



Greening To-Do List

Human Resources

Green Your Human Resources to:

- Increase staff loyalty
- Increase your ability to attract and retain staff
- Increase productivity
- Improve your competitive advantage by growing your customer base through excellent customer service

Green Employ Benefits:

- Encourage telecommuting
- Provide incentives for carpooling or biking to work
- Develop a partnership with a conservation group such as the South Simcoe Streams Network
- Start a green team to review your office design, policies, purchases, etc.

Green Your Office:

- Turn off equipment when it's not in use. Older PCs and monitors can account for up to two-thirds of the energy use. Consider using a timer or a Smart Strip power bar to turn off machines when not in use.
- Use ENERGY STAR equipment and switch to laptops — they use about 10% of the energy of a standard PC.
- Recycle, reduce waste and encourage suppliers to take back and reuse packaging
- Ask your contractor about ways to recover and recycle heat, such as a drain-heat-recovery system or heat-recovery ventilation system.

- Recycle, and reduce the use of, disposable products.
- Start a carpool and provide preferred parking for hybrid vehicles.
- Use duplex (double-sided) printing to save paper, and re-use old documents for drafts.
- Promote walking, biking and use of public transit.
- Go paperless – use virtual files, direct deposit for payroll, paperless POS systems and electronic signatures services.
- Use real dishes rather than disposable.
- Use rechargeable batteries.
- Clean your office with green products.

Energy-saving incentives and programs are available through the Ontario Power Authority:
.saveONenergyontario.ca.

Green Economy Centre of South Simcoe

*Going Green.
Growing Strong.*



Nottawasaga Futures

For more information on greening your business, visit our website at www.nottawasaga.com or call 1-800-509-7554.