A guide to taking climate action and reducing your impact
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821 million people are going hungry, due to extreme weather, land degradation, water scarcity and rising sea levels.

20 of the hottest years on record have occurred in the last 22 years.

80 million people will be affected by rising sea levels.

Over 1 million species are at risk from the effects of climate change.

280 million people are at risk from increased tropical diseases, such as Malaria, due to the world’s changing climate.
Introduction

Climate change represents the biggest challenge to the future of humanity and the life-support systems that make our world habitable. CO₂ concentrations in the atmosphere are at their highest levels in over 800,000 years. As a result, our planet is warmer now than at any point in the past 120,000 years.

There is clear evidence to show that climate change is happening. Records show that the average temperature at the Earth’s surface has risen by about 1°C since the pre-industrial period. 17 of the 18 warmest years on record have occurred in the 21st century and each of the last 3 decades have been hotter than the previous one. This change in temperature hasn’t been the same everywhere; the increase has been greater over land than over the oceans and has been particularly fast in the Arctic.

Although it is clear that the climate is warming in the long-term, temperatures aren’t expected to rise every single year. Natural fluctuations will still cause unusually cold years and seasons. However, these events will become less frequent.

The great majority of evidence gathered by scientists proves that human activity is the dominant cause behind climate change with carbon emissions having risen by around 45% since the industrial revolution. Other greenhouse gases have also increased by similar large amounts. This increase is predominantly caused by:

- Burning of fossil fuels,
- Agriculture and deforestation
- The manufacture of cement, chemicals and metals

Around 43% of the carbon emitted goes into the atmosphere while the rest is absorbed by plants and the oceans. Deforestation reduces the number of trees absorbing emissions and releasing the carbon contained in those trees back into the atmosphere.

Ultimately, we hold the solution in our hands and the power to deliver change. Reducing carbon emissions will ultimately mean two things, collectively as a global community being more efficient in how we use energy, and secondly transitioning towards renewable energy sources.

The 2015 Paris Agreement Goals, supported by 195 countries ratify an historic agreement on climate change, aiming to limit the rise in global temperatures to ‘well below’ 2°C but increasingly moving towards a 1.5°C limit. The world has already hit around 1°C of warming and to meet the Paris Agreement Goals, it’s estimated at least 80% of all proven global fossil fuel reserves must remain in the ground.
At Wood, we support the current scientific understanding of how carbon and other greenhouse gas emissions effect the global climate and the longer-term impacts that climate change will have on society, economy and our planet. We recognise the role we play in driving a low carbon economy and believe that through innovative thinking and challenging how we do things, we can realise a low carbon future that works towards sustainability goals and targets on global temperature rise.

This booklet brings together some handy tips on how to reduce your carbon footprint, both at work and home, to deliver sustainable change for now and for tomorrow.

**Think globally, act locally**

“Climate change is moving faster than we are, but we don’t give up because we know that climate action is the only path.”

Antonio Gutteres, UN Secretary General
What is climate change?

The science explained

Rising levels of carbon dioxide and other greenhouse gases, such as methane, in the atmosphere create a ‘greenhouse effect’, trapping the Sun’s energy and causing the Earth, and in particular the oceans, to warm.
**Greenhouse Gases (GHG)**

**Methane (CH₄)**
- Currently represents 16% of GHGs emitted into our atmosphere
- Lifespan in the atmosphere is around 10 years

**GWP 28**

**Carbon Dioxide (CO₂)**
- Presently represents 65% of GHGs emitted into our atmosphere
- Lifespans in the atmosphere is around 300-1000 years
- Other gases have more potent heat-trapping ability per molecule than CO₂ (e.g. methane) but are less abundant in the atmosphere.

**GWP 1**

**Nitrous Oxide (N₂O)**
- Presently represents 6% of GHG’s emitted into our atmosphere
- Lifespans in the atmosphere is around 110 years

**GWP 265**

**Fluorinated gases (HFCS, PFCS, SF₆)**
- Presently represents 2% of GHG’s emitted into our atmosphere*
- Lifespans in the atmosphere, ranging from 1-270 years for HFCs to 800-50,000 years for PFCs and about 3,200 years for SF₆

**GWP Various (up to 7,390-22,800)**

**Water vapour (H₂O)**
- Water vapour gases occur naturally as part of the water cycle and play a part in the natural greenhouse effect that keeps our climate at a temperature which sustains life.
- The warmer the earth’s surface, the more water evaporates and turns into vapour, increasing the amount in the atmosphere.

