



## SURREY HILLS SUSTAINABLE BUSINESS SHOWCASE

### 40 Actions to become a more sustainable organisation

	Action	cost	done
1	Switch to a renewable energy supplier	FREE	
2	Implement a switch-off campaign – turn off lights when not in use, turn off computer monitors, printers, shredders at night and over the weekend	FREE	
3	Compost kitchen waste such as tea bags and coffee grind	FREE	
4	Reduce the brightness of your computer to 70% and save 20% energy	FREE	
5	Recycle all electronic equipment	FREE	
6	Collaborate with other local businesses to share suppliers, deliveries, bulk orders	FREE	
7	Participate in local action groups e.g. Surrey's climate commission	FREE	
8	Get in the habit of asking customers if they want paper receipts / invoices rather than just automatically printing them	FREE	
9	Offer incentives for customers who go green – e.g. a discount for their own cups, containers, electronic invoices	FREE	
10	Reduce your printing - only print vital papers and use both sides of paper for non vital	FREE	
11	Use “Ecosia” instead of Google as a search engine (plant trees while you browse!)	FREE	
12	Re use any incoming packaging and cardboard	FREE	
13	Set your printer to automatically print on both sides	FREE	
14	Commit to a recycling program	FREE	
15	Assign a green advocate to champion your sustainability strategy	FREE	
16	Create green / sustainability goals and targets (no matter how small)	FREE	
17	Write a sustainability statement	FREE	
18	Reduce the number of waste paper bins at each desk - this increases recycling and gets employees moving	FREE	
19	Encourage a degree of home working – reduce traffic, cut greenhouse gasses	FREE	
20	Leave the car at home – encourage staff to cycle, walk, take public transport or lift share	FREE	

21	Practice “green procurement” source locally wherever possible	FREE	
22	Install only energy-efficient light bulbs	£	
23	Switch to smart plugs which can switch off appliances from an app	£	
24	Make sure your office has at least one large real plant in it	£	
25	Switch to recycled paper and stationary – business cards, letter head etc.	£	
26	Use coffee filters that are made of recycled paper or even better, get a coffee maker that doesn't require paper filters	£	
27	Switch to reusable / recyclable / electronic notebooks	£	
28	Make your work environment plastic free – ban disposable coffee cups – maybe provide all members with a mug / branded reusable bamboo mug, remover coffee pod machines (unless reusable pods)	£	
29	Switch to recycled pens and eco pencils	£	
30	Use eco cleaning products	£	
31	Invest in good, colour coded bins with clear labelling	£	
32	Put water hippos in the toilet cisterns	£	
33	Install occupancy-sensor lighting in bathrooms, conference rooms, store cupboards	££	
34	Rent IT equipment rather than buy it	££	
35	Replace old appliances with energy efficient ones	££	
36	Source environmentally friendly packaging	££	
37	Use cloth towels or hand dryers instead of paper towels	££	
38	Install low-flow technology for taps, toilets	££	
39	Replace desktops with laptops	£££	
40	Consider installing electric charging points for vehicles	£££	

To find out more about Surrey Hills Enterprises go to

<https://surreyhills.org/benefits-of-membership> or email [Wendy@surreyhillsenterprises.co.uk](mailto:Wendy@surreyhillsenterprises.co.uk),  
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