

Employee Green Charter

When getting ready to go to work, I will:

- **Wear suitable clothing before turning the heating up**
Overheating a space by 1°C can result in an 8% increase in energy use & cost.
- **Avoid driving by working from home when possible**
- **Rethink the way I commute to work**
Is public transport or active travel an option? What about 1 day a week? What about car sharing?

When going to a meeting, I will:

- **Join meetings by phone or video call when possible**
- **Use electric pool cars to attend meetings when cycling & public transport is not an option**
Most council offices are reachable within a 5 miles distance, with Abbotsford to Municipal Buildings being only a 10-min bike ride.
- **Car share when several staff members are travelling to the same location / meeting.**

When sending emails, I will:

- **Only select relevant message recipients (limit “reply all”) and refer to links instead of attaching files to emails**
One email generates 10g of CO₂ per year and 80% of emails are never opened. A large attachment could have a footprint of 50g CO₂.

**Be the change
I want to see and
lead by example**

Before printing documents, I will:

- **Print smart (double-sided, B&W, several slides per page) and only when really necessary**
- **Move to make things digital : stop using paper-based forms & look into digital signatures**
- **Regularly delete outdated version of documents stored on the council’s drives**

When having a break, I will:

- **Use my own reusable plate / mug / cutlery for lunch**
- **Try to eat less meat and/or dairy to reduce the carbon impact of my diet**
Eating beef 1-2 times a week during a year emits the same amount of greenhouse gases as taking 1 return flight from London to Malaga. Replacing beef by beans divides your emissions by about 100.
- **Ensure food waste is composted rather than going to landfill**
- **Walk, cycle or take the bus instead of driving on lunchtime if I need to buy something**
- **Use efficient hand dryers instead of paper towels**
If the council stopped purchasing paper towels, it could save 190 tCO₂e/year, equivalent to the electricity use of 33 homes.
- **Use a refillable water bottle instead of single-use plastic cups**
Before the Council banned single-use plastics, more than 150,000 plastic cups were purchased annually, representing ~ 5 tonnes of CO₂e, or 13,000 miles driven by an average passenger vehicle!
- **Only fill the kettle with the amount of water that I need or ask colleagues to do a “hot drink rota”**

Before heading home, I will:

- **Always switch off my computer at night or when not in use for more than 2 hours if I don’t need remote access**
A PC monitor left on overnight can waste enough electricity to laser print 500 pages.

I will also:

- **Embed sustainability in projects and contact the Energy & Climate Change team if needed (climatechange@falkirk.gov.uk)**
- **Volunteer to take action to help the local environment**

