

# BUILDING A SUSTAINABLE FUTURE.

By improving recycling in our Gresham Street property we halved our waste disposal cost. We can all benefit from making our offices sustainable. It seems a waste not to.





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# OUR GUIDE TO MAKING YOUR OFFICE SUSTAINABLE.

**SUSTAINABILITY MEANS  
'THE ABILITY TO LIVE  
LONG TERM WITH THE  
RESOURCES THAT ARE  
AVAILABLE TO US.'**



We've all been made increasingly aware of climate impact on the environment in recent years. Many steps to improve our ecological footprint, from recycling to cutting down on air travel.

But what about the places we work? The offices and property we use from day-to-day?

**The Government is bringing in carbon reduction targets for commercial properties in 2010, which will impact property owners and occupiers, so now is the time to start acting sustainably, to avoid financial risk.**

At Legal & General we take our green credentials seriously and pride in striving to run a green and sustainable business for our customers and employees.

As one of the largest institutional property fund managers in the UK, we know we can make a huge difference by reducing the environmental impact of our buildings. We also understand that the sustainable performance of our buildings will play a key role in shaping our property investment portfolio.

So having a sustainable property business is key to our environmental agenda. That's why we've produced this guide for the tenants of our offices, so you can find out more about sustainability in your workplace and how together, we can make your office more environmentally friendly and cheaper for you too.

Reducing our impact on the environment is a vital part of the culture at Legal & General. We have long been an advocate of environmental management, leading the way since the early 1990s. Since then, we have made a lot of progress and the general public's awareness of these issues, has changed substantially too. Together we can lay the foundations for a greener future.



## OUR SUSTAINABLE PROPERTY STRATEGY.

Our property department developed a sustainable strategy for our property portfolio in 2008. As a responsible property investor and developer, we decided that the most valuable way of making our properties more sustainable was not by creating a green fund with only green properties, but by making all the properties we own and you occupy, as efficient and sustainable as possible.

**To make this happen, we became the first property investment management firm to provide a six-month training course on sustainable property investment, which remains compulsory for all our property fund managers.**

We now plan to take this sustainability awareness a step further by putting into action a sustainability strategy for each of the buildings in our portfolio. As the owner of your property, this is where we need your help.

We recognise your value, not only as an occupier of one of our buildings, but as our customer. We believe that we need to do more to provide you with the premises and the services necessary to make our properties more sustainable. We also know that you have great insight into what can be done to make your premises more efficient so we want to talk to you to establish how we can work together effectively.

In this guide you can find out more information on sustainability and how it affects the buildings you occupy. You can also see how we have started to tackle the issue of sustainability and how we can work more closely with you to make progress in your building.

Remember, sustainability doesn't cost you more money; being green can reduce your costs, such as utility bills, for your own and common areas. It pays to be sustainable.



# THE GREEN REVOLUTION.



## ONE WORLD LIVING

Shockingly, if everyone in the world lived as we do in the UK, we'd need three planets – not just one – to support us. Our way of life is threatening the future of our natural environment, as well as millions of people around the world.

We, as a society, are increasingly aware of the impact of climate change on our lives, making it one of the major issues of the twenty-first century.

In the same way as the Industrial revolution at the turn of the nineteenth century and the Information Technology or IT revolution of the 1980s and 1990s, the Green Revolution has become the defining issue of our time.