**GWP Concentration varies with temperature**

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**Global warming potential (GWP)** is a relative measure of how much heat a greenhouse gas traps in the atmosphere. It compares the amount of heat trapped by a certain mass of the gas in question to the amount of heat trapped by a similar mass of carbon dioxide.

**Greenhouse gases breakdown**

- **Carbon Dioxide 65%**
- **Methane 16%**
- **Water Vapour & other gases 11%**
- **Nitrous Oxide 6%**
- **Fluorinated Gases 2%**

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*Wood: A guide to taking climate action and reducing your impact*
What evidence supports the science behind climate change?

The science is clear: Our climate is changing. Rising levels of greenhouse gases in the atmosphere, have enhanced the natural greenhouse effect, trapping increased amounts of energy from our sun and warming our planet. Scientists have known about climate change since the 19th Century.

The higher the amounts of greenhouse gases in the atmosphere, the warmer the Earth becomes. Recent climate change is happening largely as a result of this warming, with smaller contributions from natural influences like variations in the Sun’s output.

Evidence from past climate change
Ancient ice from the polar ice sheets reveals natural temperature changes over tens to hundreds of thousands of years. Air bubbles trapped in the ice show that levels of greenhouse gases in the atmosphere are closely linked to global temperatures. Rises in temperature match closely with an increase in the amount of greenhouse gases.

These ice cores also show that, over the last 350 years, greenhouse gases have rapidly increased to levels not seen for at least 800,000 years and very probably longer. Modern humans, who evolved about 200,000 years ago, have never previously experienced such high levels of greenhouse gases.

Natural fluctuations in climate
Over the last million years or so the Earth’s climate has had a natural cycle of cold glacial and warm interglacial periods. This cycle is mainly driven by gradual changes in the Earth’s orbit over many thousands of years, but is amplified by changes in greenhouse gases and other influences. Climate change is always happening naturally, but greenhouse gases produced by human activity are altering this cycle.

Volcanic eruptions and changes in solar activity also affect our climate, but they alone can’t explain the changes in temperature seen over the last century.

Scientists have used sophisticated computer models to calculate how much human activity – as opposed to natural factors – is responsible for climate change. These models show a clear human ‘fingerprint’ on recent global warming. The latest Assessment Report from the Intergovernmental Panel on Climate Change (IPCC) said it was extremely likely that most of the observed increase in global temperature since the 1950s is due to human activity.
Climate models and future global warming

We can understand a lot about the possible future effects of a warming climate by looking at changes that have already happened on Earth. But we can get much more insight by using mathematical models of the climate.

Climate models can range from a very simple set of mathematical equations (which could be solved using pen and paper) to the very complex, sophisticated models run on supercomputers (such as those at the Met Office).

While these models cannot provide very specific forecasts of what the weather will be like on a Tuesday in 100 years’ time, they can forecast the big changes in global climate we could expect to see in the future.

All these climate models tell us that under a scenario of ever-increasing greenhouse gas emissions the world could become up to 4.8°C warmer than the pre-industrial period by the end of this century. Note, these are global averages and that temperatures in certain regions, such as the Arctic, would be even higher than this.

Shared ambition on climate action

At the Paris climate conference (COP21) in December 2015, 195 countries adopted the first-ever universal global climate deal that is due to come into force in 2020. The agreement sets out a global action plan to put the world on track to avoid dangerous climate change by limiting global warming to well below 2°C above pre-industrial levels and pursue efforts towards limiting to 1.5°C. The country commitments we have seen so far represent a dramatic improvement on ‘business as usual’ emissions projections. But these commitments are predicted to give rise to global temperature increases of around 3°C. Further urgent action is needed therefore to put us on track to well below 2°C.
Our carbon footprint and how we manage that within our business is vital to realising our own, as well as global, carbon reduction targets. In 2017, we set a three-year carbon strategy to align our global carbon reporting towards setting group wide carbon targets in 2020.

2020 Target setting timeline

Year 1
Migrating to one reporting system and laying the process foundations to support data collection

Year 2
Align and begin reporting combined scope 1 & 2 emissions on an operational basis

Year 3
Align and begin reporting scope 3 emissions based upon a materiality assessment of the business conducted in year 1

How do we report and what’s included?

Our Carbon Reporting and Accounting Standard, prepared in line with the principles of the Greenhouse Gas Protocol, provides a standardised approach to reporting our carbon footprint.

