

Grainger Green Office Policy

We are committed to reducing our negative impact on the environment and have developed this policy to ensure that we reduce our environmental impacts within our own offices wherever possible. This policy is both a formal record of our commitment to continual improvement in this area and a guide for employees.

We have nominated sustainability champions at each of our offices to raise awareness of sustainability issues within the office environment and to take responsibility for ensuring this policy is implemented whenever possible. We provide the sustainability champions with a Sustainability Champions Action Plan to help guide their actions to improve the sustainability of their office. We regularly review progress against the Action Plan (see attached document).

This policy is divided into Energy, Water, Waste, Procurement, Transport and Cleaning as we consider these to be our most material issues and where we can do most to reduce our impact.

Energy

In the 2009/10 financial year, our offices are working towards achieving a 5% reduction in electricity consumption per person, which will reduce both costs and carbon emissions. To this end,

- Wattson meters have been installed in all offices. The meters are a visual reminder of energy consumption and thus are used to foster greater awareness of consumption and help identify ways to reduce consumption. Meter readings are recorded on a monthly basis to monitor consumption.
- Sustainability champions take responsibility for conducting spot checks and encouraging and reminding staff to switch off all lights, computers, fax machines, photocopiers and other electronic appliances when not in use and over night.
- Grainger will research the cost implications of switching to renewable or a 'green' electricity supply, where we have responsibility for the supply.
- Every six months the sustainability champions take responsibility for reminding the building manager to check that heating and cooling systems are not working against one another (as is common in spring and autumn) and discuss the option of switching off the air conditioning when it is not required. They also discuss ensuring that heating and cooling controls are set such to maximise energy efficiency.
- Grainger will further develop a carbon management strategy to cover our own offices, development operations and investment portfolio, which will help identify potential cost savings from reducing energy use across our business.

Water

We are committed to reducing water consumption within our offices. The following measures are in place to reduce our consumption where possible:

- We undertake regular maintenance checks to ensure water wasted through leaking or damaged taps does not go undetected and unreported.
- Signs with details of who to contact in the event of a leaking tap are displayed in bathrooms.
- Grainger will install water saving technologies into all its offices such as simple hippos in toilet cisterns (if the cistern is easily accessible.)
- When undertaking refurbishments or replacing features, we will consider cost-effective water saving devices such as low flow taps, waterless urinals.

Waste

In order to reduce the volumes of waste sent to landfill from our offices we encourage our staff to reduce their own waste production and to recycle as much as possible. We do this through the following measures:

- All offices provide recycling facilities and there is communication, such as emails and posters to remind staff to recycle.
- Battery recycling points are established and batteries are collected monthly for recycling and printer/toner cartridges are recycled where possible.
- We recommend the use of a two bin system at each desk to ensure ease of recycling. This is being implemented on an office by office basis.
- All printing is now set to double-sided to reduce paper consumption. We are aiming to instigate a system in each office whereby unwanted paper which has print on one side only is left in a tray by the printer to be used as scrap paper.
- Plastic bags are stored in a box by the door to encourage staff to re-use one for buying their lunch etc. rather than taking a new bag in the shop.

Procurement

Before purchasing items of stationery, coffee, tea, biscuits, flowers etc. for the office, Grainger employees should

- Investigate which products can be replaced with more sustainable, cost-comparable alternatives, such as stationery with high recycled content or locally-sourced, organic or FairTrade produce.
- Attempt to consolidate supply of goods into one supplier, as this tends to cut down on transport and packaging needs.

Grainger employees are provided with reusable glasses and mugs to reduce the consumption of disposable cups and use tea-towels to avoid the use of disposable kitchen roll.

Transport

We encourage our sustainability champions to undertake a travel survey within their offices and we have rolled out videoconferencing and IT solutions to help reduce internal flights wherever possible. All staff must be familiar with our Green Travel Policy.

Cleaning

We require our cleaning staff and contractors to investigate the use of products which minimise negative impacts on the environment. We also rely on our cleaning staff to support our recycling efforts.

Signed

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Relevant senior representative, Date

Eco Champions Action Plan

Greening your office may seem like a big task... so where to begin?