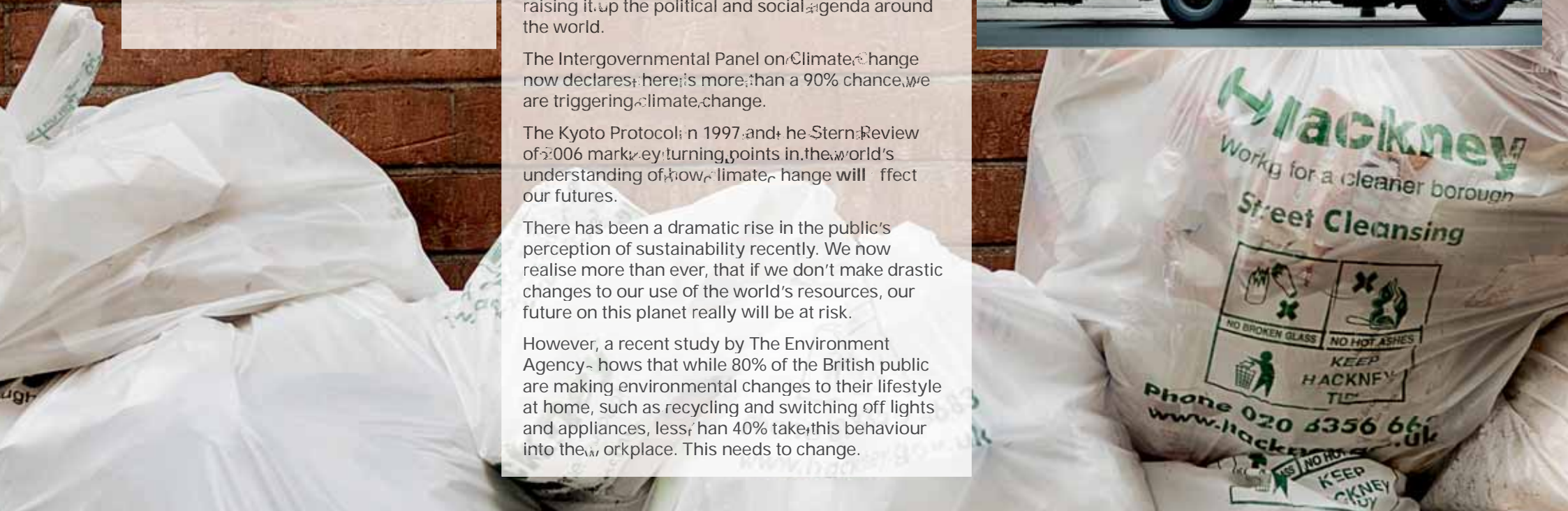
The increasing awareness of our impact on the natural environment and its consequences for mankind, has gathered pace in recent years, raising it up the political and social agenda around the world.

The Intergovernmental Panel on Climate Change now declares there is more than a 90% chance we are triggering climate change.

The Kyoto Protocol in 1997 and the Stern Review of 2006 mark key turning points in the world's understanding of how climate change will affect our futures.

There has been a dramatic rise in the public's perception of sustainability recently. We now realise more than ever, that if we don't make drastic changes to our use of the world's resources, our future on this planet really will be at risk.

However, a recent study by The Environment Agency shows that while 80% of the British public are making environmental changes to their lifestyle at home, such as recycling and switching off lights and appliances, less than 40% take this behaviour into the workplace. This needs to change.





## WHAT IS THE UK GOVERNMENT DOING?

Did you know that the UK has legally signed up to reducing our CO<sub>2</sub> emissions by 80% by 2050?

The Mayor of London has also set targets to cut 60% of CO<sub>2</sub> emissions by 2025, creating green collar jobs and stimulating a low carbon economy.

Currently 40% of EU carbon emissions and 33% of UK waste to landfill is from the built environment. The property sector could therefore make a big contribution to reducing the UK's environmental footprint.



# WHY WE NEED TO ACT SUSTAINABLY NOW.

There is new legislation, set to come into force in 2010, that allows financial penalties levied on owners and occupiers of property alike for not reducing carbon emissions in commercial buildings.

In response to this legislation, we, as property owners, want to work with you, as occupiers of the buildings, to make your workplace more sustainable.

It makes sense that you want to be in buildings that improve your health and well-being, and we want to provide the best buildings for you. Ensuring a property runs smoothly and making the most efficient use of resources will save both of us time and money. And as the cherry on top of the cake, responsible property management also helps support your own Corporate Social Responsibility (CSR) objectives and helps enhance the reputation of your business.



## THE LAW THAT COULD AFFECT YOUR BUSINESS

The Carbon Reduction Commitment (CRC) is a new piece of legislation designed to encourage energy saving. It is a mandatory emissions cap-and-trade scheme specifically for medium-to-low energy intensive sectors, such as the commercial, service and public sectors.

The UK Government has set a target to reduce energy consumption of non-energy intensive sectors by 1.2 million tonnes of carbon per year by 2020 – the equivalent of an 8% reduction. The target start date was April 2010 and organisations that could be affected should be aware of the implications for their businesses. Many property portfolios are likely to come under the legislation therefore impacting both property owners and occupiers.

A rise in the amount of legislation such as the CRC and the landfill tax will require changes in the way we all use energy and manage waste, if we want to avoid incurring increasing costs year on year.



# SEVEN WAYS YOUR OFFICE AFFECTS THE ENVIRONMENT.

We want it to be as easy as possible for you to make your office sustainable and give you the information you need to make that happen. To do this, we've broken the guide down into seven categories for you to consider, with tips on how to be sustainable: **waste management; energy; buying goods and services; paper; water; travel; and corporate social responsibility.**

## OUR SUSTAINABLE OFFICE POLICY

Our environmental strategy is to understand, measure and reduce our impacts to the best of our ability, rather than to offset. Our main environmental issues are ignoring waste segregation, wasting energy, high usage of paper and unnecessary business travel. Our policy is the adoption of the three Rs: Reduce, Reuse, Recycle.





