

# REDUCING CARBON FOOTPRINT IN THE WORKPLACE



**MONARCH PARTNERSHIP**  
*Utilities simplified*

# Introduction

As providers of sustainability, waste, water and energy management services, we feel that we must walk the walk if we are going to talk the talk. We have to show as well as tell. If we are to provide monitoring and targeting services to help companies become more sustainable and streamlined in their energy usage, there should be no company more streamlined than ourselves. And to add to this, our business is built around extracting bounteous levels of data, so if there's one thing we won't struggle with, it's the forensics of our carbon footprint.

For this reason, we have created this guide, which has the dual purpose of documenting our journey of measuring and reducing our carbon footprint, and explaining how you can do the same in your workplace.

## Why reduce your carbon footprint?

Whether you're a company (multinational or SME), Housing Association or NHS Trust, understanding your carbon footprint and environmental impacts has a range of interconnected environmental, financial and social advantages. From reducing energy consumption, preventing unnecessary waste and standing out as an industry 'green champion', reducing your carbon footprint and boosting your sustainability performance is a proven way of securing integrated benefits for people, planet and profitability.

As part of the UK's legal obligations under the **Climate Change Act 2008**, the UK is required to reduce greenhouse gas (GHGs) emissions by 34% by 2020 and 80% by 2050 (against 1990 levels). In addition, as a signatory to the **Paris Agreement**, the government and industry is committed to keeping global temperature increases "well below" 2C and will take all necessary actions to limit it to 1.5C.

A range of regulatory programmes in place at the moment, including the **European Union Emissions Trading Scheme** (EU-ETS), **ESOS**, **Climate Change Agreements** (CCAs) and voluntary **Corporate Social Responsibility** (CSR) schemes require organisations from all sectors to collect, verify and report on data relating to their carbon footprint.

## What to measure

Measuring your carbon footprint and environmental impacts can seem like a daunting and complex task. By breaking down your business activities into three distinguished categories, organisations can simplify and streamline the collation of GHG emissions-related data and supporting evidence/records.

We follow the most widely-accepted approach to verified carbon footprinting in accordance with the **Greenhouse Gas Protocol**, which incorporates:

Scope 1: Direct GHG emissions from owned or leased assets, e.g. gas usage, fleet vehicles.

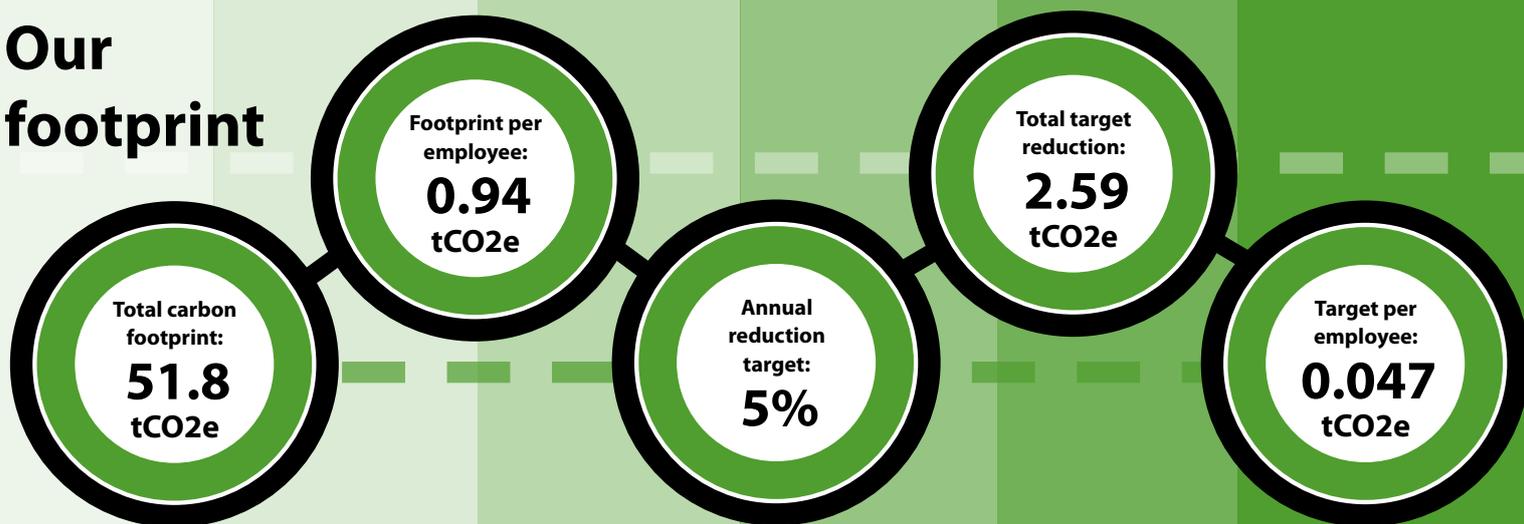
Scope 2: Imported GHG emissions, e.g. electricity usage.

Scope 3: Indirect GHG emissions, e.g. waste, paper usage, business travel.

For further information on carbon footprint reporting, contact our sustainability manager:

[David.Carlyon@monarchpartnership.co.uk](mailto:David.Carlyon@monarchpartnership.co.uk)

## Our footprint



## Eradicate paper cups

One of the first changes we made was to get rid of the paper cups used for the coffee machine, encouraging people to bring in and use mugs. Let's face it, this is better for the environment, and mugs are just nicer to drink from. This was an easy start towards a better carbon footprint.



