GGGI GREEN OFFICE GUIDE

About this guide

Developed as part of GGGI's corporate social responsibility initiative, this guide aims to provide tips on how to make our operations more environmentally sustainable across all GGGI offices and to reduce negative impact of our daily activities. Together we can make a difference by taking simple steps today that will bring a bigger impact tomorrow. Let us practice what we preach as an organization.

How to use this guide

Step 1. Use the checklist below as a guide on what changes can be made in your office
Step 2. Complete the Checklist Evaluation, Office Pledge, and Carbon Footprint Report at the end of every year
Step 3. Submit to ASU SharePoint Document Library by 31 January of the following year

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GETTING STARTED

☒ 1. **Designate a Green Team**

   Pick a person or team who can be the green ambassador(s) of your office; this team is to lead the process of making your office more environmentally sustainable

☒ 2. **Engage everyone in your office**

   Hold staff meetings/orientation to inform and discuss ways to make day-to-day operations more sustainable

☒ 3. **Develop and post signage/reminders** *See sample posters **here***

   Create "Green Office" signage/reminders and post on office noticeboards and other relevant areas
   Print on recycled/eco-friendly paper

ENERGY

Computers and Electronics

☒ 4. **Use energy saving settings for computers, printers, and other office equipment**

☒ 5. **Turn off/use sleep mode for computers and monitors before you leave office**

☒ 6. **Last one to leave the office to turn off all lights and office equipment**

   Lights/ AC / air purifiers / fans/ printers/ photocopiers

☒ 7. **Unplug electronics when not in use, or use power strips with energy-saving features**

   Invest in "smart" power strips to reduce the energy consumed; these power strips have outlets with timers, motion detectors, and/or current sensors to minimize energy waste (Ask your local electronic stores/check online stores)

Heating/Cooling Systems

☒ 8. **Set heating/cooling systems properly**

   Adjust accordingly to local weather; avoid cooling more than 6°C (42.8 F) below the outside temperature and heating more than 20 °C (68 F) above, or no higher than 20-21 °C for heating or lower than 23-25 °C for cooling
   Make sure that no furniture or wall blocks the systems and get in the way of providing heating/cooling efficiently

☐ 9. **If possible, open windows before resorting to use of AC**

☒ 10. **Keep windows and doors closed when AC or heating is on**

Lighting

☒ 11. **Switch off all lights when not in use, especially meeting rooms and other shared spaces**

☒ 12. **Place reminder stickers on light switches**

☒ 13. **Use natural light whenever possible**

☒ 14. **Use energy-efficient bulbs (LED/fluorescent lights)**

☐ 15. **If possible, install motion sensor switches, and/or timers for office lighting and other equipment (AC), especially in meeting rooms, hallways, and restrooms**

WATER

☒ 16. **Do not keep water running unnecessarily**

☒ 17. **Fix any water leaks or dripping faucets immediately (or report to Facilities Manager, if there is one)**

☒ 18. **If possible, install water-saving heads (aerators), toilets with low-flush and full-flush options, and/or touchless faucets**

WASTE

Paper

☒ 19. **Avoid printing as much as possible**

Share files and documents via email or share by uploading them to SharePoint

☒ 20. **Print double-sided**

☒ 21. **Print several slides on one page (ppt)**

☒ 22. **Use smaller fonts and lighter print to use less ink, if possible**

☒ 23. **Discourage printing of any presentation materials – bring laptops to meetings or use projector**

Mail

☐ 24. **Keep mailing list up-to-date**

Request to have your name/address removed from mailing list of any junk mail (flyers, free magazines, etc.)

☐ 25. **Share newspaper/journal subscriptions with others or switch to digital subscription**

Pantry/Kitchen

☒ 26. **Avoid using disposable cups and utensils; instead, use re-usable glassware, mugs, and containers**

☒ 27. **Drink water from water dispenser**

☒ 28. **Avoid use of bottled water (especially at meetings and workshops, etc.)**

☒ 29. **Use less paper towels**

Recycling

☒ 30. **Provide clearly-labeled waste bins**

Separate all waste by category: Paper, Plastic, Metal, Cans, Other Waste, etc. and recycle accordingly

☒ 31. **Use scrap paper as notepads**

☒ 32. **Reuse office supplies**

Check office supply inventory (both new and used) before ordering additional supplies

☒ 33. **Consider donating used furniture and other equipment**

☒ 34. **Recycle and/or dispose e-waste properly**

Contact Technology Services Unit (srticket@gggi.org) for how to recycle old laptops and other electronic device and batteries

Inform staff about proper methods for disposing of electronic waste and old electronic equipment

COMMUTE/TRAVEL

☒ 35. **Encourage use of public transportation or consider carpool if driving**

> Consider vehicles that run on low-emitting fuels such as Compressed Natural Gas (CNG), electricity, and biofuels

☐ 36. **Fly less**

> Consider having meetings via phone/web conferencing before submitting your Travel Request in ERP

☒ 37. **Encourage walking and cycling**

GREEN PROCUREMENT

☒ 38. **Buy recycled or eco-friendly paper**

☒ 39. **Purchase environmentally-friendly office supplies**

> Examples: Refillable markers and pens, recycled paper and notepads, biodegradable cups, recycled tissues and paper towels