## 1



## WASTE MANAGEMENT.

Waste can be dealt with in three ways: landfill, incineration and recycling. At Legal & General we recycle 73% of our waste.

**Landfill** can be costly, is in high demand (it's estimated that there is only enough space for seven more years in England and Wales), it's polluting and a nuisance, causing odours, dust and pests.

**Incineration** is controversial because it causes land and air pollution and is expensive. Our policy is not to use this method.

**Recycling** is generally seen as the best option, but the big problem is where to locate the facilities, as a common attitude is "not in my back yard".

It is usually more efficient to set up a waste management and recycling system for a whole building rather than for individual floors.

**What can you do? Think about the three Rs: Reduce, Reuse, Recycle.**

**Reduce:** Try to minimise your use of materials.

**Reuse:** Try to reuse items such as cups, paper, stationery and envelopes.

**Recycle:** The same things can be recycled at work as at home, such as paper and card; glass; food waste; plastic; and cans. However, at work it is also useful to think about recycling toner cartridges, ink cartridges and batteries.

## 2



## ENERGY.

At Legal & General, we worked out that we could save £100,000 a year if we switched off all our office computers at the end of the day. The energy we waste from leaving them switched on sends an extra 250 tonnes of CO<sub>2</sub> into the atmosphere each year.

When it comes to saving energy, studies reveal that the good habits we form at home don't necessarily follow us into the workplace.

As part of the UK's Carbon Trading scheme, from the end of 2009 all large companies have to report their CO<sub>2</sub> emissions to the Government. Reduction targets are set and if we emit too much CO<sub>2</sub> we will be charged for these extra emissions. If we are going to reduce these emissions, we need to turn off electrical equipment and computers when they're not in use.

According to the Carbon Trust energy bills can often be reduced by between 10 – 20% using a variety of techniques involving minimal cost and little effort, which we can guide you through.

### Other ways to reduce energy consumption

#### Office equipment

- Buy energy-efficient office equipment and make sure it has a sleep mode.
- We use a combined photocopier/scanner and printer which means only one machine needs to be using power.

#### Heating and air-conditioning

Heating and air-conditioning systems use the most amount of energy and water in an office. We will continue to work with the site manager in an effort to see whether we can save energy by changing any of the settings which govern the use of these services.

## THE GRESHAM STREET SUCCESS STORY.

We know that making your office sustainable can have a huge effect on your business, because we've already been doing it ourselves.

At one of the properties that we own in Gresham Street in London we made a number of simple and seemingly small changes that had a dramatic impact on reducing our carbon emissions, saving the businesses involved both time and money.

By turning on the air-conditioning at 7am instead of 5am, when no one was in the office anyway, we saved £15,000 on energy bills and 134 tonnes of CO<sub>2</sub> in just one year.

We have also improved how we deal with the waste, so we now recycle around 75% of the refuse. As a result we have halved the waste disposal cost, saving the occupiers nearly £10,000 a year, via their service charge.

Gresham Street site manager, Ejaz has seen the benefits of making the office sustainable first hand.

"Running a building sustainably can save a great deal of time and money for both myself, the facilities managers in the building and the owner of the building," Ejaz said. "It's a bit of a no-brainer really."

Making regular checks on the pattern of energy use in your building, the site manager can find out when there are peaks and troughs in energy consumption, which can be used to reduce the overall amount of power used.

Following initial surveys on three of our pilot buildings, reductions in base load and operating hours achieved a 9% reduction in energy use. This saved £58,000 a year and exceeded the target of 7% reduction.

We are now monitoring a further 12 buildings, with a target energy saving of 5% on each site, and are rolling this out to further sites throughout 2010 as appropriate.

We are also looking at 10 smaller buildings with target savings of 3%, bringing us closer to an annual savings target of £35,000.



### WE CAN ALL, INDIVIDUALLY, MAKE A BIG DIFFERENCE TO CUT CO<sub>2</sub> OUTPUT

We'll show you an example. Let's think about a light in the office. Any light will do – let's pick the one nearest your desk. If we want to save the energy and therefore the CO<sub>2</sub> that this light creates then there are three things that we can do.

**SWITCH IT OFF** – most obviously, we can turn the light off if it's not needed. If we go out of the room or if there is enough natural daylight then the light does not need to be used.

