



Plan:	Green Office One Planet Living Action Plan
Organisation:	Green Office (Pty) Ltd
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About us

Green Office is an independent print solutions provider with a focus on efficiency and sustainability. What started as the remanufacture of used printer cartridges in 1997, has now developed into a comprehensive end-to-end solution for the document environment.

Twelve million printer cartridges enter the South African market every year, of which more than 90% end up in landfill sites. Our CSI, Green ABLE, was established to address this issue by employing previously disadvantaged disabled persons to dismantle and recycle redundant cartridges and other e-waste, thereby diverting waste from landfill. Green ABLE is thus an innovative and unique solution for recycling printer cartridges and e-waste, providing income and generating opportunities for previously disadvantaged and unemployed people with disabilities.

Our vision

Passion: we are driven by our absolute belief that the product and service we offer is best in field.

Innovation: we constantly look for better, more sustainable ways to do things, whether for our clients or our own internal processes.

Responsibility: we take ownership of what we offer our clients and always deliver solutions that are appropriate, environmentally minded and relevant.

Integrity: we are open and honest in everything we do.

Our plan

Green Office's One Planet Living Action Plan aims to instill a culture of sustainability within our business, as well as ensuring that our business' impact on the environment is minimized.



Health and happiness



Outcomes

Employee Health

Improvement in key health statistics of staff.

Happy & Healthy Staff

Positive, engaged, and happy employees are efficient and productive. We aim to see higher productivity and an overall willingness to go above and beyond our job descriptions, whilst seeking their purpose and fulfillment in their own lives

Safety

Ensure that our staff works in a safe environment.

Meaningful Staff Connections

A meaningful connection between our staff.

promote healthy + active citizens

adopted shared outcome

promoting participation in sports and exercise programmes Plan 3: creating a quality living environment Plan 6: a vibrant + creative City



Actions

Raise Health & Wellness Awareness

Encourage staff to undergo health tests e.g. blood pressure, blood glucose, BMI, cholesterol, HIV etc. Have a wellness month drive in June and run various communication initiatives (emailers and talks) nationally during that month.

Heighten Awareness

Heighten awareness about the importance of healthy eating, exercise and stress management (discussed at the wellness day & through communication drive), as well as maintaining a positive outlook on our daily lives.

Monitor Productivity

Performance appraisals are undertaken annually by our HR Department. A summary of appraisal feedback will be provided showing scores by HR Department annually.

Health & Safety Training

At least bi-annual health and safety training which includes: • Refresher training on our standard operating procedures • Refresher training with regards to personal protective equipment • Emergency response plans to be updated annually. • Safety quiz to be circulated to all staff. All new staff are to receive health and safety training during their induction.

Connect Sessions

At Green Office, we host "connect sessions" monthly with all our staff, including factory staff where we celebrate successes, birthdays and other happy news. We also unpack the organisation's Culture Code - the glue that keeps us together.

Happiness Surveys

An annual "well-being/happiness" survey will be circulated to all staff to determine general happiness in the workplace.

Know Your Purpose

We encourage all staff to understand their purpose and how it fits into our organization. This allows us to have like-minded staff with similar values and ethics as the business.



Indicators

Reduced Absenteeism

Reduced staff absenteeism by 5%.

Reduced Staff Turnover

A happy and fulfilled workforce resulting in reduced staff turnover of 5%.

Reduction In Injuries On Duty

A reduction in injuries/near misses from four injuries during the 2018/2019 financial year to two for the 2019/2020 financial year.

Attendance

100% staff attendance at connect teas, teambuild functions, workshops etc.



Equity and local economy



Outcomes

Earning A Living Wage

All staff and cleaners earn a living wage

Employment Equity

Offer equal opportunities to people of every gender, ethnicity and orientation.

