you have a powerful voice to kickstart changes within your company.















This guide provides many ideas to help small and medium organisations consider their environmental footprint and make positive changes to become more sustainable. Larger organisations can also use this guide to start conversations for change.

ABOUT WWF

We're WWF, the leading global environmental charity, and we're bringing our world back to life. We're tackling the causes of nature loss. And we're finding solutions so future generations inherit a world where nature is thriving and the climate is stable.



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NATURE AND BIODIVERSITY

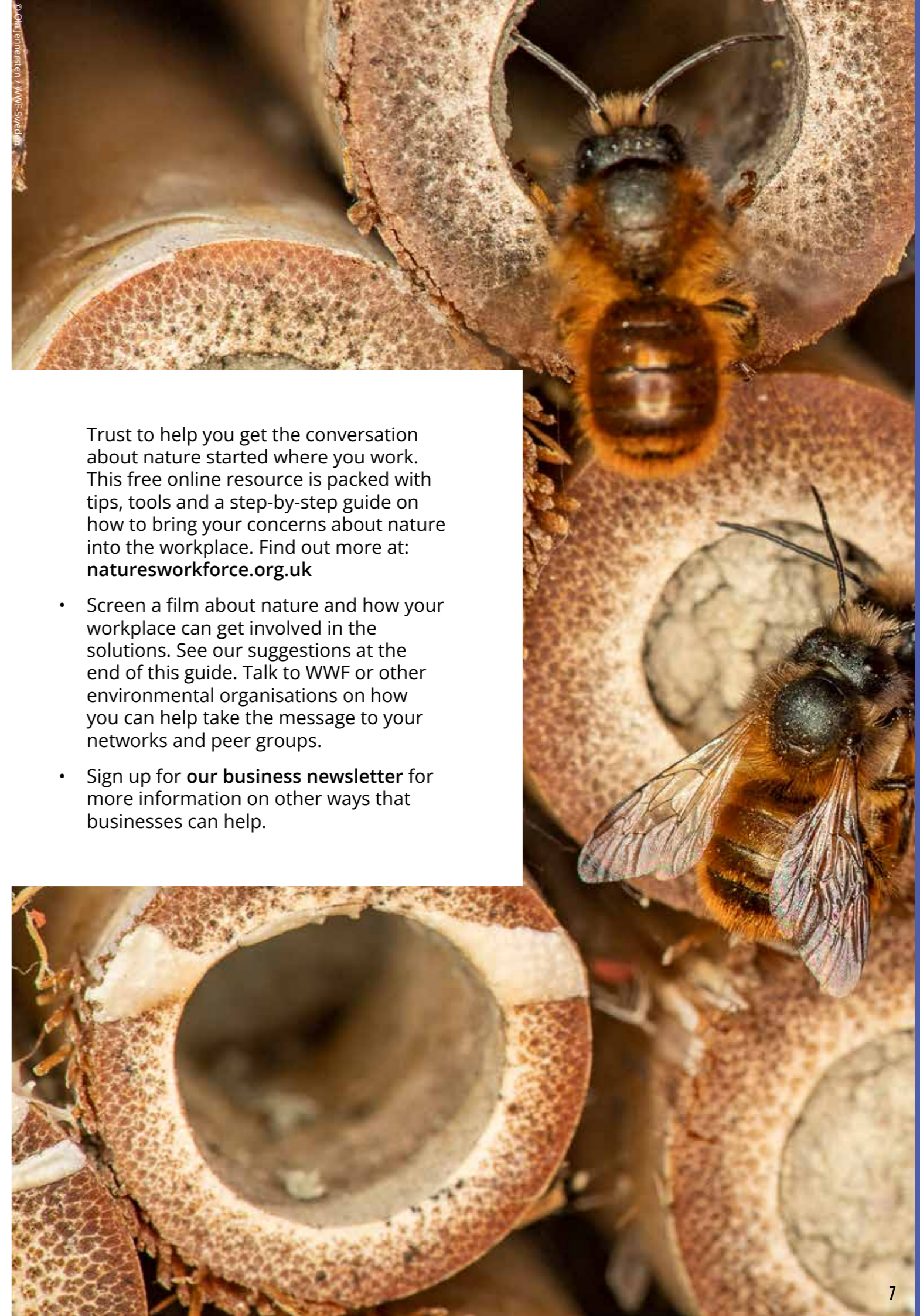
The UK is one of the most nature-depleted countries in the world, and 1,500 UK species are now threatened with extinction¹. Habitat loss has led to the decline of our key pollinators such as butterflies and bees, which are important for plant and crop health. We can all help bring our world back to life by reducing our impact on nature and regenerating wherever possible.

