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An Induction Checklist

Getting staff to play a part in improving your environmental performance needs to start early. Get people in to good habits at the start and they will hopefully keep to them.

It's therefore good sense to include some environmental information in your induction session for new staff (and volunteers and trustees). It shouldn't be too complex or overloaded – just a few key points.

The key points to consider might be:

- **Why we do this:**
 - Our environmental policy (and any targets)
 - Who to ask for advice on these issues

- **Saving energy**
 - Any energy-saving targets
 - Turning off lights and unused equipment (e.g. computers off at night and at lunchtime)
 - Being clear on how the heating system works

- **Cutting waste**
 - Details of the office recycling (what is recycled, how it's collected etc.)
 - How to photocopy and printing double-sided
 - Any other relevant actions

- **Transport**
 - How to get to the office by public transport
 - Details of any support for cycling
 - Policy on using couriers

- **Green Purchasing**
 - Information on fair trade etc,
 - Who does the purchasing