What we report under scopes 1, 2 & 3 is detailed in the standard as well as how we collect the data.

Scope 1
- Natural gas
- Fuel used in plant and equipment (generators, lighting towers, etc)
- Company vehicle mileage
- Steam

Scope 2
- Purchased electricity

Scope 3
- Air travel
- Rail travel
- Transmission and distribution of purchased electricity
- Non-company vehicle mileage (hire car and mileage from employee’s vehicles used for business journeys)
Focus on science based target setting

Aligned to the 2015 Paris agreement, targets adopted by companies to reduce greenhouse gas (GHG) emissions are considered “science-based” if they are in line with what the latest climate science says is necessary to meet the goals of the Paris Agreement. The globally recognised Science Based Targets Initiative (SBTi) is a collaboration between CDP, the United Nations Global Compact (UNGC), World Resources Institute (WRI), and the Worldwide Fund for Nature (WWF) and one of the We Mean Business Coalition commitments.

Science based targets can be set up to a maximum of 15 years and a minimum of 5 years in line with either a well below 2°C or a 1.5°C global temperature rise.

As a member of the United Nations Global Compact and a long-standing inputter to CDP Climate Change, the world’s largest registry of corporate GHG emissions in the world, Wood is committed to aligning our carbon reduction ambitions to global sustainability goals and carbon reduction targets.
Managing carbon reduction

Starting the conversation on how to reduce carbon emissions in your location may be challenging, but don’t give up! Using the process below and the content in this booklet, start to review behaviours, the challenges faced and create your action plan today!

Remember you are not alone!

Our sustainability programme aims to recruit a sustainability champion in every location we operate, with the purpose of creating local sustainability teams. Find out if you have a local team in place and if not, begin the conversation and use engaged colleagues as your working team to gain some traction on reducing the impact of your location.

You can find more information on how to register to be a sustainability champion and find information on our networks, from the internal sustainability homepage.

Finally, remember to report all your actions through the Sustainability Action Tracker, also available from the sustainability homepage.

Getting started:

Self-assessment

Using this booklet, undertake a self-assessment of the carbon footprint in your location.

Make an action plan

Determine what you want to achieve, what you can reasonably target and by when?

Engage your stakeholders

Does your location have an existing sustainability team, if so team up to activate your action plan and help engage other team members to play their part.

Measure progress and report

Measure what you have achieved and report this through the sustainability action tracker.
Most sustainable
Least carbon intensity

Little or no footprint

More reduced footprint

Reduced footprint

Least sustainable
Most carbon intensive
Achieving behavioural change

Technology continues to deliver solutions to achieving energy efficiencies and carbon reduction; however, sustainable change must also come from adjusting our energy consumption behaviour to reduce our collective impact and demand for energy.

Understanding how we consume energy and the barriers towards choosing the 'right' behaviour is key to building an energy conscious culture.

Incentives and dis-incentives

More often than not, behaviour is reflective of a person’s want for change. By nature, humans are instinctive creatures of habit, that require clear incentive to motivate longer-term change in our behaviours and decision making. Some tips on providing that motivation includes:

- Making simple, 'hassle-free' options available and appealing
- Rewarding behaviour, such as linking performance rewards or clarifying the monetary return/savings
- Penalising behaviour, whether through monetary or other benefits
- Sharing success and inspiring others with action

Communication & engagement

Having the right information is important for not only understanding the issue, but enabling the solution and incentive towards change. Successful energy efficiency engagement can include the following:

- General awareness information and promotion
- Efficiency training
- Face to face engagement & demonstration
- Benchmarking performance
- Goal and target setting
- Continuous feedback

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A guide to taking climate action and reducing your impact
Setting the standard

Providing guidance on what ‘good’ looks like and setting clear expectations of people is important to enabling and sustaining change. We all sometimes need educated on the pros and cons of our actions; by setting a standard approach to energy consumption ensures that we not only set the benchmark, but outline the parameters for the energy conscious culture we aim to build together.

In each of the focus sections in this booklet, we share guidance on how to reduce our energy use and our impact on the environment, using a scaled approach.

“Persuading people to use energy more efficiently has long been heralded as a simple, effective way to help tackle climate change. The problem lies in the persuasion.”

World Resource Institute
Focus areas:

Travel

The environmental impact from travel and the transportation industry, makes it one of the top global emissions generators; responsible for about 28 percent of total greenhouse gases globally, this makes it the largest contributor, just edging out the energy sector.