TIPS

- Plant wildflowers on your land to encourage pollinators. Ensure trees, plants and seeds are native to that area to avoid introducing invasive or alien species.
- Provide a range of habitats for different species, including bushes, trees, grass and ponds. The RSPB offers advice to develop habitats in your local area.
- Install bat boxes, bird boxes, bird baths and insect habitats.
- 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. Remember to keep them peat-free to avoid damaging valuable landscapes around the world.
- If outdoor space is limited, think vertically by installing a 'living' wall, or explore options to create a green roof on your building.
- Use company volunteering days to help local conservation projects for a charity, community group or other not-for-profit near you.
- Use recycled water, collected in a water butt (or other system), 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.
- Avoid using pesticides, weedkillers, fertilisers and fungicides. Chemicals such as these can have harmful effects on organisms, including important pollinators. Try to keep green spaces organic and natural.
- To check if your green spaces are helping biodiversity, count the number of different species seen in that area. Support UK wildlife charities by encouraging staff to take part in surveys such as Big Butterfly Count and Big Garden Birdwatch.
- Be part of national research by helping Citizen Science projects near you. Contribute to global data gathering by taking part in a BioBlitz for iNaturalist.
- Restoring nature can also help to restore us. To help your colleagues get their daily dose of nature at work we have a range of tips and tools in our 'at work' guide. The more people who are interested in nature at work, the more they take an interest in protecting it. Find out more at: wwwf.org.uk/prescription-for-nature/business
- Think about what natural resources your business depends on, and your impact on nature and biodiversity. Ask your suppliers and clients how they can assist to reduce your impact over time.
- Get your colleagues involved and join Nature's Workforce. It's a new tool we've created with the RSPB and the National

Trust to help you get the conversation about nature started where you work. This free online resource is packed with tips, tools and a step-by-step guide on how to bring your concerns about nature into the workplace. Find out more at: naturesworkforce.org.uk

- Screen a film about nature and how your workplace can get involved in the solutions. See our suggestions at the end of this guide. Talk to WWF or other environmental organisations on how you can help take the message to your networks and peer groups.
- Sign up for **our business newsletter** for more information on other ways that businesses can help.





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 emissions² 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 energy³.

TIPS

- Switch to LED lightbulbs when old bulbs stop working. LED lighting can cut energy consumption by around two thirds.
- Use natural ventilation to save air conditioning (close blinds on hot days, open windows in the morning to let cold air in).
- Make sure devices are energy efficient (look for the A energy rating).
- Use laptops rather than PCs – they use less energy by having fewer components.
- Switch to a 100% renewable energy provider. There are several comparison websites available to get the best tariff.
- Move from gas appliances to electric, where possible.
- Create a culture of conserving resources – don't leave devices on standby or charging unnecessarily; turn the lights off when not in use.
- Install automatic lighting controls which use infrared sensors to 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 screensavers, enter sleep mode after five minutes of inactivity.
- Install double or triple-glazing where possible.
- Switch from laser to inkjet printers. This can cut energy consumption by over 90%, and improve air quality by reducing ozone emissions.
- Keep ambient temperatures to 19°C in winter, and 24°C in summer as staff dress for the season.
- 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 and white surfaces to reflect the light around the room.
- Avoid vending machines and canteens. If shops are within walking distance, encourage staff to stay active by leaving the office to get snacks and lunch.
- 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.

This will generate your footprint in kilograms of CO₂e/m² (kgs of carbon dioxide emissions equivalent per metres squared). Divide by 1,000 to give your footprint in tonnes of CO₂e/m².

