

The Benefits of Eco Office

Category	Significant Impact	Outcome
Environment	-non-reliance on virgin material -build healthier working environment -a step closer to achieving ISO 14001	-set up recycling facilities -reduced carbon footprint data
Social	-enhance reputation -enhance competitive advantage	-initiate one CSR / partnership programme with NGOs
Financial	-reduce operating costs -increase margin	-quantitative feedback

Party	Benefits
Company	Eco Branding A step closer to achieving ISO 14001
Management	Save / Reduce cost for long term operation
Employee	Have a healthier working environment Sharing the feel good factor, receive incentives by going green

We believe as the number of Eco Office grows, the number of people with eco concept grows, we will encourage green purchasing and develop the green economy.



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A CSR Project

Nets Group of Companies recognizes the importance of Corporate Social Responsibilities (CSR) as part of our sustainability initiatives in managing social, economic and environmental issues. We are responsible to our stakeholders i.e. regulators, business partners, suppliers, customers, employees and local communities to increase the positive social and economic impact while reducing the negative environmental impacts of our business. The CSR focuses on two core themes: Environment Protection and Community Education.

The creation of the Eco Office Initiative Project aligns with the CSR policy. This project is a step further to create green awareness among the business community. The more working adults knows and transfer the concept in their daily lifestyle, they will be able to influence the family, educate others through their corporate CSR programme.

This Eco Office Initiative Project is presented by:
Eco Office Secretariat
www.ecooffice.my



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The mark of responsible forestry

Total Eco Solutions



eco design



eco printing



eco paper



eco ink



eco lamination



carbon footprint

Awards & Recognition



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Towards a Sustainable Workplace



eco office initiative project



Green
Purchasing



Green
Operation



Green
Engagement



Green
Growth

About Eco Office

Do you want to work in an Eco Office?

Everyone's dream exercise regularly, seeing their family more often, eat better and work fewer hours. Greening the workplace may help you to achieve the above.

How do we define Eco Office?

Eco Office as a workplace that influences individual behaviours, attitudes and habits through green purchasing, green operation, and green engagement to allow employees work productively towards green economy growth.

-T.Tyng, 2014

The Eco Office Framework

The Eco Office framework is developed to provide the overall guideline to build an Eco Office. It provides clear objectives and deliver measurable outcome. The Eco Office comprises of Green Purchasing, Green Operation, Green Engagement and Green Growth.

Green Purchasing

All purchasing should follow the fundamental principle for Green Purchasing:

- **Reduce:**
Purchase only what is needed, reduce waste generation as a result of irresponsible usage of office supplies
- **Eco Labelled product:**
To purchase product with international eco label, product listed in the Eco Products Directory, MyHijau Directory
- **Green Supplier:**
Purchase with local supplier with international certification
- **Product End of Life:**
Priority given to product and packaging that is easily degradable, recyclable locally

Green Operation

All operation in the office should follow the Green Operation's principles:

- **Reduce:**
Improve productivity by reducing time wasting activity in the office, reduce pollutions and energy consumption
- **Recycle:**
Participating in recycling activity with licensed contractor
- **Reuse:**
Improve resource efficiency

Green Engagement

There are many activities going on in the office which allow interaction between the employees to take place. We need to create a rewarding working environment following the principle for Green Engagement:

- **Increase training and CSR activities:**
Identify training to enhance the skills and knowledge of the employee and to ensure employee to participate in at least one CSR activities organised in collaboration with NGOs
- **Increase the safety and health awareness level:**
To do risk analysis to enhance the safety and health level in the workplace and to prevent accident
- **Reduce ineffective meeting:**
Have a well-planned meeting to reduce time waste and unnecessary travel for meeting session
- **Design the performance link reward system:**
To boost the morale of the employee by establishing a fair performance link rewarding system

Green Growth

One company can continue to grow the business by offering new green services or products. Hence to achieve green economic growth, company should meet the Green Growth's criteria:

- **Creating Green Job:**
To create more green position in the company to lead the transformation process
- **Offering Green Services/Products:**
To kick start green business by offering new services / products that will reduce the environment impact
- **Generate Green Revenue:**
To generate some revenue from the recyclable items from the office



How to Get Started?

We recommend you to join the Eco Office Initiative Project. The project is part of the Corporate Social Responsibility of Nets Printwork Sdn Bhd to assist organisation to turn green. The project aims to coach 100 Eco Offices in Malaysia in 2 years time.

The project Objectives:

- To help company to turn green
- To conserve natural resources, reduce waste and energy through responsible management
- To establish a model for higher productivity in the workplace
- To create a more enriched working experience

Who can apply to be an eco office?

Top Management of any office that support for environmental protection.

Becoming a project partner

This project creates a collaboration environment to:

- Share resources
- Have more focus target customer
- Reduce overlapping of efforts, save time by sharing information and resources
- Improve working team's performance

We encourage green business owner to join as the supporting organisation. No Fee involved. Please contact the secretariat Ms. Teh at info@ecooffice.my