Global tourism has become a trillion-dollar industry and continues to grow; the rapid increase in tourism seen in the last decade alone, vastly outstrips the technological advances to decarbonise the industry.

How we choose to travel can make a massive difference to global emissions and the human environmental impacts from transport.
Air travel

Air travel is now the fastest-growing contributor to global warming, releasing and trapping harmful emissions high in our atmosphere. Carbon emissions from the airline industry grew by 75% from 1990 to 2012 and it’s expected they will continue to grow rapidly until 2050. If left unchecked, they could consume a full quarter of the world’s available carbon budget for limiting global temperature rise to 1.5°C.

Fact: The total carbon impact of a single flight is so high that avoiding just one trip can be equivalent to going (gasoline) car-free for a year.

Car travel

Car travel pollution, although drastically reduced in the last ten to twenty years, remains one of the top three air pollutants worldwide. Producing over half of all carbon monoxide pollution in the air, cars contribute to over 30 percent of all CO₂ in the atmosphere.

Fact: To meet the goals of the Paris agreement, transport emissions must be reduced by more than 90% by 2050.

Public transport

Over half of the world’s transport emissions come from personal vehicles, by moving more people with fewer vehicles, public transport produces less carbon emissions per person and helps decrease road congestion and the number of vehicles on our roads.

Fact: Travel by train or bus is up to 90% more carbon efficient than travel by plane.

Fact: A single person switching from a personal car to public transport can reduce their household carbon footprint by up to 30 percent.

Transport emissions

Emissions per passenger per km travelled

<table>
<thead>
<tr>
<th>Mode</th>
<th>CO₂ emissions</th>
<th>Secondary effects from high altitude, non-CO₂ emissions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Domestic flight</td>
<td>133g</td>
<td>+121g</td>
</tr>
<tr>
<td>Long haul flight</td>
<td>102g</td>
<td>+93g</td>
</tr>
<tr>
<td>Car (1 Passenger)</td>
<td>171g</td>
<td></td>
</tr>
<tr>
<td>Bus</td>
<td>104g</td>
<td></td>
</tr>
<tr>
<td>Car (4 Passenger)</td>
<td>43g</td>
<td></td>
</tr>
<tr>
<td>Domestic rail</td>
<td>41g</td>
<td></td>
</tr>
<tr>
<td>Coach</td>
<td>27g</td>
<td></td>
</tr>
<tr>
<td>Eurostar</td>
<td>6g</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Commuting for Work</th>
<th>More Reduced Footprint</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Where possible, walk or cycle to work</td>
<td>• Make use of public transport where possible</td>
</tr>
<tr>
<td>• Plan your journey and make use of cycle paths and pedestrian routes</td>
<td>• Travelling by car? Share your journey to not only save on emissions but share the cost of your commute</td>
</tr>
<tr>
<td>• Make use of any cycle to work schemes</td>
<td>• Is it possible to work from home for all or part of your working week?</td>
</tr>
<tr>
<td>• Is it possible to work from home for all or part of your working week?</td>
<td>• Make use of public transport where possible</td>
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<table>
<thead>
<tr>
<th>Travelling for Business</th>
<th>More Reduced Footprint</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Utilise methods of remote working – can your meeting be done online or over the phone?</td>
<td>• Make use of less carbon intensive travel options - Using public transport, such as the train for example - you don’t have to go through the same security checks, and you can use your mobile phone and laptop while you travel.</td>
</tr>
<tr>
<td>• Commit to at least one less journey a month and encourage your colleagues that travel to do the same.</td>
<td>• Where travel can’t be avoided, can you group your business activities to reduce future travel?</td>
</tr>
</tbody>
</table>

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<thead>
<tr>
<th>Travelling for Leisure</th>
<th>More Reduced Footprint</th>
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</thead>
<tbody>
<tr>
<td>• Do you need to travel? Explore what’s on your own doorstep and make the most of what’s within walking or cycling distance.</td>
<td>• Make use of land-based transport - Can you get there by bus or train?</td>
</tr>
<tr>
<td>• Consider an eco-holiday, perhaps camping or cycling/walking breaks.</td>
<td>• Take fewer but longer holidays to reduce your travel, particularly if travelling long distance.</td>
</tr>
</tbody>
</table>
### Reduced Footprint

- When taking your car, is your only option, think about:
  - Purchasing a more fuel-efficient vehicle – Electric/Hybrid for example.
  - Ensure your tyres are correctly inflated (under-inflated tyres increase fuel consumption by up to 3%)
  - Keep your car clean, excess weight increases fuel consumption; roof racks or bike racks also increase drag and fuel consumption.