Start with your consumption (monthly, quarterly, annually) in kWh (kilowatt hours), then divide this by your floor area to give you kWh/m² (kilowatt hours per metres squared). Next multiply this by the Defra carbon conversion factor for that form of energy⁴.

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 use this information to support the case for projects and investments that will save energy.

Energy source	Consumption (kWh)	÷	Floor area (m ²)	=	kWh/m ²	x	Conversion factor (CO ₂ e)	=	CO ₂ e emissions kg/m ²
Oil									
Gas									
Electricity									
Total									
Total ÷ 1,000 = tonnes CO ₂ e/m ²									

NEXT STEPS

- All organisations should be setting an emissions reduction target that will help us limit climate change. Take a look at our simple guide, Emission Possible, to setting an emissions reduction target for your organisation⁵.
- Set an energy consumption reduction target.
- Use energy benchmarks to see whether you are performing efficiently – see the Better Building Partnership Real Estate Environmental Benchmark⁶.
- Raise staff awareness and engagement – talk about energy consumption and areas of high usage, give tips on how they can help to improve this.

WATER

Only 2.5% of the water on this planet is freshwater⁷ and less than 1% of the world's freshwater is available for people to use⁸. 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

- Collect rainwater by installing water butts or rainwater recycling systems.
- If possible, install a grey water recycling system which uses water from sinks and showers to flush toilets.
- Install dual flush toilets, and flow regulators on taps and showers.
- Install infrared sensors on taps and showers, and timers on showers to stop the flow every two minutes.
- Place water-saving devices, or hippo bags, in toilet cisterns where you're unable to install dual-flush systems.
- When buying 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.
- Install drip irrigation, preferably fed by a water butt, in gardens and flowerbeds.
- Make sure water pipes are checked regularly, and leaks are reported and fixed.

- Reduce the number of dishwasher loads each day by encouraging reuse of mugs and cups. Ensure the dishwasher is full before use, and use the eco setting.

FOOTPRINT

To calculate your water footprint, you need your meter readings or water bills. Take your water consumption (in cubic metres – m³), 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 (m³) by the Defra carbon conversion factor for water supplied⁹.

If you are using rainwater harvesting or grey water recycling, you can also report the percentage of your total water consumption that's come from recycled water in your annual reporting.

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	Conversion factor (CO ₂ e)	x	CO ₂ e emissions (kg/m ³)

NEXT STEPS

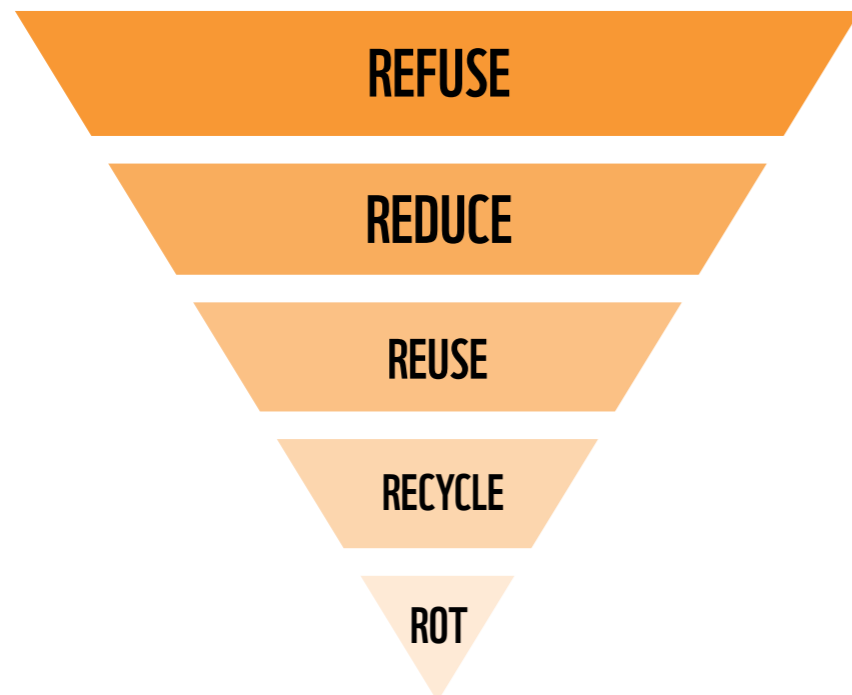
- Set water consumption reduction targets.
- Use water benchmarks to see whether you are performing efficiently – see the Better Building Partnership Real Estate Environmental Benchmark¹⁰.
- Raise staff awareness and engagement – tell staff about water consumption figures, areas of high usage, tips on 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 2022 the UK commercial sector produced 24.1 million tonnes of waste¹¹. 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