Career Starter

Our organization assists previously disadvantaged people to start their careers

Green ABLE Programme

Green ABLE's CSI, a non profit company, creates job opportunities for members of the disabled community. Considering that the unemployment rate within the disabled community is 99%, our programme provides an opportunity for education and upskilling whilst creating employability for our beneficiaries.

job creation + skills development

adopted shared outcome

to decrease high unemployment. Plan 2 employment creation



Actions

Above Minimum Wage

Ensure that all staff earn a wage that is above minimum. All our staff earn above the minimum wage stipulated by Government through labour legislation.

Understanding Our Organisation

Examine our organization to understand the spread of gender and ethnicity among seniority/pay grades.

Monitoring Equity Issues

Monitoring of equity issues through our Employment Equity Committee

Offer Internships & Apprenticeships

Offer apprenticeships, graduate placements/internships. Five apprentices employed for 2019 (Service Technicians). Two interns employed for 2019 (Sales and HR). Learnerships offered to disabled candidates to gain work experience and undergo a learnership.

Upskill & Provide Job Opportunities For The Disabled

Green ABLE provides learnerships and work experience for members of the disabled community. Green ABLE staff are responsible for the recycling of empty printer cartridges.



Indicators

Minimum Wage

100% of staff earning at least a living (or minimum) wage.

Black Economic Empowerment

Improvement in our Black Economic Empowerment (BEE) score.

Green ABLE currently employ approximately 30 disabled people to dismantle and recycle empty printer cartridges.



Culture and community



Outcomes

Culture Of Sustainability

Nurture a culture of sustainability among our staff and customers

Celebrations

Celebrating the happy days in our business

promote a culture of sustainability

adopted shared outcome

by promoting One Planet Living, in Durban



Actions

Awareness Campaigns

Regular sustainability campaigns throughout the year, check ins at monthly connect teas, heighten awareness about pressing environmental issues. Running national sustainability campaigns

Educating Our Customers

Goods Received Vouchers for our cartridges sales includes the environmental savings/benefits as a result of the customer purchasing our cartridges. This heightens environmental awareness amongst our customers. Provide our customers with annual environmental certificates detailing their environmental savings through purchasing our remanufactured printer cartridges, recycling their used printer cartridges, as well as implementing our various sustainability initiatives (project wake up, print reduction)

Sustainability Consulting

Sustainability consulting and environmental training for our customers to be fully established by 2019/2020 financial year end.

Living Our Purpose

We endeavor to live out our purpose both internally and externally in order for it to become part of the organisation's DNA.

Celebrate Together

Our organization celebrates our differences, cultures and spirit of Ubuntu by making an effort to celebrate special days such as Valentines Day, Heritage Day, Mandela Day, Eid, Diwali etc. together.



Land and nature



Outcomes

Connect Staff To Nature

Heighten staff interest in the natural environment



Actions

Awareness Campaigns

Regular awareness campaigns about the current threats to the natural environment via emailers and social media. Continual encouragement to minimize waste, recycle and reduce individuals' ecological footprint.

Environmental Events

We commit to attending a beach or park cleanup, or alternative environmental events at least twice a year.



Sustainable water



Outcomes

Water Consumption

Reduce Water Consumption



Actions

Reduce Water Consumption

Monthly monitoring of our organisation's water consumption to reduce water waste. Promptly repair water leaks when detected. Install a rainwater harvesting system (should we acquire our own properties in future). Choose indigenous plants for decorating offices to reduce water demand. Reduction of our water consumption by 20% from 5100 KI in 2018/2019 to 4080 KI for the 2019/2020 financial year. This will be measured against our organisation's carbon footprint results.

Water User Behaviour

Heighten awareness about water use via posters at all taps. Educational emailers circulated to all staff, particularly on World Water Day. Staff to report leaks immediately to the maintenance manager/sustainability officer.



Indicators

Reduce By 20%

Reduction of our water consumption by 20% from 5100 KI in 2018/2019 to 4080 KI for the 2019/2020 financial year. This will be measured against our organisation's carbon footprint results.



