

# Daily office routines

Integrating **sustainable** and  
**responsible** practices



Book of  
**good practices**

| **ICAPE** GROUP

# Why CSR?

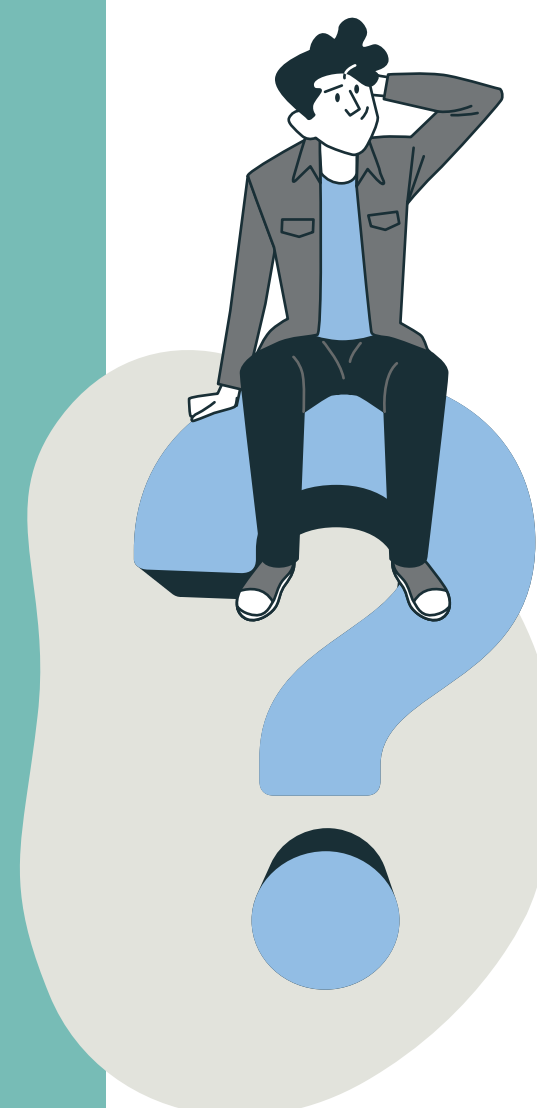
## Daily office routines

Integrating **sustainable** and **responsible** practices

## Summary



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### Corporate Social Responsibility (CSR): A Commitment to a Sustainable Future

The issues faced by companies today are complex and interconnected. Between pressing environmental challenges, rising stakeholder expectations, and changing consumer preferences, CSR is emerging as a guide for modern business. It transcends traditional business boundaries, promoting values such as sustainability, inclusion, transparency and positive contribution to society.

Integrating CSR into your company's DNA offers several key advantages. Firstly, it builds a solid reputation and earns the trust of consumers, investors, and employees. Indeed, a company committed to sustainable and socially responsible practices is perceived as being aligned with current societal values.


CSR fosters innovation. It encourages companies to rethink their business models, explore new sustainable solutions, and create long-term value.


Finally, CSR plays a central role in retaining and attracting talent. Employees seek workplaces where their personal values are reflected. Companies that integrate CSR offer an environment where employees can feel proud to contribute to causes greater than the company itself.

Taking an interest in and investing in CSR is not only a moral responsibility, it's also a winning strategy for companies. By merging business objectives with the creation of social and environmental value, CSR helps to forge a company that is sustainable, respected, and in tune with the expectations of modern society.


# Getting to work


Employee


 **Carpooling**  
Carpooling allows you to reduce your travel costs, minimize environmental impact by reducing greenhouse gas emissions, and also socialize with colleagues.

 **Cycling**  
The use of bicycles helps improve air quality and reduces the environmental impact of our travels. Additionally, commuting to work by bike promotes an active lifestyle.

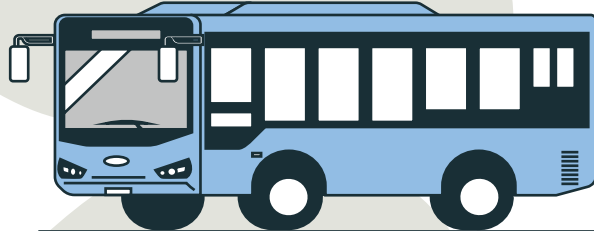
 **Public transport**  
Taking public transportation is an economical and environmentally friendly alternative, and it provides time for oneself (for reading, listening to a podcast, music, finishing a series, or starting a new movie). Moreover, depending on the country you're in, the company may even provide financial support.

 **Optimize your journeys**  
Planning your trips intelligently by avoiding rush hours helps reduce travel time, costs, and the environmental impact of your journey.