- If you need to hire/rent a vehicle, ask for the most fuel efficient one that can do the job safely.

- Where flying is unavoidable, choose economy class, the better occupied a plane, the lower the emissions per person. Choose an airline with a more modern, fuel efficient fleet.

- Travel ‘non-stop’ routes – make sure you take the most direct route and travel economy class

- Make use of electronic ticketing - avoid the emissions associated with print out of tickets by holding them on your phone

- Travel light - most of the clothes we take on holiday are ‘just in case’ but seldom, if ever, do we need them.

- Choose an airline who are working to reduce their greenhouse gas emissions

### Behaviour Tips

- Do your research - Make use of public transport wherever you can and choose the shortest route to work

- Challenge yourself to drive more efficiently:
  - Accelerate gently.
  - Maintain a steady speed.
  - Anticipate traffic.
  - Avoid high speeds.
  - Reduce weight and remove unnecessary items
  - Avoid unnecessary idling

- Combine journeys – make use of your time better and use your commute to work to combine personal travel

- Weigh up your options, can your mode of transport be more efficient? Consider bus or train travel first

- Do your research - Make use of public transport wherever you can, particularly where options such as bicycles are available.

- Eat local – opt for local restaurants and local produce where possible

- Book environmentally friendly accommodation – do your research on where you’re staying.

- Travel light – only pack what you need, weight increases fuel consumption on all modes of transport.

- Do your research - Make use of public transport wherever you can, particularly where options such as bicycles are available.

- Similar to the tips above for travelling for business, apply this thinking to your personal travel.
Focus areas:

Work environment

A building’s carbon footprint is defined as the amount of CO₂ it produces during its operations and activities.

Buildings use about 40% of global energy, 25% of global water, 40% of global resources, and they emit approximately 1/3 of global GHG emissions.

Through harnessing technology and innovation, our buildings are becoming increasingly more sustainable; how we embrace these changes and adopt them in our existing buildings, has the potential to drastically reduce the carbon footprint of our locations.
Lighting
Lighting affects the environment in several ways, including energy usage, the materials used to produce lighting products, and light’s impact on the night-time sky.

**Fact:** Lighting accounts for nearly 6% of global CO₂ greenhouse gas emissions.

**Fact:** By 2030, 3 out of 4 light bulbs will be using LED technology. This will reduce carbon emissions by 1,800 million metric tons.

Heating and cooling
Energy for heating and air conditioning is becoming an ever more expensive commodity, as well as a significant contribution to emissions of carbon dioxide, which is causing the climate to change rapidly. It therefore makes carbon sense as well as financial sense to take steps to use heating and air conditioning wisely.

**Fact:** Cooling and heating systems consume over 50% of building energy and run largely on fossil fuels.

Computers and technology
From manufacture, to use and eventual disposal, all our electronic equipment comes with a lifetime carbon footprint. Creating and running computer systems also requires a lot of energy, derived from electricity which, if not from renewable sources, contributes to global emissions and energy demand.

**Fact:** A third of a PC’s energy is used by the monitor; energy from devices such as computers left on standby account for 5-10% of the total electricity used in residential homes and accounts for about 1% of the world’s carbon dioxide emissions.

**Fact:** The energy that it takes to conduct a hundred Google searches is the equivalent of a 60-watt light bulb burning for twenty-eight minutes.

Printing and stationary
From the pen you use, to the paper you print on, it all comes with a lifetime carbon footprint. From paper alone, from the tree to the mill, from the mill to distribution, this all contributes to the emission of CO₂.

**Fact:** In the developed world we throw away 80% of all manufactured products we buy within six months of purchase.

**Fact:** The average office worker generates about 2 pounds worth of paper and paperboard products every day and uses 10,000 sheets of paper per year!
### Little or No Footprint

**Lighting**
- Reduce the need for switching on lights
- Improving access to natural light when possible.
- Move desks to windowed areas.
- Re-paint areas to improve reflectance, making full use of natural light in a room.

**Heating/Cooling**
- Reduce the need for switching on heating/air conditioning:
  - Install blinds (if you can!) to keep the heat during the winter and to provide shade in the summer.
  - Ensure all windows and doors and any gaps in floorboards are properly sealed, so heat does not escape.
  - Position desks where possible near window areas, this helps provide natural heat and ventilation, where windows are able to be opened.
  - Avoid the use of fans/heaters, this can affect some modern heating and ventilation systems from operating efficiently.

