



Group Development Pakistan



GO GREEN!

Keep the Environment Clean

The "Three Rs" of being environmentally friendly that we grew up with has evolved into **"Five Rs": Reduce, Re-use, Recycle and now, Repair and Rethink**. It is important for individuals and businesses to take steps to protect our planet. The health of our planet depends on each of us doing our part to keep the environment clean.

Here are a few suggestions for our office and homes that you can implement easily. The most important thing is figuring out what works best for you, your job, and your family.

BEGIN BY NOT LITTERING

Having just returned from GDP's wonderful staff retreat in the Kaghan Valley and amongst its gorgeous scenery, unfortunately, littering is on my mind. Beautiful and previously pristine destinations like Lake Saiful Mulk or Siri Paye Meadows are being degraded by trash. Tonnes of it. Instead of vistas of green mountains and sparkling streams, one is greeted by 'used baby diapers'. In fact, wherever we stopped there was trash left behind by our fellow tourists. Not to mention the flying balloons of plastic shopping bags.

Littering is bad enough in the cities and towns, but we have decided to destroy the places where we ourselves choose to visit with great effort and expense.

Imagine the overall loss to the nation if these destinations become permanently fouled. The local economy will suffer hugely, and we will be deprived of opportunities for local tourism. Why? Thoughtless and selfish people.

Save trees & decrease CO2 emissions

Eliminate waste when using copiers and printers. Be conscious of how many pages you really need to print. All too often we print a document to discover that the last page only has a web address at the bottom, or other printable space is wasted. Ensure the photocopier and printer defaults back to single copies after somebody has used it. You may also want to set them to print double-sided by default. Use the draft printing mode whenever possible.



Re-use back of paper – check the photocopier/printer for paper left lying around. Have them bound for use as drafting pads. Any obsolete single-side printed documents can be re-used as drafting pads.

Avoid expansive shaded areas on your documents. You will save on your ink and toner cartridges. Consider that the manufacturing process uses about 2.5 pounds of metal and plastic and about half a gallon of oil, all of which is wasted. Less photocopying and printing will also reduce toxic fumes released by the machines, save on ink cartridges which will further reduce discarded plastic casings in landfills.

Give careful thought to how many copies are needed when publications are ordered in bulk. Order the minimum economical number.

Go Digital

Share materials electronically whenever possible. If you must print, go green by purchasing recycled printer paper, and always print double-sided.

Instead of printing multiple copies of employee manuals and other materials, make them available online. Updating will also become easy and swiftly done rather than distributing — and onerously updating — print copies. Increasing numbers of digital storage devices and systems for businesses make going digital very easy to do.



Reduce Your Energy Consumption

Reducing your energy consumption can help keep the environment clean while benefiting you personally. For example, using less electricity can save you money by decreasing your electric bill. Your CO2 emissions will also decrease. A simple way to reduce your energy consumption is by turning off the lights when you are not in a room. Utilize natural light from the windows in your home or apartment instead of relying on electricity.

A major source of the power consumed in offices is by machines that are off, but still plugged into a live outlet. Standby power (or phantom power or vampire energy) is a huge — and hugely unnecessary — environmental culprit and expense. A totally unnecessary stress on the environment. Energy consumption can be reduced by using energy-efficient products. The light bulbs in your home or office are a great place to start.



Use LED or Compact Fluorescent Bulbs

Compact fluorescent bulbs use 75 percent less energy than incandescent bulbs, and they last about 10 times longer. Reduce waste by using them, lower energy costs, and replacement bulb costs as well. They come in all sizes and wattages and offer soft sheens that are not as garishly fluorescent as their previous counterparts. No conversion of equipment is necessary; any light that uses an incandescent bulb can immediately take a compact fluorescent bulb.



Buy LED Lamps

Once you have replaced your incandescent bulbs with compact fluorescent ones, and maximized the daylight in your office, you may be able to reduce the number of desk lamps you have in the office. If you must buy new lighting though, consider LED lamps, which use even less power than compact fluorescent bulbs do.



Avoid Single Use Plastics

Consider stocking the office with reusable pens instead. Stock the supplies cupboard only with refills for these pens. This creates incentives to keep track of your pen casing and to reduce the number of plastics reaching landfills. Single-use plastics such as water bottles and disposable bags hurt the environment by polluting the earth's land and water. Using eco-friendly bags to carry lunch, groceries, and store items can help keep the environment clean as well. Millions of plastic water bottles are thrown into landfills every day. Carrying a reusable water bottle is an easy and inexpensive way to help the environment. Buying a reusable water bottle can bring you one step closer to a zero-waste lifestyle.



- Use eco-friendly water bottles (preferably use glass)
- Do not use single-use cups
- Use re-usable lunch boxes
- Use eco-friendly reusable tote bags
- Store freezer items in plastic boxes rather than bags

Make Your Commute Eco-Friendly

Millions of people commute to and from work each day. Thousands of cars are on the road causing large amounts of pollution. Commuting is a necessary part of life. However, there are some options that individuals can try that could decrease their environmental impact and help keep the environment clean. For instance, it might make sense to carpool with family, friends, or co-workers. That way, there is only one car on the road instead of three or four. Joint use of taxis means several people in one care. Some ride-sharing apps also have carpool options as well.