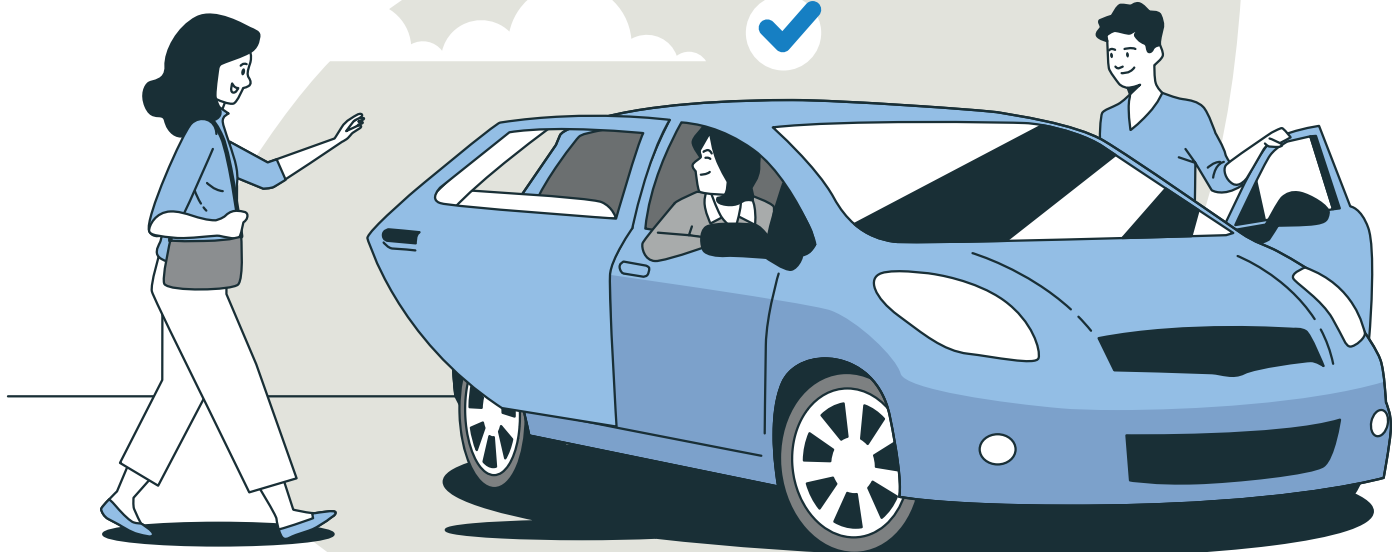
 **Electric vehicle | Hybrid**  
Another economical and environmentally friendly alternative is the hybrid vehicle. While it may be a bit more expensive to purchase (for now), it is more cost-effective and sustainable in the long term.


 **Teleworking**  
Working from home can have a positive impact on the environment, as it reduces the need to travel. However, to maximize your impact, think about the energy consumption of your devices and adopt the right gestures to work sustainably at home. *(Lots of ideas on the subject on the following pages).*

Using public transport can reduce **CO2 emissions by up to 75%.**





Carpooling can **reduce CO2 emissions by up to 70%** compared with driving a private car.



 **Charging point**  
Setting up charging stations for electric vehicles within the company can encourage the adoption of electric mobility. What's more, it can also be a factor in attracting new, environmentally conscious talent.

 **Promoting cycling**  
Promoting cycling as a means of transport for employees can be done in a number of ways: setting up infrastructure such as secure bicycle parking facilities, showers, and changing rooms. Incentives such as bicycle mileage allowances or benefits for cyclists can also encourage employees to opt for this sustainable mode of transport.

 **Promote mobility**  
Supporting part of the cost of transport, setting up a carpooling system, allocating reserved spaces for carpoolers, providing secure bicycle parking with maintenance facilities - all these promote environmentally-friendly mobility.

 **Information**  
Implementing a clear and accessible information system allows employees to obtain information about public transportation options, schedules, routes, bicycle parking, and nearby carpooling stations, enabling them to make an informed choice about the sustainable mode of transportation that suits them.

Company

# At the office



In the office, there are numerous small actions to implement, and here is a selection of them.



## Consumables

For pens and notebooks, choose refillable, recycled and/or recyclable products, and avoid disposable products (for pens, there's the Begreen pilot range, and for notebooks, the Calligraphie Forever range from Clairefontaine). As for the rest, share with your colleagues the equipment you only use once in a while: pencil sharpener, stapler, hole punch, scissors....



## Font

Opt for a more ink-efficient font to avoid wasting this valuable resource. If you're looking for suggestions, here are a few examples: Century Gothic, Times New Roman, or Calibri. When printing, prioritize black and white and print on both sides (*it's a simple setting adjustment in the printer settings before starting the print*).