**Printing/Paper**
- Go paperless - giving up paper in favour of digital files and documents creates an environmentally friendly working environment.
- At home - subscribe to your newspapers rather than receiving paper copies.

### More Reduced Footprint

**Lighting**
- Install additional energy-efficient measures, including:
  - Auto-controls such as daylight (lux) or occupancy sensors.
  - Reporting systems, utilise any data available to communicate cost and usage – at home, install a smart meter to monitor consumption.
  - Governments often provide tax incentives to installing more energy efficient systems.

**Heating/Cooling**
- Similar to the above, install additional energy-efficient measures, including:
  - Auto-controls such temperature sensors.
  - Reporting systems, utilise any data available to communicate cost and usage – at home, install an app to monitor/control consumption.

**Printing/Paper**
- Replace laser printers with inkjets.
- Use a multifunction printer rather than separate machines for different functions if you need to print, copy, scan, and fax.
- Monitor printer usage and educate employees in how much they use personally or as a team.
### Reduced Footprint

- Installing energy-efficient lightbulbs or LED lighting.
- Install the correct amount of light for any space through efficient design.
- Payback is on average as little as two years from installation.

### Behaviour Tips

- Lead by example:
  - At the end of the day, remember to switch off any unnecessary lighting.
  - Switch off lights in rooms not in use or utilise natural light where viable to do so.

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  - Reporting systems, utilise any data available to communicate cost and usage – at home, install an app to monitor/control consumption.
  - Remember to turn down the heating before resorting to opening windows. If the temperature is too hot, the heating is set too high.
  - Set a static, comfortable temperature for the office, such as 21 degrees for the whole building. Do not alter because of individual requests.
- Dress for the weather and use heating and air conditioning as a last resort.
- Intervene where you see needless consumption or bad behaviours.

### Printing/Paper

- Go paperless - giving up paper in favour of digital files and documents creates an environmentally friendly working environment.
- At home - subscribe to your newspapers rather than receiving paper copies.
- Replace laser printers with inkjets.
- Use a multifunction printer rather than separate machines for different functions if you need to print, copy, scan, and fax.
- Monitor printer usage and educate employees in how much they use personally or as a team.
- Be sure the printer you purchase has duplexing (the ability to print on both sides of a piece of paper) and energy-saving features.
- Use your printer’s eco-mode if it has one. Ink- or toner-saving modes are fine for drafts and other printed material that does not require high-quality output.
- Buy and use recycled paper.
- Think before you print! Run a spell-check and proof read online.
- Refill your used ink and toner cartridges if possible; otherwise, recycle them.
- Share printed files with co-workers.
- Get off mailing lists.
- Re-use paper that’s been printed on one side for notes.
**Computer & Technology**

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<thead>
<tr>
<th>Little or No Footprint</th>
<th>More Reduced Footprint</th>
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<tbody>
<tr>
<td>• Make sure you switch off your computer equipment at the end of the working day.</td>
<td>• Swap a desktop computer for a Laptop - Laptops can use 80% less power than desktop computers.</td>
</tr>
<tr>
<td>• Use Single Monitor - do you need to have a separate computer screen or can you use a prop forward.</td>
<td>• Enable sleep mode and power saver features on computers and other equipment.</td>
</tr>
<tr>
<td>• Office equipment should be specified to at least Energy Star standards.</td>
<td>• Ensure that equipment such as coffee machines and water coolers run on a time clock.</td>
</tr>
<tr>
<td>• Remove any old unused technology - Donate the old equipment to a charity or non-profit if possible. If not, take it to an electronics recycling facility. A great tip for home too.</td>
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</tr>
<tr>
<td>• At home or the office, if something does not need to be plugged in or on standby, unplug.</td>
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<tr>
<td>• Talk in person (If you can!) rather than over email/IM.</td>
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**Stationary**

