

Paper comprises up to 70 per cent of office waste, with 10,000 A4 sheets used for every Australian worker each year. That's equal to 10 million trees.



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it's a mug's game

Coffee has become an indispensable part of the working day, but why not dispense with disposable cups? Life cycle analysis of the energy and waste from producing, transporting and disposing of cardboard or polystyrene cups shows the mug to be far more eco-efficient – even taking into account the water needed to wash it between uses. Over its life a mug will be used about 3000 times, resulting in 30 times less solid waste and 60 times less air pollution than using the equivalent number of cardboard cups. Most takeaway coffee joints will be happy to make your favourite brew in your own favourite mug – after all, it saves their business money – and you are likely to get a slightly larger coffee fix for your effort.

- Less energy use
- Lower carbon emissions
- Less waste

log off and shut down

Many office computers never get switched off, needlessly consuming energy overnight and on weekends. A computer left on all day, every day uses nearly 1,000 kilowatts of electricity over a year, producing more than a tonne of carbon emissions and costing \$125. A computer that is switched off at the end of the day uses less than 250 kilowatts, at a cost of \$30 per year. Turn off equipment when you go to a meeting or take a break. If you are away from your computer for less than half an hour, put it in sleep mode, which reduces energy use to about 5 per cent of full operating power.

- Lower carbon emissions
- Save on energy bills

go public

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More and more Australians are thinking of the environmental and social implications of their purchasing decisions. More than 90 per cent of us say we want businesses to go beyond their historical role of making profits, paying taxes, employing people and obeying the law. Our purchasing power can reward companies doing good things and penalise those doing nothing. Your company benefits from having a comprehensive environmental policy, an environmental officer and public reporting of its goals and achievements. If your company doesn't do any of these things, ask why not and volunteer to help establish a committee to oversee, measure and report on environmental efforts.

- Improve business reputation
- Promote public accountability