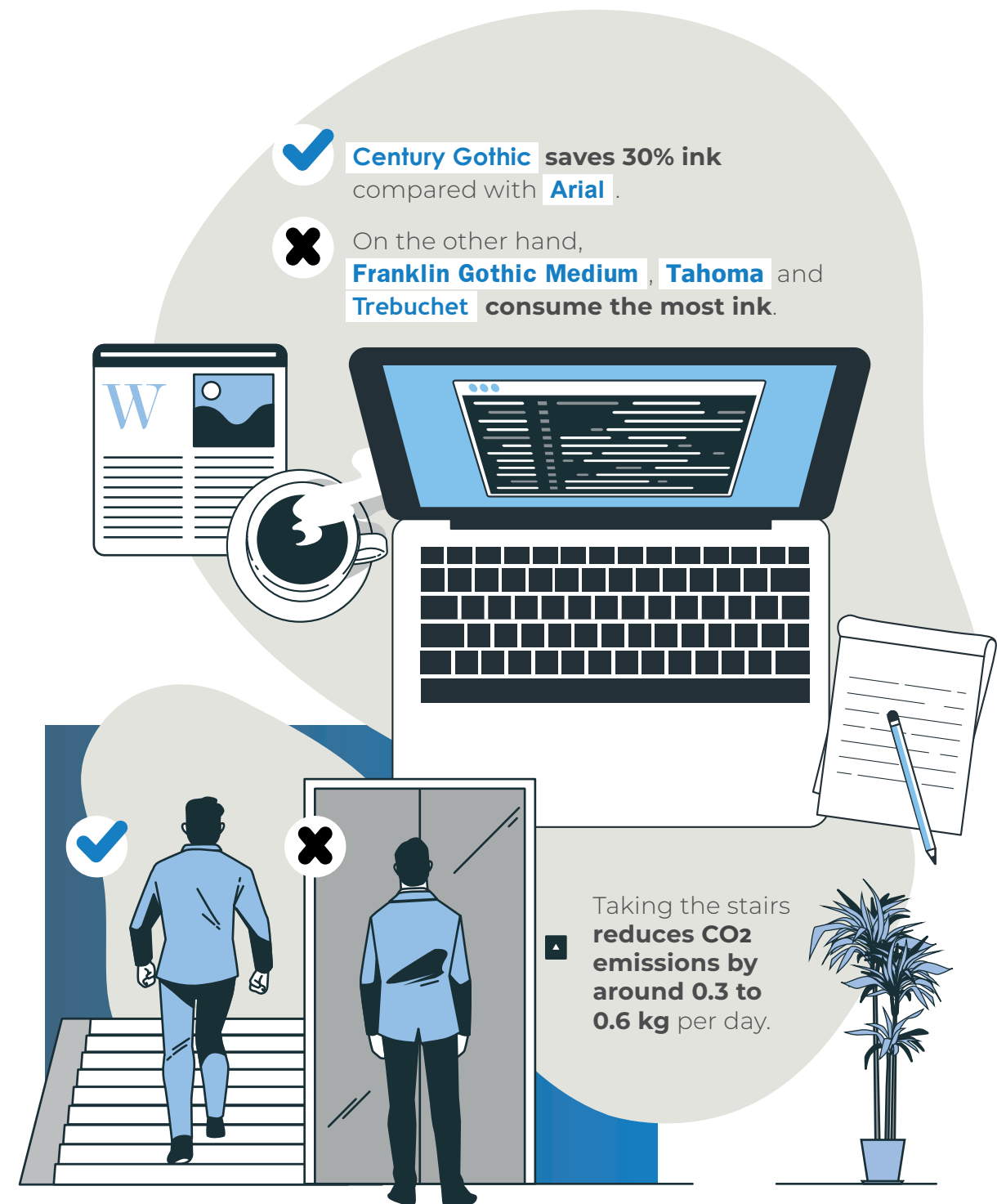
## Lighting

It may seem obvious but a lot of us tend to forget, so here is your reminder to turn off the light when leaving a room.



## Stairs

Lace up your sneakers! When possible, take the stairs instead of the elevator. The elevator mechanism itself doesn't consume much energy; it's the auxiliary equipment like lighting and door motors that consume power.





**On the computer and online, there are also numerous environmentally friendly best practices.**



**E-mails**

Did you know? You can also reduce your energy consumption and your bill by regularly deleting e-mails, avoiding heavy and systematic attachments, or transferring e-mails to the whole company when it's not necessary.



**Shut down**

An electrical appliance on sleep mode is an appliance that continues to consume energy, so it's better to turn off your computer than leave it on sleep mode.



**Open tabs**

Limit the number of open tabs, especially those that are constantly on the lookout for "new content" (e.g. *linkedin*, *facebook*, *yammer*)



**Optimize navigation**

On the web, to optimize your browsing experience, use the address bar rather than Google when you want to access a website.



**Screen brightness**

Adjust screen brightness to consume less energy



**Deleting**

Think about regularly deleting e-mails you no longer need. As for newsletters, as well as cluttering up inboxes, they also have an impact on the environment (*date sent*, *content*, etc.), so sort them out; it is good for us and for the environment.



**Charger**

Don't leave a charger (*cell phone or laptop*) plugged into the mains, because even when plugged in, it consumes power.



**Performance mode**

Whenever possible, use the "energy-saving" power management mode of your laptop



### Shut down

Provide power strips that can be switched off for easy disconnection. Configure your employees' computers to go into sleep mode or hibernate after a short period of inactivity and/or shut down completely outside of working hours. Ensure that printers remain turned off when they are not in use.



