

Low Carbon: What you can do

Here are a few hints and tips to help you reduce your carbon footprint:

Energy saving

- Turn off your PC monitors when away from your desk
- Introduce a 'Screens- off' fine for those not complying
- Give the proceeds to a tree planting fund

Paper saving

- Move towards a paperless office by on - screen editing
- Produce double - sided documents
- Print multiple pages to a sheet
- Hold a 'Paper Champion' competition, with a prize for the team member using the least paper

Travel emissions saving

- Take care to minimise non essential business trips
- Make use of telephone & video conferencing
- Travel by train to meetings where feasible
- Request efficient hire cars
- Double up meetings in close proximity
- When commuting to work, consider responsible travel methods such as walking, cycling, public transport, car sharing

To find out more about low carbon ideas visit the links below:

- [Energy Saving Trust](#)
- [Carbon Trust](#)
- [Climatecare](#)