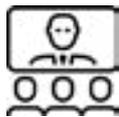
## Cut down on paper

Due to the nature of our thorough bill validation services, paper usage was particularly high in our company. It equated to 3% of the company's total carbon footprint. To reduce this, we made the switch to sustainable paper, tolerated only essential printing, favouring digital presentations, not printing off every email, and double sided printing if printing is necessary.



## Reducing car travel

Although we prefer meeting clients face to face, a move towards conference calls has reduced the use of company cars, and therefore carbon emissions and local pollution. It also saves time, money and resources. If we do meet face to face, we carry out multiple customer meetings within the same region in the same trip, in order to reduce mileage.



## Turning off equipment

Closer attention is now paid to people leaving computers, monitors, radios, heaters and the like switched on overnight. A thorough check is now conducted before the office is closed for the evening, and those who forget to switch off are notified.



## Boiler control

Optimisation of our boiler system's smart thermostat and heating controls has reduced the need for manual operation. This limits unnecessary consumption of gas to heat the building and ensures greater comfort and wellbeing for staff.



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## Our actions towards sustainability

## Employee education

An important way of making sure all of these steps are implemented is to make sure all employees are educated about the benefits of a better carbon footprint. In our case emails have been sent round and presentations given to instil a sense of commitment to the cause.



## Waste management

Since our pledge we've contracted with a new waste management company in order to record, monitor and benchmark the amount of produced waste each week. On top of this, we've selected a supplier which converts waste to energy and contributes to 'zero waste to landfill'.



## Diligent water consumption

One thing that we found was surprisingly high was our water consumption. We are conducting a full water audit to find out where we can cut back in this area. Controlling your water use isn't just important from a financial point of view. A growing population coupled with shifting weather patterns is leading to greater strain on our natural resources and increased environmental concerns.



# Paper saving tips

## TIPS

3% may seem like a small percentage, but this is the amount that paper usage contributes to our carbon footprint, and bearing in mind we are trying to initially reduce our carbon footprint by 5% a significant change could be an important contribution. And every little helps!

**Here are a few extra tips for you to cut down on your paper usage.**

**Think before you print - ask yourself: Do you really need to print this document. Don't be the person who prints off every single email**  
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**Print on both sides**  
.....

**Use recycled paper and recycle the paper you use**  
.....

**Always preview**  
.....

**Reuse scrap paper for internal or less important documents, even if defected in some way**  
.....

**Unsubscribe to physical junk mail that goes straight in the bin. What a waste of paper!**  
.....

**Special paper saving features in Microsoft Excel - Use the 'Fit to Page' feature to automatically re-scale output to print evenly on one or several pages.**

# Think before you print



# The Planet Mark™

At the beginning of the year we became a fully-certified organisation with The Planet Mark™, an internationally-recognised and trusted sustainability certification programme. The programme recognises commitment to continuous improvement in sustainability and carbon reduction. Through rigorous carbon footprint measuring and reporting, The Planet Mark™ provides assurance that the company is proactively addressing its environmental impacts.

## We can certify you

As part of our certification we now have the power to certify others, as well as helping them achieve great savings and advancements towards sustainability. We can award Housing Associations, Local Authorities, schools, NHS Trusts, and commercial companies with the accreditation if they pledge to reduce their carbon footprint. We will provide support and advice at every stage of the process, including full data collation and verification, carbon footprint calculations and stakeholder engagement. What's more, with our expertise in energy, water, and waste management, our team is able to quickly identify efficiency measures and sustainability initiatives to secure demonstrable carbon savings and annual recertification.

## A 3-stage approach towards established sustainability

As a Planet Mark™ certified organisation, we focus on three key stages in our approach towards sustainability in order to reduce our environmental impacts year-on-year while continuing to offer new services and projects to customers.

1. **Measure** – our carbon footprint to receive the Planet Mark™ certificate and report
2. **Engage** – our senior management, Relationship Managers, energy auditors and stakeholders participating in sustainability actions
3. **Communicate** – our sustainability progress to customers and wider audiences through The Planet Mark™ networks

## The Planet Mark™ Certificate recognises The Monarch Partnership's good practice in sustainability, including:

- Measuring our carbon emissions from electricity, gas, fleet, water, and paper
- Aiming to cut our total carbon footprint by 5% over the next 12-month reporting period
  - Investing in the Eden Project to support education on climate change
  - Storing 260 tCO<sub>2</sub>e by protecting one acre of endangered rainforest through the charity **Cool Earth**
  - Committing to engage employees and suppliers to drive improvements

**Over the next year, we will make quantifiable carbon and financial savings through various energy efficiency and sustainability initiatives, such as the following:**

- Carrying out an energy awareness and 'switch off' campaign
- Committing to reducing paper consumption and only using 100% recycled products
- Promoting the uptake of public transport and video-conferencing for client meetings
- Certifying current and existing clients with The Planet Mark™ certification

[www.theplanetmark.com](http://www.theplanetmark.com)



**eden project**



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## Contact

**The Monarch Partnership  
Monarch House  
7-9 Stafford Road  
Wallington  
Surrey  
SM6 9AN**

**T: 020 8835 3535**

**[Savings@monarchpartnership.co.uk](mailto:Savings@monarchpartnership.co.uk)**

**The Monarch Partnership Ltd  
Registered in England  
(Reg No 4346309)  
VAT Reg No: 793 6132 10**

**[www.monarchpartnership.co.uk](http://www.monarchpartnership.co.uk)**