### Labels

For all electronic products, opt for items bearing an eco-label, which ensures better energy efficiency and reduced electricity consumption. Caring for the environment also extends to the choice of paper and envelopes. Therefore, prioritize labels like FSC, PEFC, APUR, European Ecolabel, Ecologo or Green Seal (US) for paper, and Ange Bleu or Nordic Swan for envelopes.



### Laptops

Laptops consume 50-80% less energy than desktops, so whenever possible, equip your staff with laptops. It's also easier if working from home is part of your policy



### Recycling

To recycle or give a second life to obsolete products, use collection organizations or manufacturers' take-back systems.



### Lighting

Outside of working hours, schedule the lights to turn off, including outdoor lighting.



### Low consumption

For office lighting, we opt for low-energy bulbs! And because it's not always necessary to illuminate an entire office or an open space if it's only half occupied, offer individual desk lamps to our employees.



### Outfit

Wearing short-sleeved shirts in summer, a sweater in winter... adapting your outfit to the season means significant energy savings linked to air conditioning, and heating.



### Household products

For the cleaning of premises, favor labels such as the European Ecolabel or Écocert, and eliminate phytosanitary products in the management of green spaces.

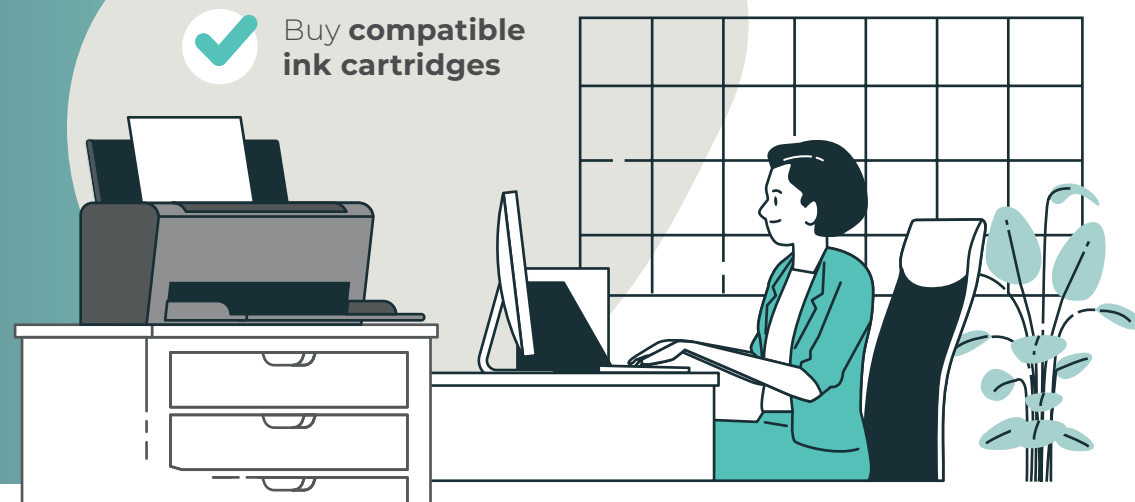


### Heating

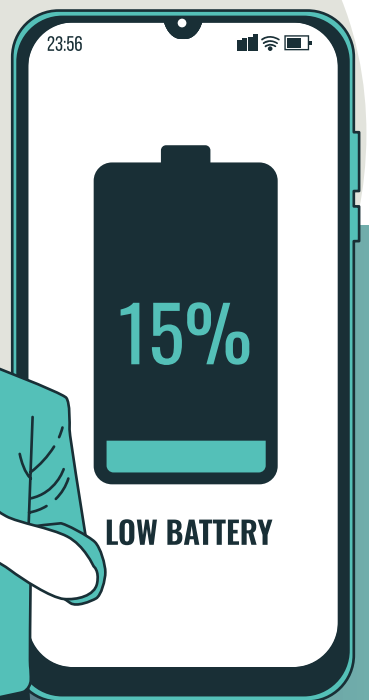
To ensure optimum performance and avoid excessive energy consumption, radiators should be dusted at least once a year. This can be done by the cleaning team. Change furnace air filters, depending on filter size, 6 to 2 times a year.



Buy **compatible ink cartridges**



**Limit the use of batteries**, think about renewable energies





# On the road



Employee



## Transport

Encourage participants to use public transport, carpooling (*or sharing a taxi when there is no other option*) or bicycles to get to the event.



## Luggage

Travel light: Lighter luggage reduces the fuel consumption of vehicles and aircraft, which in turn reduces greenhouse gas emissions.



## Hotel

When staying at a hotel, you can also make a difference. Pay attention to the environment and, as at home, turn off the lights when the room is empty, unplug unused electrical appliances, don't leave the water running, reuse towels before putting them in the wash, and set the air-conditioning or heating temperature responsibly.