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<thead>
<tr>
<th>Little or No Footprint</th>
<th>More Reduced Footprint</th>
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<tbody>
<tr>
<td>• Work electronically – removes requirement for pen/notebook.</td>
<td>• Order in bulk - minimise the small stationary orders. This cuts back on excess packaging and transport emissions .</td>
</tr>
<tr>
<td>• Set up an environmentally preferable purchasing policy for your business.</td>
<td>• Try re-using paper for messages instead of post-it notes.</td>
</tr>
<tr>
<td>• Buy eco-friendly office supplies. When you buy recycled products, you support a business that values sustainability.</td>
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</tr>
<tr>
<td>• If you can, shift as many of your stationary purchases as possible to support local vendors.</td>
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<tr>
<td>Reduced Footprint</td>
<td>Behaviour Tips</td>
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<td>----------------------------------------------------------------------------------</td>
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</tr>
<tr>
<td>• Did you know that simply switching your search engine can help the environment? New search engines like <a href="http://www.Ecosia.org">www.Ecosia.org</a> (that plants trees for every search) and <a href="http://www.Blackle.com">www.Blackle.com</a> (that saves energy) are easy and free!</td>
<td>• Switch off computer equipment at the end of the working day</td>
</tr>
<tr>
<td>• Lower your monitor brightness - Dimming your monitor from 100% to 70% can save up to 20% of the energy the monitor uses.</td>
<td>• Tip for Home and Work - Streaming music and videos adds to your digital carbon footprint. Opting to download rather than stream means you’ll pull the data from the server only once.</td>
</tr>
<tr>
<td>• Block video auto play - Playing videos uses more energy, pointless if not being watched.</td>
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</tr>
<tr>
<td>• Become a stationery miser. Check out your drawers and cupboards and use up or return your personal stationery stash.</td>
<td>• Use refillable pens - Most pens are single-use and create a lot of plastic trash. Consider getting refillable pens to cut back on waste.</td>
</tr>
<tr>
<td></td>
<td>• Share resources – minimise the number of teams ordering their own stationary and where possible centralise.</td>
</tr>
</tbody>
</table>
Focus areas:

**Food and drink**

Food production is responsible for a quarter, 26%, of all GHG emissions, contributing to global warming.

By trying new things and breaking old habits collectively we can all make a big difference. Changing your diet can be have the biggest impact on your personal carbon footprint.
Your diet

Researchers found that the environmental impact of different foods varies hugely. Their findings showed that meat and other animal products are responsible for more than half of food-related greenhouse gas emissions, despite providing only a fifth of the calories we eat and drink.

Of all the products analysed in the study, beef and lamb were found to have by far the most damaging effect on the environment.

Eating less meat and dairy products is one of the biggest ways to reduce your environmental impact, according to recent scientific studies.

Switching to a plant-based diet can help fight climate change, according to a major report by the UN’s Intergovernmental Panel on Climate Change (IPCC), which says the West’s high consumption of meat and dairy is fuelling global warming.

When it comes to our diets, the IPCC says we need to buy less meat, milk, cheese and butter. Cutting meat and dairy products could reduce an individual’s carbon footprint from food by two-thirds. That’s a significant reduction, especially if you think of the impact on a global scale.

Fact: Even the most climate-friendly meat options still produce more greenhouse gases than vegetarian protein sources, like beans or nuts.
Focus areas:

**Food and drink**

Continued
Buy locally

Knowing how and where your food is produced is also important, as the same food can have huge differences in environmental impact. For example, beef cattle raised on deforested land is responsible for 12 times more greenhouse gas emissions than cows reared on natural pastures.

Meat and dairy are not the only foods where your choices can make a big difference. Chocolate and coffee originating from deforested rainforest produce relatively high greenhouse gases. For climate-friendly tomatoes, choose those grown outdoors or in high-tech greenhouses, instead of in greenhouses heated by gas or oil.

**Fact:** The average beef from South America results in three times the amount of greenhouse gases as beef produced in Europe - and uses 10 times as much land.

Drinks

It’s not just the food we consume that generates greenhouse gas emission but also our drinks. Many of us love to relax with a nice glass of wine or pint of beer, but have you ever thought about the emissions associated in producing and transporting our favourite beverages. Beer-drinkers may be interested to know that draught beer is responsible for fewer emissions than recyclable cans, or worse, glass bottles.

**Fact:** The carbon footprint of a bottle of wine is around 1.28kg CO$_2$. That’s about the same as driving 3 miles in a Honda Accord.

Food waste

The greenhouse gas emissions associated to food production may seem slightly easier to digest when we remind ourselves that food is a basic human need. What’s harder to make sense of is the amount of greenhouse gas emissions which are caused in the production of food that is never eaten.

Around one-quarter of the calories the world produces are thrown away; they’re spoiled or spilled in supply chains; or are wasted by retailers, restaurants and consumers. To produce this food we need land, water, energy, and fertilizer inputs. It all comes at an environmental cost.