**IMPROVE TECHNOLOGY** – we can find some better lighting technology. How about an energy efficient lightbulb? Or let's take it one step further, how about a light fitting that can detect whether daylight is good enough to work in or whether there is anyone in the room, and adjust itself accordingly? Now you don't have to remember to turn the light off yourself.

**RENEWABLE ENERGY** – the theory is that we can make sure the energy we do use is from a sustainable source – wind farms, solar power, hydro electric power to name a few\*.

If we apply these three solutions to everything we use in the office then we really are starting to make progress.

\* Currently, renewable energy in the UK is in its infancy and it is difficult to measure where the power that we use actually comes from, even if you sign up to a 'green' tariff. However, this is an important part of the long term plan to reduce CO<sub>2</sub> and we will continue to monitor the practicalities of using renewable energy as the industry evolves.





## BUYING GOODS AND SERVICES.

In 2007 we introduced ethical buying principles and CSR standards required for key suppliers. This gave them a benchmark of 'best practice' expectations for social and environmental issues, which we expect them to meet.

### HERE ARE JUST A FEW OF THE ONES WE USE EVERY DAY:

VENDING AND DRINK MACHINES	OLD FURNITURE	WORKSTATIONS	CATERING
<p>Vending and drinks machines are a necessity in our offices, so we work with our suppliers to ensure the machines have as little impact on the environment as possible.</p>	<p>Legal &amp; General use a company called Green Standards who reuse and recycle 99% of our redundant office furniture for schools and charities.</p>	<p>Our workstations are 'green'. We have chosen a company that sources the wood from eco-accredited suppliers and whose production process is energy efficient to internationally recognised standards. When the furniture is disposed of, all components can be broken down and recycled. The workstations are delivered using the most eco-friendly transport and routes, and wrapped in blankets and cardboard for protection, instead of plastic bubble wrap which are returned and reused.</p>	<ul style="list-style-type: none"> <li>• Food, including fish, meat, eggs and coffee beans, are all sourced sustainably through suppliers offering fairtrade and organic products.</li> <li>• Our cutlery and plate range are fully biodegradable and from sustainable sources.</li> <li>• Takeaway products (70% of the café's sales) only consist of bio-degradable materials and most are made from sustainable sources such as corn starch.</li> <li>• A Consolidated Delivery System: one large order making one delivery a week.</li> <li>• We have an on-site filtering system for tap water, which includes carbonating water. This re-uses bottles, alleviating the need to buy bottled water.</li> </ul>



## PAPER.

Our focus is to reduce the 2,000 plus tonnes of paper that Legal & General buys each year!

Paper is one of the main environmental issues that we need to deal with: we use about 56 million sheets of copier paper, 66 million sheets of letterhead paper and 26 million envelopes each year.

Unfortunately the impacts of paper use are far greater than simply depletion of forests. They include:

- Pollution from chlorine bleaches (paper manufacture) and oils (ink manufacture)
- Transportation issues
- Physical waste from processes
- Energy use in recycling at end of use
- The limited number of times that paper can be recycled.

### Saving Paper

In an office, it's easy to see paper as an infinite resource and it's often used with little consideration. There is a train of thought that says people can actually become even less concerned about paper use when it has already been recycled. Suggestions on saving paper include:

- Double-sided printing
- Using recycling bins
- Paperless meetings
- Reviewing your processes
- Reusing scrap paper
- Checking your print settings.



## WATER.

Water is a vital element of the environment and an important resource to consider. We have worked hard to reduce our water consumption from 35 to 30 litres per employee per day, although a warm summer can mean that our cooling towers suck up a lot of water for air-conditioning the offices.

We must also bear in mind that water supplied from the mains has its own carbon footprint. Energy is used to treat and pump the water. If we want to reduce this carbon footprint we have to reduce our water consumption.

### Reducing water consumption

Here are some of the ways we have reduced our water consumption in some of our offices:

- Flow restricted taps and aerated mixers
- Hippos in our toilets (a water saving device to help conserve water in toilet cisterns)
- Rainwater collection systems for water flushing

To reduce the negative effect of bottled mineral water, we now sanitise and refill glass bottles for meeting room hospitality. This minimises the impacts of transportation, bottle recycling and cost.



## 6



## TRAVEL.

Travel, especially when using a car, can be a very high producer of CO<sub>2</sub>.

### A FEW THINGS TO THINK ABOUT TO MINIMISE CAR TRAVEL CAN BE:

#### Cycling

- Provide a secure covered area to park bikes
- Provide showers and lockers to encourage cycling to work
- Set up a cycle scheme at work and provide incentives to use it.
- Provide an interest-free loan to purchase a bike and accessories

#### Public Transport

- Provide season ticket loans to encourage staff to travel by public transport
- Provide details of public transport on your intranet
- Set up a car-sharing scheme

#### Video Conferencing

- Provide and encourage the use of video conferencing facilities instead of onerous business travel. Could a conference or video call be made instead of a flight?