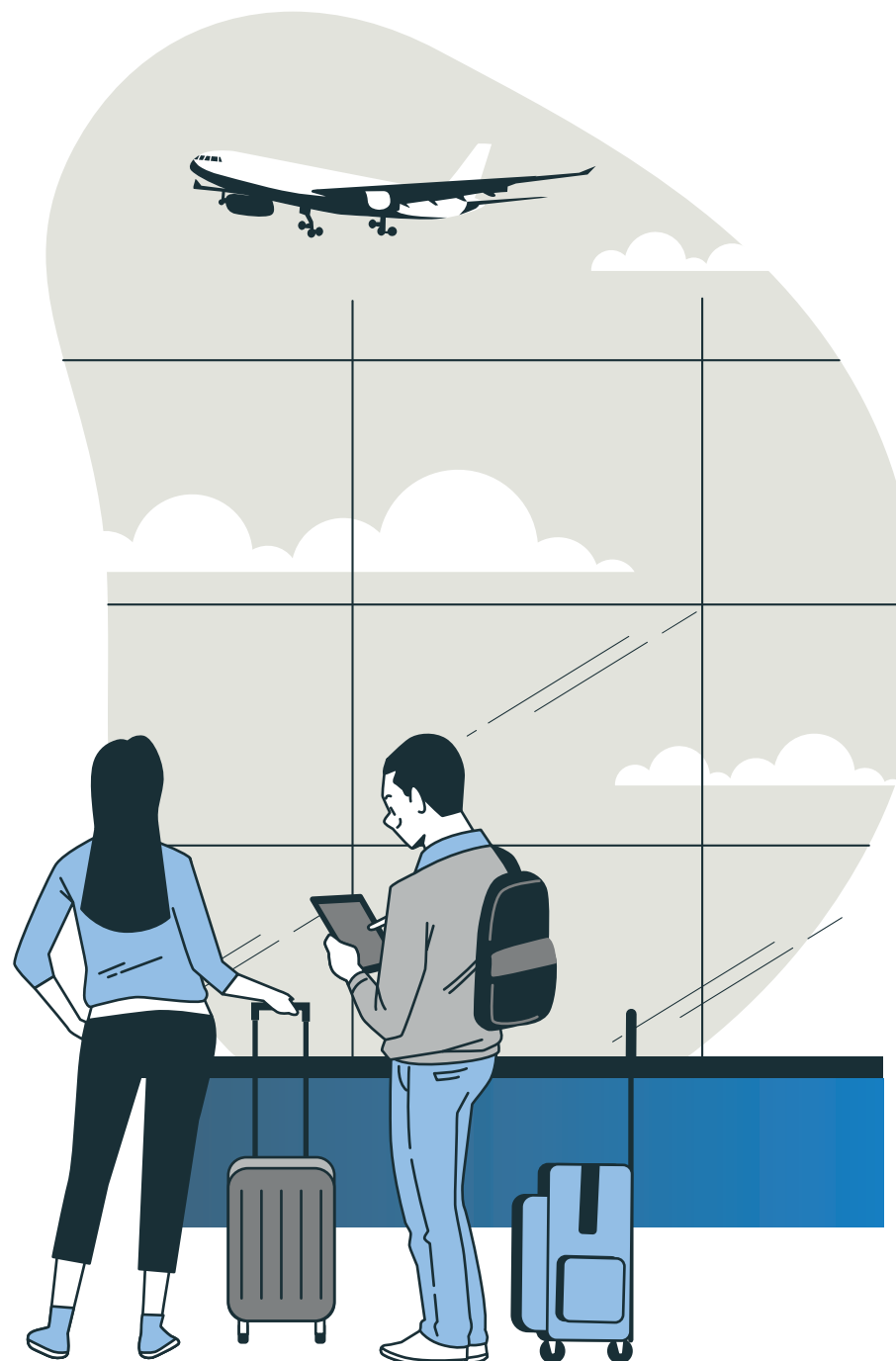
## Trade Shows

Whether you're an exhibitor or a visitor, you can make small eco-responsible gestures at trade shows. Use of recycled or recyclable materials, low-energy LED bulbs for lighting, installation of selective sorting garbage cans, and as everywhere else, when stands are unoccupied, remember to switch off lights and electrical appliances.



## Dematerialization

Limit the distribution of printed brochures and opt for digital versions accessible. Integrate QR codes on physical promotional materials that direct customers to online information, reducing the need for detailed printed materials.



## Goodies

At trade fairs think outside the box and propose reusable, durable promotional items such as stainless steel water bottles and canvas bags, recycled or reusable pens etc.



## Dematerialization

For temporary events, consider renting digital equipment rather than creating physical media that will be discarded after use.



## Optimization

Optimizing employee scheduling and travel can help reduce the company's carbon footprint and improve overall efficiency.

Company

# Lunch o'clock



## Avoid waste

In the cafeteria, to avoid waste, only take what you are going to eat and/or drink.



## Vary your meals

Preparing your own meals and bringing them with you is a great way to enjoy a healthy and varied diet, but it's not always possible.

If you're eating out, avoid taking excessive portions, use reusable containers for leftovers and ask to take along what hasn't been eaten and can be eaten later.