**Fact:** Food waste is responsible for around 6% of total global greenhouse gas emissions.
### Reductions in carbon footprint

<table>
<thead>
<tr>
<th>Little or No Footprint</th>
<th>More Reduced Footprint</th>
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<tbody>
<tr>
<td><strong>Your diet</strong></td>
<td></td>
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<tr>
<td>• Follow a plant-based diet, replacing dairy with plant-based options and cutting out</td>
<td>• Enjoy ‘meat and dairy free’ days as part of a varied diet.</td>
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<tr>
<td>meat all together. Even meat produced in the most environmentally friendly way still</td>
<td></td>
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<tr>
<td>produces more greenhouse gases than vegetarian sources.</td>
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<td>• Enjoy ‘meat and dairy free’ days as part of a varied diet.</td>
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<tr>
<td>• Reduce your consumption of carbon heavy foods such as beef and lamb.</td>
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<tr>
<td>• Buy locally produced goods to reduce carbon generated from transport.</td>
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<tr>
<td><strong>Know where your food comes from</strong></td>
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<tr>
<td>• Buy from local sources you trust and know how the food is produced.</td>
<td>• Buy from brands which have signed up to scheme such as ‘UTZ Certified Cocoa’ or</td>
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<td>• Avoid any brands known for their un-sustainable farming practices, such as clearing</td>
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<tr>
<td>areas of rainforest for cattle grazing.</td>
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<td>• Don’t be afraid to ask questions. If you are unsure where a food is sourced, ask.</td>
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<tr>
<td>Look out for local businesses advertising on social media.</td>
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<tr>
<td><strong>Enjoy your pint!</strong></td>
<td></td>
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<tr>
<td>• Buy drinks on draft, they are bought in bulk meaning transport emissions are less</td>
<td>• Cans of beer are lighter than bottles and less prone to being damaged. They are also</td>
</tr>
<tr>
<td>and less packaging has been produced.</td>
<td>easily recyclable, just watch out for how they are packaged. Avoid plastic beer can</td>
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<td>• Glass bottles are bulkier for transport and are easier to damage.</td>
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<td>• Buy varieties of wine that have been produced closer to you, reducing emissions from</td>
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</tr>
<tr>
<td>transport.</td>
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<tr>
<td>• Support your local breweries. And it’s not just beer you can buy which has been made</td>
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</tr>
<tr>
<td>locally, increasing numbers of small-scale distilleries are also opening their doors.</td>
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<tr>
<td><strong>Avoid wasting food</strong></td>
<td></td>
</tr>
<tr>
<td>• Only buy what you need. Write a list and stick to it. Never shop on an empty stomach,</td>
<td>• Don’t be tempted by ‘buy one, get one free offers’ or other bulk buy deals. Only</td>
</tr>
<tr>
<td>you will always buy more than you intended.</td>
<td>take up the offers if they offer real value to you and you will be able to use the</td>
</tr>
<tr>
<td>• If you have purchased a little too much, the freezer can be your friend. Many items</td>
<td>quantity you’ve purchased before the use / sell by date.</td>
</tr>
<tr>
<td>generally thrown away, such as various fruits and vegetables, can be frozen as they</td>
<td></td>
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<tr>
<td>are and used at a later date or can be cooked into meals and frozen, creating a handy</td>
<td>• When shopping looks out for use buy / sell by dates. Don’t buy fresh produce which</td>
</tr>
<tr>
<td>home cooked ready meal for when you are in a rush.</td>
<td>you will not be able to consume before it goes past its best.</td>
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### Reduced Footprint

- Reduce your consumption of carbon heavy foods such as beef and lamb.
- Avoid any brands known for their un-sustainable farming practices, such as clearing areas of rainforest for cattle grazing.
- Glass bottles are bulkier for transport and are easier to damage.
- Buy varieties of wine that have been produced closer to you, reducing emissions from transport.
- Grab a bargain – look out for products close to the end of their shelf life, many can often be frozen and used at a later date and are often heavily reduced.

### Behaviour Tips

- Buy locally produced goods to reduce carbon generated from transport.
- Don’t be afraid to ask questions. If you are unsure where a food is sourced, ask. Look out for local businesses advertising on social media.
- Support your local breweries. And it’s not just beer you can buy which has been made locally, increasing numbers of small-scale distilleries are also opening their doors.
- Be more prepared when you shop. Buying less means you will also save money.
What change will you make today?
Learn more about our commitment to sustainability

Think globally, act locally

What change are you going to make? Get in touch at carbon@woodplc.com