

# GREEN OFFICE PRACTICES

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## Abstract

Today environment issues are seen everywhere in this world. The ecological issues very crucial in global warming, industry waste disposal, e-waste disposal, climate change and pollution. Government and Pollution Control Board insist the protection of environment, but many corporates not properly follow the regulations, because the green office practices are highly expensive. Green office practices are good for environment, office, employees and nature. Green office practices are followed to reduce the ecological footprint and greenhouse emission of an office. If any changes are any regulation is not easily accepted, because the human beings are not ready to accept the changes. But, now the regulations and environmental safety measures are strictly followed. The Government should encourage the green office practice followers, to give the incentives, subsidy and awards for the best environmental protection organization.

**Key words:** Green office practices, environmental sustainability, paperless office, etc.

## 1. Introduction

Green office practices are suitable for office environment; it reduces the emissions and fumes of an industry. Green office practices are suitable for all size of offices and all kinds of organizations whether it is public sector or private sector. Office premises and industries are used the energy consumption and office methods are properly followed. Green office improves an environmental awareness and savings of the energy resources and benefits to the industry, environment.

## 2. Green practices

**Recycling:** Recycling is one of the most important and effective way for industry to become greener way. The Environmental Protection Agency states that approximately 75 per cent of solid waste thrown away is recyclable. Recycling has many benefits include wastage cost reduced, making savings for new purchase, reduce the selling price and increase the standard living of the society.

**Energy saving:** Energy saving is one of the best way for reducing the cost of a product. The LCD and LED bulbs are used for save the electricity. The company can install the occupancy sensors for office premises, the rooms are not in use such as bathrooms, cloakrooms and conference halls which automatically switch off the lighting when the rooms becomes vacant.

**Reduce the heating and cooling cost:** According the Department of Energy, warm air escaping from a building equates to around 20 per cent of heating cost. Prevent drafts by weather-proofing doors sealing window frames and other leaks can significantly reduce heating costs in a building.

**Green ways to travel:** Greener ways to travel motivate the employees come to an office travel by walking or cycling. If cycling or walking to work is not possible for encourage the staff to share lifts with one another to help cut down on the emissions being produced on the commute to work.

**Virtual staffing:** Virtual staffing as such staff should not have to travel the work place. The staff in their own locations they are doing the jobs this is an effective way for small business to reduce their carbon foot print.

### 3. Operations of the green office

**Office equipments and appliances:** New machines, products and appliances are only purchased. An office has equipped environmentally friendly and eco-labeled phones, laptops and monitors. Most of the stationery items are using environmentally friendly technology. Use eco-labeled printing paper and envelopes also ensuring that the raw material originates from sustainable forestry.

**Heating, lighting and equipment:** With the aid of a simple temperature and humidity sensor, the temperature and humidity of the office shall be monitored and keep them within the optimal range.

**Set up a collaborative online workspace:** The team members and employees of a company can communicate with their employees through the online methods not follow the traditional methods. The traditional methods are involving cost and time consuming. But the online communication is faster and minimum cost.

**Reusable dishes:** The employees can use the reusable dishes and silverware instead of paper and plastic plates. The reusable dishes are initially involved high cost but it has long life.

**Use natural lights:** Office has shall use the natural sunlight it gives a good light. The office has proper ventilation and sunlight is essential.

### 4. Benefits of green office

The eco-friendly environment creates the healthy and congenial atmosphere of the working place. Green office practices motivate the employees that they are working very peacefully and happily. This peaceful working environment creates the improved productivity and profitability. The healthy and peaceful environment improves the good health condition and creates the good habits of their daily life. The canteen provides the organic food to their employees they protect their health condition and increase the nutrition level. A green office practice gives a holistic and congenial environment of the working condition it reduced the emission and creates eco-friendly environment.

## 5. Conclusion

The green office practices give many benefits to the environment and people. So, the businessmen and entrepreneurs implement the green office practices in their office definitely they save their environment, save money, social and economic profits. The Government strictly insist the green office practices and impose the tax benefits and subsidy to the businessmen. Planting the solar panel instead of electric power, the Government give more importance to the business. So every citizen creates the good environment in their daily life and official life.

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