## Avoid plastic bottles

No more plastic bottles: Everywhere you go bring your own reusable bottle, cups, cutlery etc.

At the cafeteria, instead of buying a plastic bottle of water choose sustainable alternatives such as carafes and fill it only with the water you're going to drink.

At your favorite coffee shop bring your own reusable cup.



## Bread

From production to decomposition, wasting bread affects the environment, so when you take it, make sure you eat it!



## Paper napkins

Use paper napkins thoughtfully, take only what you need, and because no one will use the ones you took but didn't use, bring them with you. They'll be useful later, perhaps as tissues, if not as paper towels, etc.



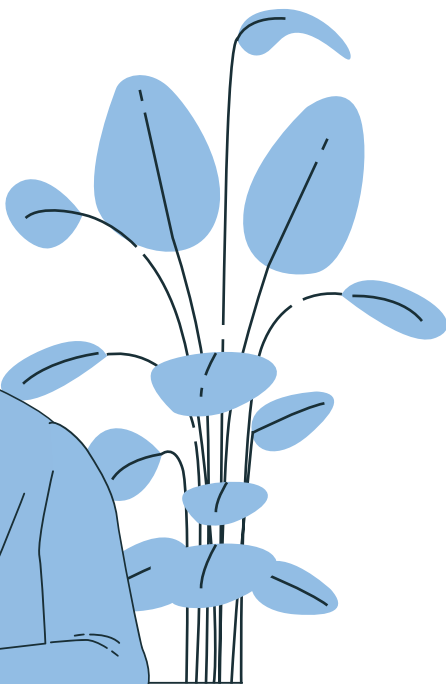
## Ban plastic

To banish plastic, this extremely polluting material- opt for sustainable alternatives such as glass, metal, wood and biodegradable materials for packaging, utensils and containers.



## Dessert

In addition to being healthy, fresh, local fruit generally has a lower environmental impact than industrial bakery products. If eating this piece of cake or getting those doughnuts is the only option, make sure to choose the one with less packaging.

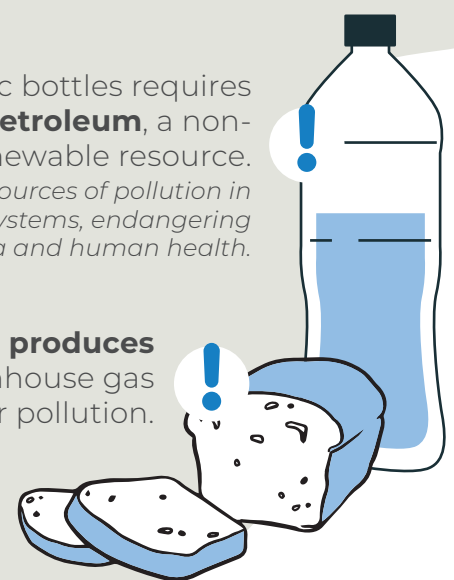


One meat-free (and fish-free) day **saves 1.22 kg of CO<sub>2</sub>** per person.

The production of plastic bottles requires **raw materials such as petroleum**, a non-renewable resource.

*Plastic is one of the main sources of pollution in oceans and terrestrial ecosystems, endangering fauna, flora and human health.*

The decomposition of bread **produces methane**, a powerful greenhouse gas that contributes to air pollution.





**To minimize the impact of waste on the environment, it is crucial to promote waste reduction, reuse, recycling, responsible consumption, and efficient resource management.**



#### **Defrost**

When a fridge is available: Asking the cleaning teams to defrost the fridge and encouraging employees to empty it not only helps maintain a clean and efficient appliance, but also aligns with sustainability efforts.



#### **Vending machine**

In vending machines as well, it is possible to offer healthy options (*fresh fruits, nuts, drinks without added sugar, etc.*), without packaging or with durable and recyclable packaging. Again, don't hesitate to inquire about eco-friendly alternatives near you.



#### **Suppliers**

Establish selection criteria for suppliers, including aspects such as environmental sustainability, social and ethical practices, as well as product or service quality. To take it a step further, prioritize suppliers with recognized environmental certifications, such as ISO 14001 (environmental management) or Fair Trade.



#### **Bread**

To avoid bread waste and reduce its impact on the environment, we can opt for practices such as responsible purchasing, portion management, reusing leftover bread (for example, by preparing croutons or french toast) and raising awareness of the importance of reducing food waste.



#### **Organic products**

To respect the environment, whenever a meal or snack is provided in the company, prioritize local producers and products from organic farming.



#### **Paper napkins**

When providing food or beverages to your employees, ensure that the company offers recycled or compostable paper napkins and reusable cutlery. If collaborating with a service provider, verify their alignment with your CSR goals and ensure they offer environmentally responsible and healthy options.

# Green Waste Solutions



Employee



## Specific waste

Some specific types of waste, such as batteries, light bulbs, medicines, electronic appliances, etc., must be disposed of at special collection points.



## Sorting method

Every country has its own sorting method, so feel free to inquire about local guidelines.