## 7



## CORPORATE SOCIAL RESPONSIBILITY.

Legal & General has a CSR programme that helps us to manage risks to our business and build a strong reputation as a responsible business among our stakeholders: our customers, our shareholders, our people, our communities, our suppliers and our environment.

How we do business is under more scrutiny than ever these days. Companies need to report not just their results, but their ethos and approach, taking into account environmental, social and governance issues. Considering the environment in the way that you manage your building can boost your reputation in this area.

Legal & General also takes responsibility for understanding how we impact the environment indirectly.

We are asking our suppliers to disclose their carbon footprint so we can understand where we need to work together to reduce it. After all, we have asked our suppliers to make or do something on our behalf and we are keen to understand the impact it has on the environment.

As one of the largest investors in the FTSE all-share index, Legal & General Investment Management (LGIM) continues to question and probe the boards of 160 FTSE companies on their environmental, social and governance issues.



**Greener offices:** According to research, having plants in the office can contribute to the sense of well being in the office. There is also some evidence to link indoor plants to improved productivity, lower work place stress and a decrease in respiratory disorders.

# YOUR SUSTAINABLE OFFICE ACTION PLAN.

## TIME FOR CHANGE

Plenty of people don't like change and prefer to carry on doing things just as they always have done them. It can be difficult to persuade everyone around you that they have to think a little harder about their habits and make a change in how they act.

Here at Legal & General we have been working on this culture change for several years. When we moved to new offices in 2007 we made it a priority to seek out offices that would help us be more sustainable in our practices. At first some of the changes were hard. People didn't like not having their own waste bin under their desk and having to recycle everything in central recycling bays that run through all floors. But after a while of thinking a little more about what we were doing, we got used to it – and now it's a way of life.

## THE BASICS

### Share data

How do you know if you have cut down on your energy use or increased your recycling if you don't measure your energy consumption or amounts of waste and record these numbers? How can you set yourself a target for reduction without a base line?

### Set up a building management committee

We can't do this on our own and if we don't talk about the issues together, then we'll only get half the story. Our suggestion is that we set up a building management committee. On the committee will be the Office/Facilities

Manager from your building, the Managing Agent and the Asset Manager who looks after your building. We are working with sustainability consultants who we will bring in to help.

### Create energy targets

When we have some baseline data, this will allow us to analyse the building use and work out ways that we can be smarter and more efficient to save on resources. Together with your managing agent, we can then begin to set targets to reduce energy use, water use and waste disposal and to increase targets for recycling.



## OUR GREEN LEASE TOOLKIT.

We have been working with a group of major property owners and occupiers in conjunction with the Better Buildings Partnership to devise a set of principles that we believe both occupiers and property owners can aim towards to help improve our sustainability.

This Green Lease Toolkit, which is not legally binding, provides a set of principles to help occupiers and property owners work together.

The Green Lease Toolkit is on 'Track Record' under the stewardship of your managing agent, but if you would like a copy then do contact them directly and they will be happy to provide it to you. We hope that you will agree to take at least some of the principle points on board.

Every building is different; therefore every building needs a tailored solution. Not every part of the memorandum is possible in every building due to specification, but we will work together on the areas that we can change to improve going forward.



## HOW TO MAKE THE OFFICE CULTURE SUSTAINABLE.

There are lots of things you can do to help bring about a culture change. Here are some that have worked for us:

### APPOINT A GREEN CHAMPION IN YOUR ORGANISATION

It is likely there is already someone in the organisation who is passionate about the environment. Appoint them as a green champion in your company and use their passion to help stimulate change. Make it a part of their job to raise awareness of your new environmental policies in the office.

### PROMOTE AWARENESS OF SUSTAINABILITY

Run poster campaigns to promote sustainability. If it's all about awareness then you need to find as many ways as possible of letting people know. Create a new intranet page and have regular 'green stories' or run a poster campaign on a different subject each month, like turning off computers when staff go home, recycling coffee cups or batteries or printing less. You could have themed weeks aiming to cut electricity and waste, or increase recycling.

### RUN AN INCENTIVE CAMPAIGN

At Legal & General we run a series of 'Making A Difference' (MAD) Awards to recognise and reward employees who are MAD about environmental issues and in 2006 they were expanded to include community and charitable work as well. Other organisations use a system of credits that employees build up over time if they demonstrate good environmental performance and enough credits will earn you cash or another benefit. Is this something that could work in your office?