- Consider the waste hierarchy (pictured) in all aspects of your organisation:
 - Prevent waste in the first place by refusing and reducing. Avoid unnecessary consumption that leads to waste. For example, allow stocks to run down to zero before reordering.
 - Reuse by creating or ordering resources and materials that can be used many times, instead of once. For example, printing banners and T-shirts without dates or locations so that they can be used again and again.
 - Make sure your organisation has clearly labelled recycling bins and avoids contamination (the wrong items in the wrong bins) by educating staff.
 - Install your own compost bin (if you have outdoor space) or select a commercial waste contractor that sends food waste to anaerobic digestion or composting.
 - By following these steps in the hierarchy, you will be able to reduce the volumes of general waste produced. Always make sure you choose a commercial waste contractor that recovers energy from waste (incineration) for your general waste collection, as this is less harmful to the planet than landfill.



- Avoid disposable items and replace 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, use 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 coffee shops or lunch stops to have them refilled.
- Know your waste – conduct audits to find out what items are being thrown away, and common causes of contamination. Find new ways to discourage these items.
- Once you’ve prevented and reused, recycle as much of your waste as possible. Switch your waste contractor to someone who can recycle more waste streams 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 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.
- 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.

WASTE

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, 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. Calculate monthly, quarterly or annual data and try to improve on this continuously.

You can also measure your carbon footprint by multiplying each waste stream by the Defra carbon conversion factors¹².

Waste type	Weight generated (tonnes or kg)	x	Conversion factor (CO ₂ e)	=	CO ₂ e emissions (kg or tonnes)
Food waste					
Dry mixed recycling					
Glass recycling					
General waste					
Total					

Total volume of waste produced	
% of waste recycled	

NEXT STEPS

- Set targets to reduce the volume of waste produced 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 (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 ReWorkeD, Terracycle or BioBean which offer options for less commonly recycled items.



TRAVEL



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The transport sector is the largest contributor to greenhouse gas emissions in the UK¹³. 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

- Use conference calling instead of travelling.
- Choose public transport as much as possible (buses, trains, tube, coaches and ferries, rather than flights).
- Encourage staff to cycle to meetings by reimbursing bike hire expenses, or paying staff 20p per mile if they cycle using their own bike.
- Reduce (or ban) flights within Great Britain unless absolutely necessary.
- Take the Eurostar to European 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 by encouraging staff to travel together.
- 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. This includes cycle-to-work schemes, and electric vehicle loans or repayment schemes.

FOOTPRINT

To monitor your travel footprint, you will need data including mode of transport and destination. A Travel Management Company (TMC) can help organisations by providing data for this purpose. If you don't use a TMC, keep a log of travel and supplement data with spend information from purchasing systems and expenses.

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, you'll need airport codes (including all stopovers) and class of travel (stopovers and higher classes of travel use more carbon).

It can be easier to use online calculators if you're not familiar with using Defra carbon factors. Otherwise, use the km travelled and multiply by the relevant factor. Note there are separate factors for 'passenger vehicles'

(where the vehicle is owned by the organisation) and for 'business travel by 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 total spend amounts to £1000: £1000 ÷ 25p = 4,000 miles.