As we are a French company, we can inform you that in France, it works as follows:

## In the black bin

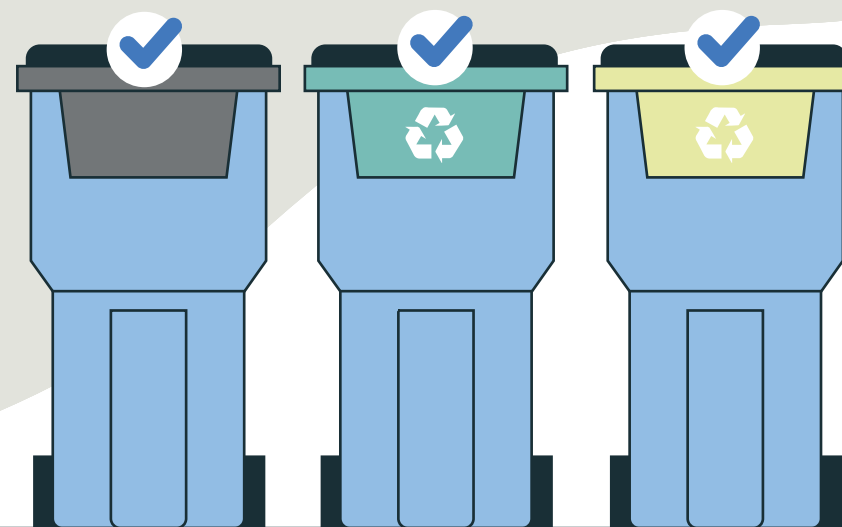
throw away waste that cannot be recycled, including non-compostable food waste (such as meat scraps and dairy products), hygiene products, soiled papers (like tissues and paper towels), non-recyclable plastics (such as plastic film and unidentified plastic packaging), and other non-recyclable household waste

## In the yellow bin

you toss recyclable packaging, including plastic bottles (water, soda, cleaning products, etc.), aluminum cans, metal cans (canned goods), cardboard packaging (cereal boxes, pizza boxes, etc.), food cartons (juice, milk, etc.), newspapers, magazines, and printing paper.

## In the green bin (or brown)

They are designated for compostable organic waste. This includes food leftovers, fruit and vegetable peels, coffee grounds, tea bags, eggshells, and plant waste (leaves, grass clippings, etc.). It's a great way to contribute to composting and reducing landfill waste



Recyclability may vary depending on the region and the waste collection system in place, so don't hesitate to **inform your employees** about sorting practices in their country.



## Involving employees

Involving your employees is essential, and here are a few tools to help you do that :

- Regularly inform and educate employees about the importance of recycling and good environmental practices.
- Set up clearly labeled and easily accessible recycling bins throughout the building.
- Place posters and recycling signs in strategic locations to remind employees of recycling guidelines (don't forget the rules for paper recycling and using fonts that minimize ink usage and cartridge waste).



## Electronic waste

Set up selective collection of electronic waste, batteries, lamps, etc. discarded after use.

Company

# Team work



Employee



## Get involved

Look for the CSR initiatives already implemented by your company, such as volunteer programs, waste reduction efforts, or social projects. Get actively involved in these initiatives.



**Because CSR is everyone's business and everyone's action, show how individual actions contribute to the collective CSR effort and the achievement of corporate objectives**



## Signage

Share concrete examples of successful CSR

*(Corporate Social Responsibility)* initiatives within the company to inspire and motivate employees. Sharing also involves providing information about actions that one might not have thought of, serving as a reminder of the small gestures that can be easily forgotten, and, most importantly, it can create enthusiasm.



## Identification

There are many effective visual means of raising awareness among employees, customers, and stakeholders. Posters, signage, achievement walls, visual guides, whatever you choose, make sure the tool is visually eye-catching, the information attractive.



## CSR events

Offering CSR events means giving employees

the opportunity to become aware of and educate themselves about social and environmental issues, enabling them to get involved in projects and/or actions and make a positive contribution to society.



## Company's values

CSR events reinforce corporate culture by demonstrating the company's values and principles in action.

Company

# Health and safety at work



Company



## Risk assessment

Conduct regular risk assessments to identify and address potential hazards in the workplace.



## Safety training & equipment

Offer continuous safety training to all staff members, encompassing procedures, appropriate utilization of personal protective equipment (PPE), and best practices.



## Incident reporting & investigation

Create a transparent procedure for reporting incidents, conducting investigations, and executing corrective measures.



## Employee well-being

Offer flexible schedules or telecommuting options to promote work-life balance and reduce stress.



## Workstation

At the office, create ergonomic workstations to reduce the likelihood of injuries and occupational illnesses.



## Data privacy

Having policies to protect data privacy in an ever changing environment can become part of the CSR trends as more and more data breaches threaten personal information.