### ORGANISE A REGULAR BOOK SWAP

Have a corner shelf in the office where you can bring in books that you have read and get new ones from colleagues for free.

# OUR GREEN CREDENTIALS.

## ENERGY PERFORMANCE CERTIFICATES

We have so far completed Energy Performance Certificates for 99% of the buildings in our portfolio. Legally, these are only required when a transaction takes place such as the sale or purchase of the building or a new letting. However, we believe that understanding how efficiently the building is using energy, will enable us to set targets and lead to smarter working.

## ENVIRONMENTAL MANAGEMENT ACCREDITATION ISO14001

We operate an Environmental Management System at over 30 of our properties, where we have worked closely with the occupiers to improve performance in areas such as recycling and energy consumption to reduce our environmental impacts. We want to continue this work with you in your building, which we believe will optimise efficiency and the quality of the management.

## EDUCATING ALL ASSET MANAGERS

We thought it was so important for all our fund and asset managers to understand the issues surrounding sustainability, that we devised a six month course called Sustainability for Real Estate Investment in conjunction with the College of Estate Management. We have now made it obligatory for all property professionals in our company to complete and pass this course. It is also being taken up by the wider industry. We hope that going forward it will be a pre requisite for any property professional working in the property industry.

## INDUSTRY ENGAGEMENT

We are members of the UK Green Building Council, the Better Buildings Partnership and Climatewise in order to engage in the debate on sustainability and lead the way forward for our industry.

We are working in partnership with external consultants' Upstream Sustainability Strategies to formulate strategies, targets and actions plans for the sustainable management of all our property portfolios.

## THE MAYORS AWARDS

The Mayor of London, Boris Johnson, heralded the capital's top organisations for saving nearly 120,000 tonnes of carbon, slashing tens of thousands off their energy bills.

At the first ever Green500 and Better Buildings Partnership awards on 11 June 2009, the Mayor presented a range of performance accolades to large London organisations covering a range of sectors. Legal & General Property was awarded a silver award for our work in partnership with our occupiers at 99 Gresham Street. We worked on improving the sustainable performance of this office and made some good cost savings. We are keen to use the lessons we learned in this pilot project to help us work with you to achieve similar objectives in your building.



# WHAT YOU CAN DO NEXT.



Thank you for reading our guide. Hopefully you now understand more about sustainability and how it affects your building. In the past, perhaps the relationship between the owner of the property and the occupier has been a little distant, with a managing agent barring the way between any direct communications. We really want to close this communication gap. We want to be here to offer practical help and advice on sustainability for your office.

Over the course of 2010 we will be contacting you directly about establishing a **building management committee**. If in the meantime you want to get a head start, then contact us on the number on the last page or contact your managing agent directly. We can't do everything at once, but we can make a start at improving your building's performance.

We are devising a sustainability action plan tailored specifically to your building. We will share the plan with you and work together to decide which targets to set and how we can work together. We are confident that, with the identified efficiencies, reduced costs will be passed on through future service charges and will reduce your direct costs.

# USEFUL WEBSITES.

If you want more help leading a greener lifestyle, you may find the following websites helpful. These are people who care about the environment:

As part of the international WWF network, **WWF-UK** addresses global threats to people and nature such as climate change; the peril to endangered species and habitats; and the unsustainable consumption of the world's natural resources. [www.wwf.org.uk/core/index.asp](http://www.wwf.org.uk/core/index.asp)

**The Department for the Environment, Food and Rural Affairs (DEFRA)** provides advice and support on sustainable development. [www.defra.gov.uk/sustainable/government/advice/index.htm](http://www.defra.gov.uk/sustainable/government/advice/index.htm)

**The Environment Agency** is the leading public body for protecting and improving the environment in England and Wales. [www.environment-agency.gov.uk](http://www.environment-agency.gov.uk)

**The Scottish Environmental Protection Agency (SEPA)** is Scotland's environmental regulator, whose main role is to protect and improve the environment. [www.sepa.org.uk](http://www.sepa.org.uk)

**The Department for the Environment (DOE)** for Northern Ireland aims to improve the quality of life for everyone in Northern Ireland. [www.doeni.gov.uk](http://www.doeni.gov.uk).