Transport mode	Consumption (km or miles)	x	Conversion factor (CO ₂ e)	=	CO ₂ e emissions (kg or tonnes)
Taxi					
Private car					
Rail					
Company car					
Total					

Flight details	Consumption (passenger)	x	Conversion factor (CO ₂ e)	=	CO ₂ e emissions (kg or tonnes)
Economy class					
Premier economy					
Business class					
Short haul					
Long haul					
Total					

NEXT STEPS

- Create a travel policy for your organisation to set out rules and guidance on how staff should be travelling – emphasising the most sustainable options.
- Monitor your travel and emissions, identifying problem areas that are high in 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, 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 affects 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

- Ask suppliers to provide life cycle analysis data for products, to choose the lowest impact product.
- Consider end-of-life for products, choosing those that can be reused many times, and recycled, rather than disposed of.
- Audit your most frequently purchased goods and services, researching if there are best practice standards, or environmental impacts associated with these. For example, switch electronics to EPEAT gold-rated versions.
- Implement recognised standards such as ISO 14001 or Green Dragon for environmental management, and ISO 20400 for sustainable procurement.
- Check your supply chain is acting responsibly – do your suppliers have a modern slavery policy? How do they protect and enforce workers' rights in their supply chains? Are they being audited, and do you have copies of their audits?
- Ask your 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 business as usual by giving 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 hazardous chemicals such as VOCs, by moving to natural products and cleaning solutions.
- Avoid products with lasting environmental impacts such as peat soil and compost.
- Ensure all packaging is recyclable and necessary. Avoid disposable plastics and coatings/laminations as these render paper products unrecyclable.
- Choose energy efficient (rated A or higher) devices and appliances.
- Read independent magazines and websites such as Ethical Consumer Magazine.

FOOTPRINT

Measure and report your Scope 3 emissions from products you buy. Conversion factors exist for different materials and products, including books, soil, glass, paper, wood, etc. Check what carbon factors exist for frequently purchased goods and their components.

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 or material	Weight of material used (tonnes)	x	Conversion factor (CO ₂ e)	=	CO ₂ e 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 criteria to include sustainability requirements.
- Conduct a gap analysis for standards such as ISO 14001 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.

Currently, the world produces 430 million tonnes of plastic every year¹⁴, yet globally we only recycle 9% of all plastic waste¹⁵. If we continue at present rates, there will be double the amount of plastic pollution on our planet by 2030.

TIPS

- 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 and investigate sustainable alternatives. If no alternative exists, make a note to check in future.
- Remove unnecessary disposables or swap with reusable alternatives.
- Review what you give away to clients and supporters, and how you promote your brand. Avoid unnecessary plastics like pens, toiletries, wristbands and other unwanted items.
- Ask your suppliers to cut their plastic use to reduce plastics in your supply chain, particularly with packaging products.
- Look at sustainable alternatives that use recyclable, natural materials such as card or paper.
- Be cautious with biodegradable and compostable solutions. Look for certified 'home compostable' items rather than 'compostable' or 'biodegradable' which may use additives to help plastic decompose to microplastics. Neither term means 'recyclable'. 'Compostable' items require industrial composting and cannot go in food bins (unless specified by your waste contractor) or garden compost. Note that all bioplastics will still act like plastic if they find their way into the environment, harming wildlife and taking significant time to degrade.

FOOTPRINT

You can measure the 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 type	Weight of material used (tonnes)	x	Conversion factor (CO ₂ e)	=	CO ₂ e emissions (kg or tonnes)
HDPE					
LDPE					
PET					
PP					
Total					

Total plastic used	
% of plastic used that could be avoided	



PAPER AND PRINTING

According to the UN, we lose 88,000 sq km of natural forest globally every year – that equates to roughly one football pitch every two seconds¹⁶. 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.

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.
- Have fewer printers in your office. It'll save money and carbon emissions, and discourage unnecessary printing.
- 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.
- Set your printing defaults to double-sided and black and white on staff computers.
- Provide both a confidential paper and a paper recycling bin next to your printer, to improve paper recycling. Confidential waste is more complicated and costly to recycle. Having both bins reduces general paper ending up in the confidential bin.
- Use chlorine-free paper – look for TCF (totally chlorine free) or PCF (processed chlorine free). If unavailable, 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 report 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

Calculate the footprint from paper products using the weight of purchased items, or print. If you know how many sheets you’ve printed, and you know the weight of a ream of paper, divide the number of sheets by the number in a ream, then multiply by 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 or timber product	Weight used (tonnes)	x	Conversion factor (CO ₂ e)	=	CO ₂ e emissions (kg or tonnes)
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).