☒ 40. **Research local vendors and service providers that participate in environmentally-sustainable practices**

☒ 41. **When replacing office equipment (printers, photocopiers, lighting, etc.), look for energy-efficient ratings and features**

☒ 42. **If given an option, select minimal packaging and buy in bulk**

☐ 43. **When selecting an office, look for buildings with LEED-certification or other equivalent ratings**

☐ 44. **Use indoor plants that can improve office air quality** *See examples*

RECORD CARBON FOOTPRINT

☒ 45. **Measure carbon footprint**

> Use the carbon footprint calculators provided in this guide to measure and record your office carbon footprint
>
> Submit an annual report, along with the Checklist Evaluation and Office Pledge, every year by 31 January of the following year – Note that data provided will be used for GGGI Annual Report

GREEN PROJECTS

☐ 46. **Plan and participate in community outreach or other programs related to green growth or sustainability**

> Examples: planting trees, recycling drives, and partnering up with local "green" organizations, etc.

This checklist is meant to serve as a guide that provides tips, not a policy or rules. We understand that not all items listed above are applicable to all offices due to different circumstances. For example, avoiding use of bottled water and walking/cycling may be difficult because of safety reasons, or your office is in a government building and you cannot control certain aspects of the operations like heating/cooling. Please use your discretion in determining which actions can help make your office more environmentally friendly.

CHECKLIST EVALUATION

INSTRUCTIONS: This Checklist Evaluation is intended for you to complete at the end of each year after reviewing your office activities for the year. Goal is to get as many check marks as possible. Let's count!

OFFICE GREEN TEAM REPRESENTATIVE: Click or tap here to enter name.

Category	No. of Items Checked	Total No. of Items	% Achieved (No. of Items Checked/ Total No. of Items x 100)
GETTING STARTED	3	3	1
ENERGY	10	12	.83
WATER	3	3	1
WASTE	14	16	.87
COMMUTE/TRAVEL	2	3	.66
GREEN PROCUREMRENT	5	7	.71
CARBON FOOTPRINT	1	1	1
GREEN PROJECTS	0	1	0
TOTAL	38	46	.82

How Did We Do?
Document your office's green activities this year and any recommendations or reminders for next year.
Though there was no participation in community outreach, GGGI-Philippine Team conducted a "Green" Session with the Department of Trade and Industry held last November 5, 2018 which was attended by staff of Fair Trade and Enforcement Bureau where GGGI-PH office is embedded. PH Green team will also share the accomplished green events guide for 2018. Moving forward, PH Green team will be more proactive and will continue to enforce and observe this guide to make our operations more environmentally sustainable.

For more information

- Check ASU SharePoint site for the most updated version of this Green Office Guide
- Planning a GGGI-funded event? See GGGI Green Event Guide
- Contact Natalya Tin (natalya.tin@gggi.org) for any questions or comments about this guide
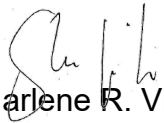
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OFFICE PLEDGE

INSTRUCTIONS: All GGGI offices are encouraged to take actions towards greening office operations. Here is your chance to make commitments on sustainable office practices. Share your goals for next year with us and let's keep each other accountable. Click HERE to see HQ Office Pledge.

OFFICE LOCATION: Makati City

OUR OFFICE WILL COMMIT TO MAKING THE FOLLOWING CHANGES BY THE DATES SPECIFIED:

Action Item(s)	Target Completion Date (If Applicable)
Fly less	**2/1/2019**
Avoid using paper towels and disposable cups and utensils specially when ordering to go meals.	**2/1/2019**
Fly less	**2/1/2019**
Look for building with LEED certification when selecting an office or meeting venue.	**3/29/2019**
Use indoor plants that can improve office air quality.	**3/1/2019**
Participate in community outreach or other program related to green growth and sustainability.	**3/29/2019**
Click or tap here to enter text.	Click or tap to enter a date.

INSTRUCTIONS: When the entire document is ready for submission, double click the signature line below, type in your name and click Sign. Then close the file *without* saving to keep the signature valid. Your signature should be automatically saved. Please sign using your GGGI email account certificate(xxx@gggi.org). In case you encounter any technical issues using digital signature below, you may also print out the guide, sign, and scan to submit.

X _____ Marlene R. Vinluan _____

OIC, Country Representative

30 January 2019

Date Signed

Global Green Growth Institute

CARBON FOOTPRINT REPORT

Click here **to download the template for Carbon Footprint Report**

INSTRUCTIONS: Download the report, fill it out, and submit it to ASU SharePoint Document Library by 31 January of the following year, along with your Checklist Evaluation and signed Office Pledge.

Facilities:
- Record electricity and gas usage for each country office, which will be part of our annual report starting in 2018. Carbon footprint will be consolidated and calculated by Seoul HQ
- If your office is in a government building and you do not pay utilities bill, please ask the government counterpart if they can provide the utility usage data. They will most likely have the overall utility usage data for the building, which you can divide by the ratio of the space that you are currently using in the building to get an estimate value of the utility usage.

Travel:
- We do not require carbon footprint data for travel that was booked by SM Town Travel. What we require from country offices is all other flights booked by local Travel Management Company (TMC), or travel agency.

If you have any questions about **Carbon Footprint Report** requirements, please contact Yoon Suk Choi yoon.choi@gggi.org