Recycle Waste Products

Most people are familiar with recycling, but not everyone fully understands the impact it has on our planet. Recycling takes an old object that has been discarded and makes it into a new one that can be used again. This saves resources and prevents pollution.

Although the practice of disposing of garbage in defined recycling bins is not prevalent in Pakistan, we can still implement some recycling habits. 'Raddi wallahs' still exist and cycle down each street inviting you to turn out specific items like empty tins, newspapers, magazines, broken iron or steel objects. In fact, they will pay you small sums for items they want. Of course, do not sell/give those items to child labourers since it is against our organizational policy!



Consider Solar Power

Yes, solar energy systems can be expensive, and are not always practical depending on your office location and setup. But you can reap some long-term savings from your initial investment, and an added incentive is the possibility of selling excess energy to the power company.



Use Natural Light

Artificial lighting represents 40 percent of electricity consumption in a typical office building. And so often this is unnecessary. Open the blinds and let daylight in wherever possible. And of course, switch off the lights in your office when you leave for an extended period or before going home.



Decorate with Light Colours

By using light wall colours and high-gloss sheens, daylight is more easily reflected off the walls, and less artificial light is necessary.



Reduce Toilet Water Consumption

Reduce the amount of water used per flush by putting a brick in the tank. If you are replacing toilets, look for low-flush models, or ones with a half-flush option. Toilet flushing is the largest water consumer in office buildings or in homes with large families.



Use Green Cleaning Products

Environmentally friendly cleaning products protect the health of not only your cleaning staff but also your employees, by eliminating harmful substances and odours from the office. Some examples of substances not harmful are white vinegar and baking soda; this is what we use in GDP's kitchen & bathrooms!

Make your own natural compost/fertilizer (khaad) & reduce amount of garbage destined for landfills.

All peels of fruits and vegetables are rich in potassium, nitrogen, phosphorus, calcium, iron etc and we just waste it. Trust me it's the best compost made with kitchen waste without any hard work. Points to remember:

- ♣ Buy four large sized earthenware/clay pots (gamlas).
- ♣ Put outside kitchen along with a fourth pot full of soil/mitti and a small spade/shovel/scoop.
- ♣ Collect daily kitchen organic waste in a box. Place in pot. Each time scoop some mitti to cover it. Cover pots with a loose lid of any wood eg from a fruit crate or spare piece of plywood. This should allow air to go in.
- ♣ Do not add **any** cooked food, roti, rice curries, daal etc in it.
- ♣ The only exceptions are eggshells (from boiled or raw eggs) used teabags (remove any pins and threads) and loose tea leaves (without milk).
- ♣ Fill all pots one by one. It will have no smell at all. Turn mixture upside down once in a week. In two-three months the compost will be ready.
- ♣ Sign of readiness is that it should be all blackish and no leaves or peel should be discernible.
- ♣ Use as needed and keep filling pots as a daily routine. Use only fully ready compost. In the meantime, let the other pots ripen.
- ♣ This can be done in a pit in garden. But this pot technique is much more convenient.

Green programming

Now let us focus on specific office activities and how we can carry them out whilst remaining green.

- **Field sessions**

- Enforce green rules by example. Leave behind no litter.
- During activities with children ensure they do not litter either.
- Ensure that packaging from food parcels taken to the community is properly disposed of either by the community or in collaboration to reinforce eco-friendliness practices.
- In addition, banners could be made of specific dimensions which would be useful for households to re-use. Some suggestions are:
 - waterproofing for roofs or other spaces eg livestock sheds
 - floor covering for earthen floors
 - Collect a year's worth of banners and distribute judiciously amongst the community for alternate uses eg water-proofing their homes or to use as floor coverings
 - Alternately, consider using generic standees instead of banners, to be re-used. Text on these in the community do not require dates etc
- Teach communities basic re-cycling. Making compost from vegetable scraps is simple and a product which can be sold to gardening supply stores. (See compost making on Page 4-5.)

- **Capacity building sessions for functionaries (including seminars, workshops etc)**

- Training materials should be printed back-to-back and kept to a minimum.
- Design generic banners with space to write dates and topics with white-board markers which are erasable and thus the banner can be re-used. Consider using standees rather than banners.

- **Visits to courts, media channels, donors**

Even for such events consider any related action which is *not* eco-friendly. High-profile events like product launches, theatre or concerts can also generate such practices. For example, numbers of vehicles being used in organising the event. What and how much printed material is absolutely necessary? Can we distribute USB keys instead? Share a web link?

Go Green — Literally

Make your office literally green with plants! They absorb airborne pollutants (which are rampant with off-gassing office furniture) and emit healthy negative ions and oxygen into the air. Having some green plants in the office also reduces that

To ensure that **GO GREEN** is taken seriously by all members of staff, mandatory monthly green meetings will be held on the *last working Friday of each month*, where we assess what we have done and not done to **GO GREEN**.

What you need to do is to train yourselves to think eco-friendly for all actions at work, at home and when in the public domain, encourage others too!