No. of sheets printed (month/year)	÷	No. of staff	÷	Working days	=	Sheets per person per day

MEETINGS AND EVENTS

Meetings and events can be great for fostering solutions, but how many of us have 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 lost¹⁷. We can all make more sustainable choices to alleviate this waste, both in and out of the office.

TIPS

- Use conference calling where possible.
- Ensure venues are accessible via public transport.
- Use venues with natural lighting and ventilation – this reduces energy and is better for guests.
- Pick responsible venues that demonstrate their environmental credentials and give information about waste prevention, reuse and recycling.
- 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 buffers look 'busier'. It's more sustainable to under-cater than to waste food, and event attendance is rarely 100%.
- Try serving more vegan and vegetarian food than meat, or go completely meat-free, to reduce the environmental impact of that meal. If serving meat or dairy, ensure it is high-welfare and organic.
- Ensure fish and seafood is sustainably caught or farmed (MSC or 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).
- Choose real plants over cut flowers, and give them away to guests afterwards or reuse them. Consider hiring plants or other decorations.
- 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.
- If your event features imagery, display it using digital technology. Don't print copies of slides unless necessary for accessibility.
- Reduce your plastics use by serving tap water in reusable water jugs. Some venues also have sparkling water available on tap.
- Reduce the environmental impact of drinks served by choosing UK-produced, Fairtrade or organic wine. Remember that not all wines are vegan.



GREEN FINANCE

Recent research has indicated you could reduce your carbon footprint by up to 21 times, simply by changing to a more sustainable pension¹⁸. Across the UK, about £3 trillion are invested in pensions¹⁹ and the average employed person will have their money automatically invested for them, for most of their working lives. Sadly, many pensions are still invested in activities or harmful industries that damage the planet like fossil fuels in the Arctic, or deforestation in the Amazon, and socially harmful industries like tobacco and weapons. It's important to actively check where your pension and other savings are invested. Make sure the companies and funds you choose represent the values you and your company are working towards.

TIPS

- Look closer at who you invest with and what they do with your money. It's not just pensions, it's also bank accounts. Ask questions and make sure you know what others are doing with your money.
- Ask your employer or pension provider for a list of companies your pension is invested in, and check their environmental credentials.
- If you have a pension from a previous employer, contact them to find out how to consolidate both pensions into one sustainable fund.
- Ask your pension provider how they choose your investments, manage voting on certain issues at annual general meetings (AGMs), and what their policies are. If your pension is in a default fund, it's likely it will contain some companies that may not be aligned to your values. Ask providers if they have a comprehensive social, environmental and governance policy you can be proud of.
- Despite funds being labelled as 'ethical', they may still support harmful industries. Ask your employer or provider if there are more sustainable options available. While it may not be possible to alter a company pension, you can engage your employer or ask your fund manager about how they have voted on certain topics at AGMs.
- Engage with your pension provider about your options and how your company can improve the sustainability criteria of its pensions.
- Consider if your pension provider is also forward-looking and recognises the risks posed by climate change. Look at their annual reporting to see if they report in-line with the Task Force for Climate Related Financial Disclosures (TCFD), or similar standards. Other leading pension providers are committing to align their portfolios with net zero by 2050.
- We have partnered with Make My Money Matter, a sustainable pensions campaign calling for our pension investments to build a better world. Visit the Make My Money Matter website for information on how to support the UK's transition to net zero, ensuring that pensions are both profitable and sustainable, and for advice about how to contact pension providers and the questions to ask.



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. Here's a few tips on how to set up a volunteering day:

- **Pick an activity**
Ideas for organisations to support include nature and environmental conservation charities, homeless shelters, food banks, or other local charities and not-for-profits that need an extra pair 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 and that you have contact and emergency contact details for attendees.
- **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. Running multiple days a year ensures no one misses out.
- **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 encourage 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 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**
And thank your host afterwards.



SUPPORTING WWF

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 bring our world back to life.
- 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.

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?

