

# Green Office Guide



**National Finance Limited**

## Introduction

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**Green Office Guide** is comprehensive manual to facilitate the green banking objectives of National Finance. It helps to educate the employees of the organization about environmentally friendly office equipment and use it to reduce the operating and environmental cost including greenhouse gas emission.

This office guide is a primary document to be used by all employees concern and must be exercised with maximum sprite to accelerate green banking.

This guideline may be revised from time to time by competent authority.

## Rationales of Going Green

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Making the office a “green” one will involve the employees in doing something for the environment. Knowing that their action can really make a difference will enhance a natural motivation to act an environmentally responsible way. Since the motivated employees are productive employees, the management can expect an increase in productivity.

Besides, it

- ↳ is our social responsibility;
- ↳ reduce paper consumption;
- ↳ reduce energy consumption;
- ↳ reduce water consumption;
- ↳ makes good business-sense; and
- ↳ improves corporate image.

## Energy conservation

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### *Lights*

- Turn off the lights when you leave.
- If you have cleaning staff, verify that they will turn off the lights when they leave your office.
- Install motion detectors if you cannot verify the lights are being turned off.
- Substitute inefficient, older light bulbs with compact fluorescent light (CFL) or Light Emitting Diode (LED) bulbs.
- The CFL bulb needs 60 percent less energy than a conventional light bulb.
- The LED bulb lasts up to 60,000 hours and can use as little as two watts of energy.
- Replace old, inefficient light fixtures.

### *Computers*

- Mandate the use of screen savers for computers.
- Require attorneys and staff to turn off computers after work and when idle for more than 30 minutes.

### *Copy Machine*

- Ensure shared copy machines and printers are put in standby mode when not in use or turned off at the end of each day.

## Paper reduction

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- Ensure your copiers and printers have an automatic duplex option. Encourage use of both sides of the paper on lengthy documents.
- Electronically route faxes, interoffice memoranda and reports throughout office.
- Utilize the Internet to send documents when feasible.
- Process documents electronically using the scan option on a copier when appropriate, rather than printing hard copies.
- Refrain from printing e-mails when feasible.
- Create note pads from used paper printed on one side.
- Print documents in small fonts, with wide margins and reduced spacing.
- Use letter-sized paper, files and pouches rather than legal sized items whenever possible.
- Keep mailing lists up-to-date so as not to waste paper.
- Assess archive inventory to determine whether documents are ripe for recycling.
- Encourage sharing of phone and reference books (e.g., dictionaries, statutes) or use of online sources.

## Sustainable practices

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### *Conserve water*

- Establish a regular maintenance protocol to check for and repair leaks in sinks and toilets.
- Post signs encouraging water conservation at sinks.

### *Use durable goods*

- Provide durable plates, cups, glasses and utensils for the kitchen and conference rooms rather than disposable items.
- Provide pitchers with filtered water, rather than bottled water, in conference rooms.

### *Reuse Equipment and Servers*

- Arrange for your supplier to pick up old cartridges for reuse or recycle old ink cartridges.
- Create an internal reuse center for supplies such as binders, file folders, large envelopes, etc.
- Donate old office equipment, furniture and supplies.
- Purchase remanufactured cartridges for laser printers.

## Education & Awareness Program

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### *In-house Education Program*

It is desirable to train staff in its capabilities and explain how they can help protect the environment. It is equally important to train new staffs in the environmental systems office introduces.

### *External Awareness Program*

In this connection, office may Invite and promote educational speakers on sustainability to be part of the firm training.

## Operation Process

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The FI's operation process should consist of following elements.

- Eliminate and reduce paper based record and encourage preserve soft data in secured layer.
- Use electronic communication between/among branches/Head Office eliminating paper based manual communication.
- Updating of documentation availability on NFL's web based portal to reduce manual transfer of paper (Account Opening form, Application form, leave request, interbank data communication).
- Use of LAN/WAN for documents transfer instead of physical transfer in a secured manner.
- Paperless operation process and delivery e.g. certificate, statement etc.

## Branch Layout

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- Branch layout should support maximum availability of external lighting facility and visibility and lesser reliance on internal lighting.
- The office furniture: The office furniture should be made through environmentally friendly materials.
- More space of employees: The fixtures of the branches should be like that the employees will get optimum space.
- Proper office file maintenance: There should be a well-organized system for office file maintenance. The efficient system will facilitate clean environment inside the office.

## Procurement Policies

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The purchase of environmentally-sustainable office equipment in a viable way in which offices can reduce electricity demand, save money, and help the office reduce its direct and indirect impact on the environment through the purchase of energy-efficient products.

Green procurement is the purchase of products and services that have a minimal or reduced environmental and human health impact. In addition to improved environmental performance, many environmentally preferred products work as well or better than traditional products.

All forms of office equipment should be purchased with the intent of reducing the energy consumption of the office environment.

**Purchase of environmentally sustainable equipment (Green Purchasing)**

- Inspect potential office equipment for energy saving/environmentally sustainable 'tags', or 'eco-labeling'.
- Energy-efficient products on the market today can reduce energy costs by **25% to 50 %**, or even more, without compromising quality or performance.
- Think of longevity, reusability, refillable and recyclable when buying office equipment such as printers, scanners and photocopiers.
- Is it made of recycled material? Buying recycled helps reduce your own environmental impacts as well as encourages suppliers to supply recycled products.
- Do you really need it? The best way of conserving our natural resources is not to use/buy them in the first place.
- All office equipment should be eligible for recycling at end of its life.