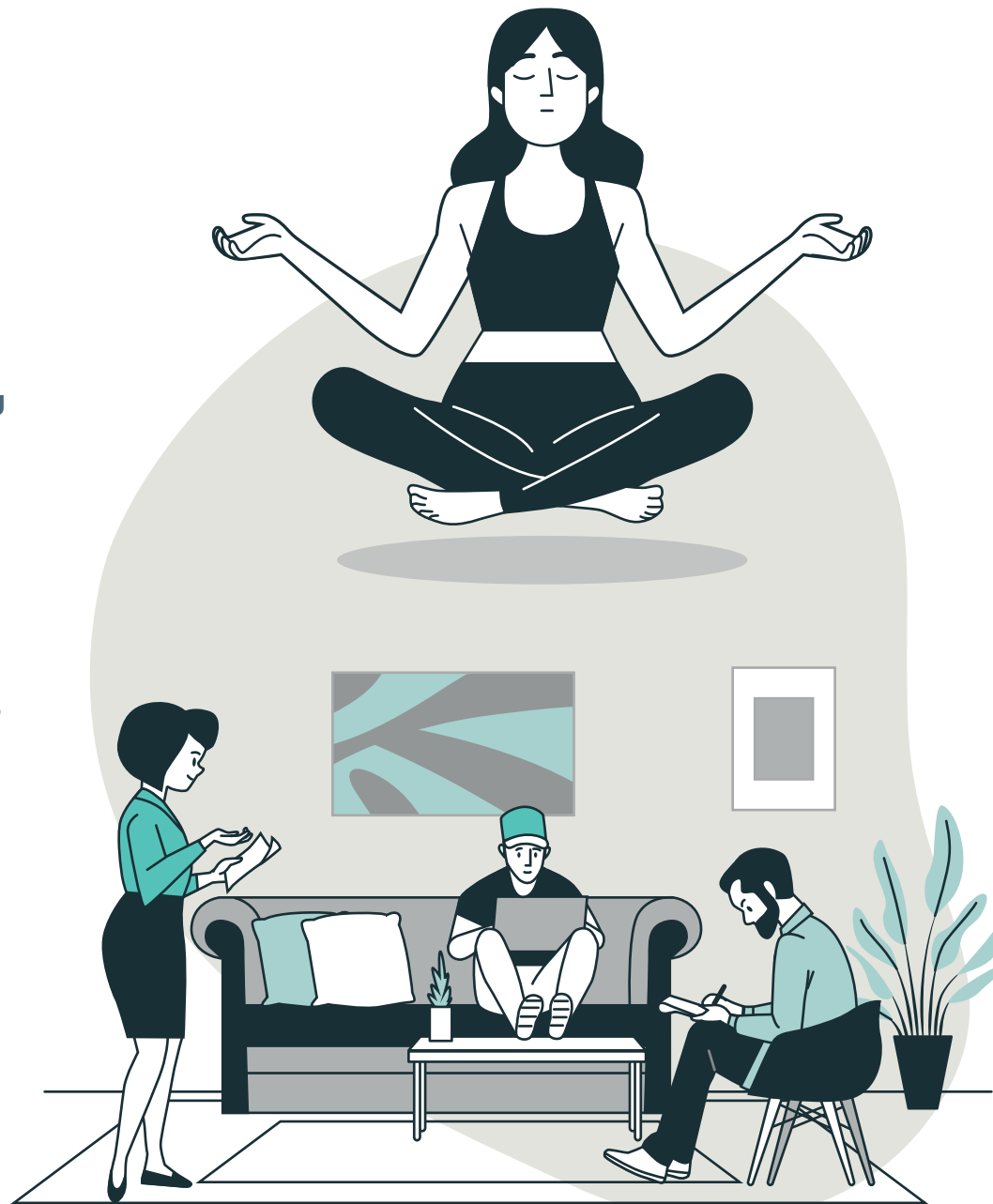
## Social benefits

Even though this could be covered by labor laws, each country differs. Therefore, if the country you are in lacks legislation supporting social benefits and healthcare, consider providing social benefits that include access to healthcare, including routine medical examinations.



## Teleworking

For a more comprehensive approach, when employees are required to work remotely or have the flexibility to do so, provide them with a home office.



# Daily office routines

## Integrating **sustainable** and **responsible** practices

Step into a world where every workplace becomes a catalyst for positive change. In this book of good practices, we invite you on a journey of sustainability, exploring practical, game-changing practices applicable to all professional settings. From corporate offices to business trips, this book is your comprehensive guide to fostering an eco-conscious culture that transcends industries.

Discover the art of minimizing environmental impact without compromising efficiency. This book empowers you with strategies to reduce energy consumption, waste, and carbon footprints, making sustainability a seamless part of your daily professional life. Dive into insightful case studies, innovative solutions, and real-world success stories that showcase the tangible benefits of green practices in diverse work environments.

Learn how small changes in your work habits can contribute to a global movement towards a sustainable future. As you immerse yourself in these pages, envision a workplace where conscious decisions not only drive productivity but also shape a healthier planet.

This document is more than a book; it's a call to action. Join us in this transformative journey and be part of the movement to make every workplace a force for positive environmental change.

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