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



GET YOUR COLLEAGUES TOGETHER

One of the most effective ways you can help the planet is by getting your colleagues together for a discussion. A YouGov poll commissioned for the Save Our Wild Isles campaign revealed that 77% of UK employees are worried about the state of nature in the UK, yet 42% do not feel confident starting a conversation at work on the subject²⁰.

We have a range of tried and tested tools that can help you start those conversations in the workplace. Many companies have had great success hosting an internal 'lunch and learn' session with a film and expert Q&A. Others prefer materials they can watch on demand.

Whichever you choose, we hope you can bring that knowledge with you to your peer groups, business networks, suppliers, clients and government so everyone can work together on the solutions.

NATURE'S WORKFORCE

All workplaces, no matter their size or what they do, can be a force for nature.

As an employee, you have a powerful voice to kickstart changes to help your business understand the issues and get involved. This tool created by WWF, the RSPB and the National Trust will help you transform your understanding of an organisation's impact and dependency on nature. Tackling five main areas – workforce, finance, policies, supply chains and workplace – it's packed with resources and step-by-step guides to help you hold that conversation at work.

Share this guide across teams or dip in as interested individuals to help your business understand the nature crisis and brainstorm how to be part of the solution.

To find out more visit naturesworkforce.org.uk

SAVE OUR WILD ISLES BUSINESS FILMS

Inspired by *Wild Isles*, the iconic BBC nature documentary series, WWF, the RSPB, the National Trust and Silverback Films came together to produce four films for businesses across the UK to help them understand the perilous state of nature in the UK. Tackling four major impact areas, we encourage businesses of all shapes and sizes to show the short films to their staff and networks to start a joint discussion on the issues.

All of the films are free for organisations to screen in the workplace. Tips and tools on how to host a successful screening can be found here: saveourwildisles.org.uk/business/how-to-host-a-screening



Save Our Wild Isles: The Business of Nature (2023)

saveourwildisles.org.uk/business/film | 30 mins running time

The Business of Nature, the first of the four films, reveals how much nature we have lost in the UK and explores actions employees and businesses can take to reduce their impact.

Save Our Wild Isles: Hungry for Change (2023)

saveourwildisles.org.uk/business/food-and-farming | 25 mins running time

The next film in the series on UK nature reveals the impact of the food system on nature here in the UK and abroad. It explores what actions businesses, employees and all actors in the food system can take to reduce our cumulative impact.

Save Our Wild Isles: Catch-22 (2023)

saveourwildisles.org.uk/business/marine | 20 mins running time

The third film in the series reveals the devastating loss of nature in our UK marine environment. From scallops to blue carbon, it explores actions employees and businesses can take to reduce their impact on our UK seas.

Save Our Wild Isles: Banking on a Wilder Tomorrow (2023)

saveourwildisles.org.uk/business/finance | 23 mins running time

The last film in the Save Our Wild Isles series reveals how the finance sector affects nature in the UK and explores what actions the sector must take to reduce its impact.

GET YOUR COLLEAGUES TOGETHER

OUR PLANET BUSINESS FILMS

In 2019, when the first Our Planet Netflix series was released, we created two films to help organisations understand the impact that business-as-usual is having on the planet. The films are still available and have had strong impact worldwide.

Find tips and tools on how to host a screening of these films at: opobevents.com

Our Planet: Our Business (2019)

Different language versions available: opobevents.com/screenthefilm
Available as a 38-minute film or as an executive summary version

Our very first business film, Our Planet: Our Business has now been screened over 350 times in over 65 countries, helping organisations around the world engage on the science behind the environmental crisis. Inspired by the Our Planet Netflix series, this film 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 businesses can play in tackling the global environmental crisis.

