HR PRACTICAL INFORMATION

HOW ABOUT BECOMING ECO RESPONSIBLE EMPLOYEES?

Computers, heating, electricity ... all these aspects of office life leave an environmental footprint: consumption of energy and raw materials, production of waste, pollutants, greenhouse gases. By adopting a few simple gestures and behaviors, we can act individually or participate with the company to improve our daily lives at work and reduce our impact on the environment.

SOME FIGURES*
15 000 km is the average distance traveled by digital data (email, download, video, internet search...).
A tertiary sector employee produces 120 to 140 kg of waste each year, three quarters of which are paper.
Heating represents fifty percent of office energy consumption
IT equipment represents twenty-one percent of electricity consumption of an office company. Two-thirds of this consumption occurs during periods of inactivity.

* ADEME figures, December 2017

LIMITING WASTE

Reduce the consumption of computers, mobile phones
Office activities necessarily involve the use of computers, telephones or printers. These apparatus have environmental impacts.

- Set the standby mode and set the apparatus in "energy saving" mode.
- Put your computers to standby mode when you are away briefly.
- Run the screens economically, adjusting the brightness for a good compromise between visual comfort and energy saving.
- Limit open and unused programs and tabs.

Proper use of the printer and photocopier
These devices consume even when they are not in use.

- Set the fast shutdown of devices
- Use the photocopier instead of the printer for large scale copying
- Switch on the photocopier at the time of use and turn it off before leaving the office)
- Remove flat areas, unnecessary photos, advertising ... on what you print
- Print in draft mode, in black and white and use ink-saving fonts like Garamond for example

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Paper making also consumes a lot of energy: it takes 10 times more energy to make an A4 sheet than to print it.

A multifunction machine (printer + photocopier + scanner) consumes up to 50% less than the 3 devices it replaces.

Save paper

Paradoxically, digital development has not led to a decrease in paper consumption, which accounts for 75% of office waste. Each employee consumes 70 to 85 kg of paper annually, the equivalent of 3 reams a month. In addition, we recycle less well at the office: only 20% of the papers are recycled, compared to 41% at home.

- List unread periodicals and unsubscribe
- Limit paper communication by making judicious use of digital
- Optimize the layout of the documents you create for printing (size of line spacing, removal of almost empty pages between chapters, size of margins ...)
- Print only the useful elements of a document: delete ads, photos, interface elements on a web page and select only the parts that interest you.
- Print double-sided or multiple pages on a single sheet
- Reuse single-sided printed sheets as well as filing material (folders)

25% of documents are discarded 5 minutes after printing and 16% of impressions are never read. Impressions forgotten on the printer or discarded without being read represent €400M each year.

Between April and May 2018, some 114,361 pages were printed in black and white or in color by all the professors and employees of AUP!

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Since July 1, 2016, companies with more than 10 employees who produce office waste paper are required to sort. They must sort at the source and organize paper collection separately from other waste to allow their recovery either internally or externally. At AUP, the collection of paper is done via the city of Paris. Remember to put your used papers in the blue bins provided for this purpose and usually placed near the photocopiers.

Optimize the reception and sending of e-mails
Internet use has become unavoidable in office activities. It seems immaterial but it is an illusion. Internet generates real environmental impacts.

- Sort your mails as soon as they arrive and eliminate spam.
- Do not multiply the recipients
- Adapt your list of recipients regularly
- Avoid the systematic use of the "reply to all" function if you respond to a collective message
- Create lightweight attachments: compressed files, PDF low definition, optimized documents (removal of blanks and unnecessary images ...) and easy to read on computer or tablet, editable by chapter (your correspondent can select what is needed)
- Create several signatures: one with a low definition image of your signature with the AUP logo for official emails or contacts and one without image or logo for internal exchanges or established contacts
- Replace attachments with a hyperlink. For very heavy documents, think about sharing folders.
- Delete the attachments of the messages to which you reply

For web requests, make it short and simple...
- Go directly to the desired site using the history of your consultations, by creating favorites in your browser for the addresses that you visit regularly or by directly typing the URL of a site during a search
- Make an accurate search by using relevant keywords and refining your search (exclusion or coupling of certain words, most accurate formulation possible, and use of the function "advanced search" ...).
- Use the arrows at the address bar. They save pages reloading
- Close tabs that you do not use. It improves navigation
- Limit the operation of flash animations on the pages viewed. They are greedy in energy.

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Among the greenhouse gas emissions generated by digital, 25% are due to data centers, 28% to infrastructure and 47% to individual equipment.

Some browsers consume more energy than others. The Web Energy Archive study for ADEME identifies Chrome as one of the most voracious (27Wh for 1000 page views) ahead of Internet Explorer and Firefox.

For e-mails...
- Sort and organize your mails to facilitate your searches
- Clean your mailbox regularly
- Empty your browser cache, clear the cookies and browsing history
- Update the list of your favorites
- Sort the stored data by deleting the useless data, especially those stored remotely: images, videos, documents that are never consulted accumulate and encumber the storage units
- Store and use the maximum amount of data locally. With each external storage, at each consultation of these data, it is necessary to go back and forth between users and servers. In addition, it is easy to forget what is stored in the cloud when it is no longer needed

The office, a place to live
You spend about 200 days a year in the office. The comfort and facilities you find there are an important issue and have an influence on the quality of your work. Here too you can help reduce the impact on the environment.

Lighting
Its optimization can save up to 70% on this item
- Turn off lights in offices and meeting rooms as soon as you leave them; 10 minutes of unnecessary lighting 3 times a day is the equivalent after one year of 5 days of continuous lighting
- Remember to turn off lights as soon as the natural light is better
- Remove anything that obstructs the windows and cuts off natural lighting

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Heating
Heating accounts for 50% of office energy costs

- Turn off the radiators in a room before airing. It is necessary to renew the air of the room and clean it without wasting energy
- Turn down the electric heaters when leaving your office in the evening
- Remove anything that can prevent a good diffusion of heat from the radiators
- Close the doors which communicate with unheated areas (storage rooms, stairs ...)

Water
A company of one hundred people consumes 2,000 to 5,000 m^3 of water per year. An office worker consumes 10 to 30 liters of water a day

- Use the water savers on the toilets
- Report leaks that you spot to Maintenance
- Never throw toxic products into toilets or sinks

If you are interested in environmental issues and you want to act individually or collectively, here are some sites on the impacts of office life:
www.greenit.fr
www.allegerleweb.com
www.hespul.org *(guide des geste éco au bureau)*

ADEME guides and sites available on www.ademe.fr/guides-fiches-pratiques

To go further…

Site on waste
www.casuffitlegachis.fr

Site on sorting waste
www.quefairedemesdechets.fr

Any questions or suggestions? Do not hesitate to contact the Human Resources department

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