**The Woodland Trust** is the UK's leading charity dedicated solely to the protection of native woodland heritage. [www.woodland-trust.org.uk](http://www.woodland-trust.org.uk)

**Friends of the Earth** has the most extensive environmental network in the world, that campaigns for solutions to environmental problems. [www.foe.co.uk](http://www.foe.co.uk)

**Greenpeace** champion environmentally responsible solutions and investigate, expose and confront governments and corporations around the world on environmental issues. [www.greenpeace.org.uk](http://www.greenpeace.org.uk)

**Earthwatch** is an international environmental charity committed to scientific field research and education to promote the understanding and action necessary for a sustainable environment. [www.earthwatch.org/europe](http://www.earthwatch.org/europe)



**THESE HELP YOU TO REDUCE WASTE AND RECYCLE MORE:**

**DEFRA** also gives help and advice on recycling and waste.  
[www.defra.gov.uk/environment/waste/index.htm](http://www.defra.gov.uk/environment/waste/index.htm)

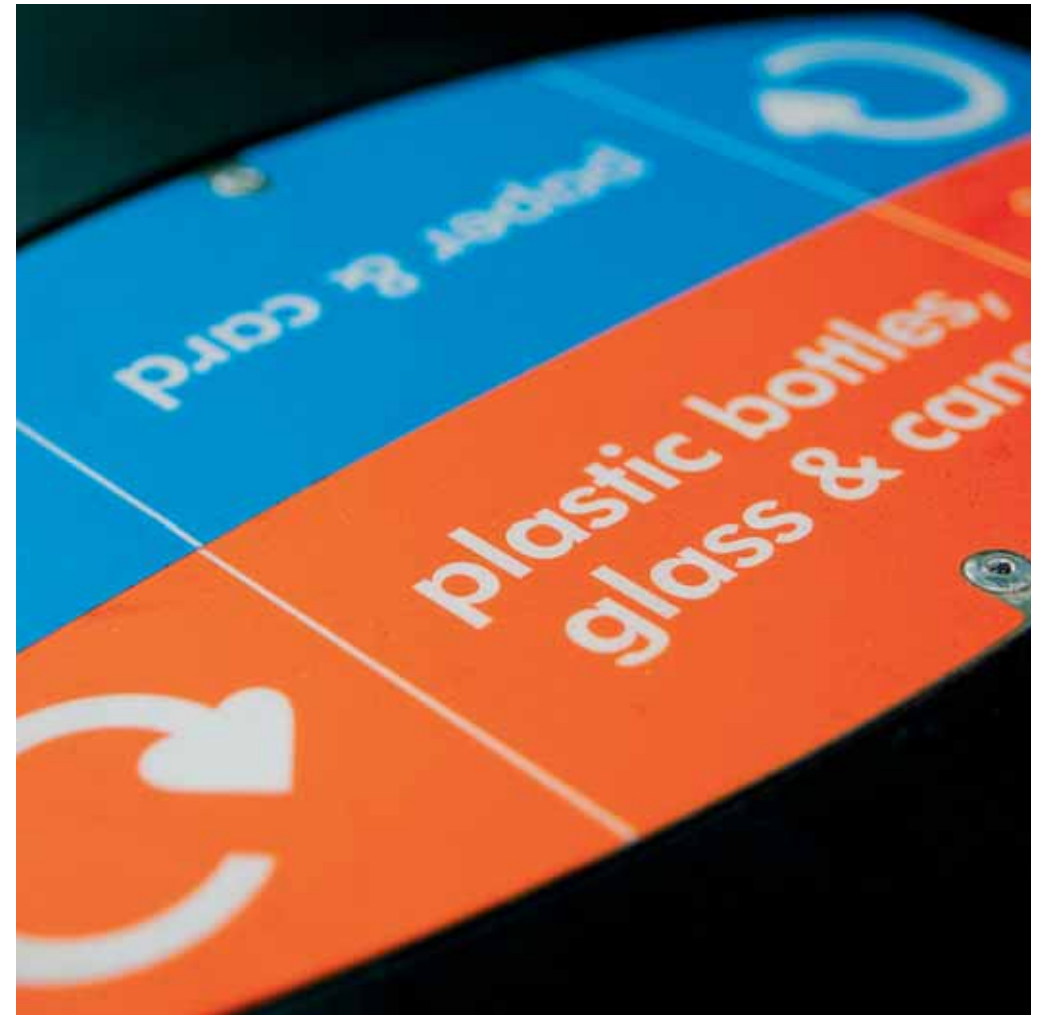
**Recycle More** is a one-stop recycling information centre covering all aspects of recycling at home, at school and in the workplace. It also has a recycling bank locator. [www.recyclemore.co.uk](http://www.recyclemore.co.uk)

**ReduceReuseRecycle** is a free recycling marketplace on the Internet where you can give away all your unwanted items to people in your area. [www.reduceuserecycle.co.uk](http://www.reduceuserecycle.co.uk)