This action plan pack aims to help you get started with fulfilling your role as eco-champion in Grainger's office. To begin this process we have suggested 4 initial steps which should serve to set you off on your mission to make Grainger's workplaces more sustainable:

- **Think about what your office is like – fill in the office information page with key characteristics of your workplace and read the recommendations associated with the different attributes of your office.**
- **All champions should focus on energy and waste as these are key impacts associated with your office. Choose at least 2 other impact areas (water, volunteering, sustainable procurement or transport) associated with your office to focus on over the next 3 months:**



Energy



Waste



Water



Volunteering



Sustainable procurement



Transport

- **Identify one off and daily/weekly tasks which are appropriate for you to carry out, under the 4 impact areas you have selected**
- **Log your activities as you carry them out and make sure you collect feedback and/or the results of your actions as you go along to see what works.**

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Eco Champions Check List

Office Information

Name of champion (and job title)	
Office (i.e. location and function)	
Number of staff	
Description of location and local amenities (e.g. proximity to public transport connection, shops, town centre, etc)	
Other tenants in building	
Main job roles of office colleagues	
Facilities (e.g. kitchen, toilets, showers, changing rooms, bike storage, server room, etc)	

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Eco Champions Action Plan

Understanding the priorities of your office

1. How big is your office?

The scale of your office will affect your approach to encouraging change. If you have fewer people in your office you have the opportunity to speak to people on a more personal level and find out how they need help/encouragement to behave in a more environmentally-friendly way. However, if you are in a big office there are more opportunities for collective action such as through car-share schemes or group volunteering exercise, but it will be harder to engage with everyone individually.

2. Is your office in a town/city centre?

The location of your office will have a significant impact on the transport options for people in your office. Consider whether you think there are public transport or cycling opportunities which are not being made the most of by people in your office.

3. Do you share your office building with other tenants?

Sharing recycling facilities and/or toilets and showers with other companies means that you will need to consult with them directly, or through your building manager, before making any changes to the common parts of the building or to the waste collection system.

4. What are the main jobs of the people working in your office and where do most people live?

The roles of people in your office will have an impact on things such as their transport habits and their working hours, so need to be considered when thinking about encouraging behaviour change. For example, if many of your colleagues need their cars to visit sites and properties on a regular basis then there is little point in trying to encourage them to use the bus every day. However, you could think of ways to encourage small changes in behaviour – such as catching the bus on days when they are not visiting sites, or once a week for example. Thinking about where people live could also help you to see if there are good opportunities to promote flexible working – such as working from home once a week.

5. Do you have a kitchen?

There are several things to think about if your office has a kitchen – including ways to save water, energy and reduce and manage waste. Some ideas include – putting a mark on the kettle to show people how much they should fill to make one cup of tea, organising group purchase of some items such as butter or bread in order to reduce food wastage or setting up a food waste bin for people to dispose of compostable food matter.

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Eco Champions Check List

What should I do and when?



Energy



Waste



Water



Volunteering



Sustainable procurement



Transport

One-off activities

	What?	Why?
	Contact waste collection company to find out what happens to waste when it is collected and what waste types they would prefer you to separate your waste into.	There is little point in separating waste if it then gets mixed anyway by the cleaner or waste collection company.
	Individual desk bins - Options: (a) Suggest people give them up altogether (b) Remove all but one bins per section of desks or few employees (c) Trial removal of all individual bins in one section of office, obtain feedback and then potentially roll out	Encouraging people to get up and walk to main bins, rather than giving them option of desk bin, means that they may be more likely to recycle effectively. However, we do not want to put people off by getting rid of all bins immediately if people will resist this change.
	Investigate opportunity to put a wormery or compost bin in place in your office	Food waste is one of the most significant types of waste produced in offices and compost
	Carry out a travel survey in your office	This enables you to understand the travel habits of those in your office and establish what scope there is for anyone to be encouraged to adopt more sustainable transport modes.
	Investigate which of the products you buy for your office (e.g. coffee, tea, biscuits, stationary, flowers) can be replaced with more sustainable, cost-comparable alternatives – e.g. locally-sourced, organic, or fair trade. Also, see where you can consolidate supply of goods into one supplier, as this tends to cut down on transport and packaging needs.	You can often find more environmentally friendly and socially equitable products for prices similar or even cheaper than regular purchases.

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