

The Clear Top Ten for Business



If I'm going to reduce my carbon footprint, **where do I start?**
What will make the **most difference?**

Clear's Top Ten for Business gives you the heads up.

1 Know your Business Footprint

Audit your business. Use Clear's downloadable Business Footprint Audit tool.

2 Recycle waste

Waste products can be recycled, from the paper, plastic and glass in your office to the manufacturing waste from your industrial plant. Introduce a corporate policy and get everyone's buy in. Rather than wasting unwanted paper from the printer, put it in the recycling bin.

3 Decrease energy use

Switch off all lights and computers at night. 'Standby culture' is responsible for one million tonnes of carbon being pumped into the atmosphere each year. Make the most from natural daylight by keeping windows clean and consider an energy efficient lighting system. Buying Energy Star rated equipment could reduce energy costs by almost 50%. Switching computers off in an office of 20 PCs could save between £700 and £1,300 per year in electricity costs.

4 Introduce a Green IT policy

Switching staff to laptops also helps - the average desktop PC requires around 200W of energy compared to 30W for a powerful laptop. The difference over a year is worth about £50 in energy and 130kg of carbon per computer. Laptops also make it easier for employees to work from home, and in event of a power cut you don't lose your data!

5 Use Conference Technology

Technology is providing a new way for businesses to communicate without damaging the environment through business travel. Implement web conferencing as a means of communication in your business and see travel expenses reduce dramatically while productivity increases.

6 Introduce an Environmental Policy

Set out specific, measurable, achievable goals and update your staff regularly. Clients and potential customers will appreciate your efforts to take environmental issues seriously.

7 Turn down the heat

Decreasing the temperature by 1 degree will see bills drop by 8%. Check that no unused rooms are heated and keep radiators clear of furniture. Heating and hot water can account for up to 60% of a building's total energy costs.

8 Analyse your supply chain

This will not only improve your organisation's environmental impact but will encourage other businesses to change policies and practice too. Look for products that are kinder to the environment and use suppliers who are implementing greener processes.

9 Be water wise

Fit water-saving devices to toilet cisterns and water saving taps. Use your water meter to check for leaks from underground and internal pipes. Investigate opportunities to recycle water and fit pressure regulators to minimise water consumption. A dripping tap loses around 90 litres a week.

10 Sign up for renewable energy

Renewable energy is exempt from the Climate Change Levy and businesses that sign up to a green tariff can avoid paying it. Log on to www.greenelectricity.org for a green tariff quote.