**Recycle.co.uk** is a free recycling marketplace on the Internet where you can give away all your unwanted items to people in your area. [www.recycle.co.uk](http://www.recycle.co.uk)

**Freecycle** is all about reusing and keeping good stuff out of landfills. The website matches people with unwanted goods to others who want them for free. [www.uk.freecycle.org](http://www.uk.freecycle.org)

**The Love Food Hate Waste** campaign aims to raise awareness of the need to reduce food waste. The campaign shows that by doing some easy practical everyday things in the home we can all waste less food, which will ultimately benefit our purses and the environment too. [www.lovefoodhatewaste.com](http://www.lovefoodhatewaste.com)



### THESE TELL YOU IF YOUR TRAVEL CHOICES GET THE GREEN LIGHT:

**Green Car Guide.** Working with the very latest environmental and climate change issues makes us aware of the need to make cars more energy efficient. However, we also acknowledge that people love their cars. This website gives information on the latest green cars, and provides other relevant content to help people make an informed choice when buying a car. [www.green-car-guide.com](http://www.green-car-guide.com)

**Environmental Transport Association (ETA)** aims to raise awareness of the impact of excessive car use and help individuals and organisations to make positive changes in their travel habits by providing high quality services to everyone concerned about the impact of transport on the environment. [www.eta.co.uk/green\\_driving](http://www.eta.co.uk/green_driving)

**Liftshare.** A social journey matching network that connects you with people around you who want to travel more sustainably by travelling together. As a member of the service you can add and search for travel companions and arrange shared travel with other members. [www.liftshare.org](http://www.liftshare.org)

**Easit.** Offering solutions to encourage and enable more efficient use of the car in the South East of England. [www.easit.org.uk](http://www.easit.org.uk).

**DirectGov.** The website of the UK government for its citizens, providing information and online services for the public all in one place. This part of the site gives advice on travel choices and the environmental impact of those choices.

[www.direct.gov.uk/en/Environmentandgreenerliving/Greenertravel](http://www.direct.gov.uk/en/Environmentandgreenerliving/Greenertravel)

**Sustrans** is a leading sustainable transport charity. Their vision is a world in which people choose to travel in ways that benefit their health and the environment, working on practical, innovative ways of dealing with the transport challenges that affect us all. Also incorporating details of the National Cycle Network. [www.sustrans.org.uk](http://www.sustrans.org.uk)





### THESE MAKE IT EASIER TO BE GREEN:

**Big Green Switch** is a fun and easy guide to greening up your lifestyle by making small, simple, everyday changes. [www.biggreenswitch.co.uk](http://www.biggreenswitch.co.uk)

**DirectGov.** The website of the UK government for its citizens, providing information and online services for the public all in one place. This part of the site gives advice on the environment and greener living. [www.direct.gov.uk/en/Environmentandgreenerliving/index.htm](http://www.direct.gov.uk/en/Environmentandgreenerliving/index.htm)

**The Renewable Energy Centre** provides a practical and easy-to-understand introduction to renewable technologies, and a guide to further sources of information and companies who can supply, design and install these systems. [www.therenewableenergycentre.co.uk](http://www.therenewableenergycentre.co.uk)

**Greenhelpline.com** is an independent, CO<sub>2</sub> footprint and price comparison service which provides customers with fast, free, friendly advice on their best green energy deal. [green.energyhelpline.com](http://green.energyhelpline.com)

**Green Building Store.** A supplier of building and DIY products, including natural paints, water saving devices and natural insulation, promoting energy-efficient, sustainable and healthy homes. [www.greenbuildingstore.co.uk](http://www.greenbuildingstore.co.uk)

**Green Guide** offers practical advice for green and ethical living in the UK. It encourages changes to our patterns of consumption, seeking out greener, natural and ethical alternatives to every conceivable type of product and service. [www.greenguide.co.uk](http://www.greenguide.co.uk)

**Act on CO<sub>2</sub>.** Part of the DirectGov website, ACT ON CO<sub>2</sub> aims to help people save money, save energy and reduce their CO<sub>2</sub> emissions, highlighting how individuals can act to make a difference. <http://campaigns.direct.gov.uk/actonco2>

**The Energy Saving Trust** is a non-profit organisation, providing free impartial advice, helping you save money and fight climate change by reducing carbon dioxide emissions from your home. [www.energysavingtrust.org.uk](http://www.energysavingtrust.org.uk)

These are just a few of the many resources available about the environment.

These websites are correct and appropriate as at (June 2009).





➤ **For more information contact  
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11/09



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