Local and sustainable food



Outcomes

Better Food Choices

Enhanced awareness about the impact our food choices has on the environment.



Actions

Sustainable Food Choices

Raise awareness about choosing sustainable food, food packaging, food waste and composting, and how our food choices affects our own ecological footprint via informational emailers.



Travel and transport



Outcomes

Carbon Emissions

Raise awareness of carbon emissions from travel.

Reduce Business Travel

Reduce emissions from business travel by 20% (vehicular and flights).

Company Fleet

Reduce fuel use by company vehicles



Actions

Staff Commute

Hold an annual staff commuting survey. Encourage carpooling amongst staff.

Monitor Travel

Monitor emissions from business travel via carbon footprint assessment.

Tele Communications

Promote the use of tele-conferencing, Skype etc. for meetings.

Reduce Fuel Use

Drivers to work out the most efficient delivery routes to reduce mileage. Implement a tool (software or equivalent) to efficiently manage staff travel and plan routes.



Indicators

Carpool

25% of staff choosing to carpool to work or alternatively use public transport.

Carbon Emissions Reduction

Reduction in carbon emissions from flights and business travel by 20%. This will be measured against our carbon footprint results.

20% Reduction In Fuel Use

Reduction in company vehicle fuel use by 20% from 2019 baseline (25 517 litres in 2018/2019 to 20 413 in 2019/2020).



Materials and products



Outcomes

Eco-Friendly Products

Be mindful of the toxicity of the products we use and implement green procurement where practical.

Packaging

Package our cartridges with as little plastic as possible.



Actions

Cleaning Products

Only use eco-friendly cleaning products.

Cartridge Deliveries

Investigate alternatives to protective plastic packaging for our cartridges.



Indicators

Plastic Free Packaging

Plastic free packaging for our cartridges by the end of 2020.



Zero waste



Outcomes

Recycling

Increase recycling rates at all our offices

increased recycling + awareness

adopted shared outcome

Plan 2 prosperous diverse economy + employment creation Plan 6: a vibrant + creative City, the foundation for sustainability

effective waste management

adopted shared outcome

Plan 2 prosperous diverse economy + employment creation Plan 6: a vibrant + creative City, the foundation for sustainability



Actions

Waste Audit

Carry out annual waste audits to determine where improvements can be made.

Single-Use Plastics

Eliminate single use plastics from our offices.

Reuse

Encourage staff to reuse, re-purpose and share items instead of disposing to landfill.

Raise Awareness

Encourage staff to recycle at the office and at home as much as possible.

Alternatives To Disposal

Investigate alternatives to deal with our hazardous waste.



Indicators

Increased Recycling Rates

Increased recycling rate of recyclables at our offices by 20% with only non-recyclable products disposed to landfill.



Zero carbon energy



Outcomes

Electricity Consumption

Reduce electricity consumption

Alternative Energy

Investigate alternative energy sources (e.g. solar).

Carbon Neutral

Green Office to become carbon neutral by the end of 2025.

Zero carbon by 2050

adopted shared outcome

Plan 6: a vibrant + creative City, the foundation for sustainability



Actions

Reduce Electricity Consumption By 20%

2018/2019 electricity consumption baseline was 228 439 kWh. Aim to reduce electricity consumption to 182 751 kWh at the end of the 2019/2020 financial year.

Monitoring & Measurement

Monthly monitoring and measurement of electricity consumption.

Bulb Replacement

Where possible, start replacing standard light bulbs with energy efficient light bulbs.

Solar Energy

Investigate the option of installing solar energy at our offices.

Carbon Offsets

Investigate the use of carbon offsets to become carbon neutral.



Indicators

Reduced Electricity Consumption

Electricity consumption reduced from 228 439 kWh in 2018/2019 to 182 751 kWh at 2019/2020 financial year end.

Carbon Neutral

Become carbon neutral by the end of 2025 by using carbon offset projects/purchasing carbon credits.