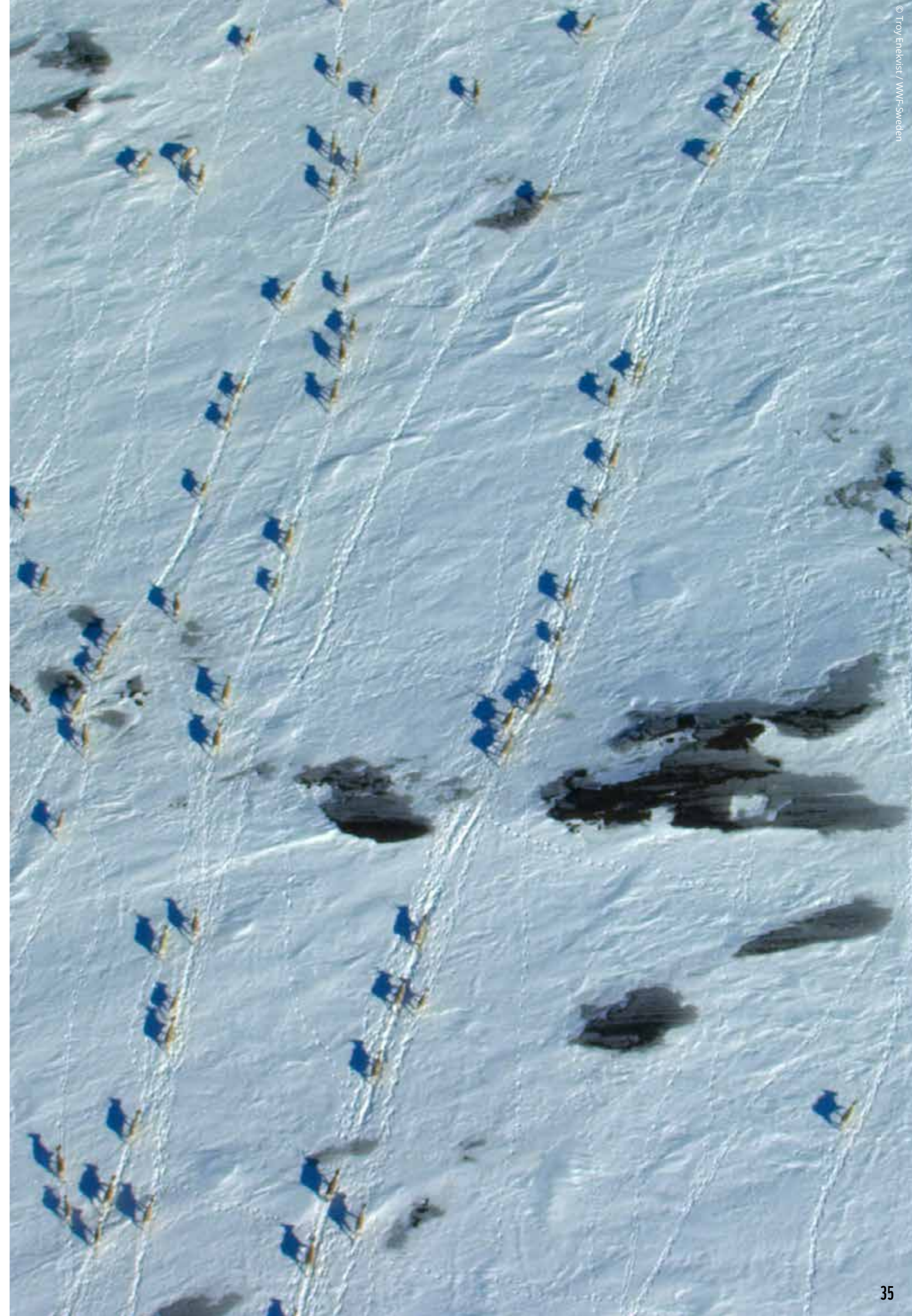
Wherever you work, and whatever sector you work in, you can support our work to bring our world back to life by screening Our Planet: Our Business.

Find the stats and facts from the film at wwf.org.uk/our-planet-our-business

Our Planet: Too Big to Fail (2020)

Different language versions available: opobevents.com/screenthefilm
Available as a 42-minute film or as an executive summary version

Based on the success of Our Planet: Our Business and the Our Planet Netflix series, WWF and Silverback Films created a film dedicated to the global finance sector. Using the stunning Our Planet footage from the Netflix series and a number of thought-provoking interviews with some of the most influential names in sustainable finance, this film shows the risks of inaction, the impact of investing-as-usual, and the role the finance sector must play to power a sustainable future.



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