



The Green Office Manual: A Guide to Responsible Practice

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This revised second edition highlights the opportunities for achieving cost savings and environmental improvements to enhance competitiveness in organizations of all sizes, with specific guidance for small businesses. The manual sets out effective and simple mechanisms to encourage participation and commitment from both staff and suppliers. It builds on the advice of the first edition, with a wide range of new case studies from different sectors, including retailers, hotels and hospitality, schools and educational institutions, airports and prisons, and plenty of office-based examples. A new chapter on environmental reporting considers international developments in environmental management, reporting and sustainable business, including the Global Reporting Initiative and the European Environmental Reporting Awards, with a link to DETR guidance. An extended chapter on energy and utilities provides an update on environmental legislation, government position and industry trends. An office waste chapter looks at examples of successful waste exchanges that save disposal costs to donors and purchase costs to recipients.

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