

CARE's "GREEN OFFICE" SURVEY

Please answer and give details where appropriate

I. 1. How often have you undertaken the following activities recently? Please tick or highlight.

	Always	Often	Sometimes	Rarely or never	Was it easy to do?
Reusing paper for taking notes					Yes/No
Reusing single sided paper in a copier or printer					Yes/No
Double sided copying and printing					Yes/No
Using email rather than sending printed material					Yes/No
Previewing documents on the computer before printing					Yes/No
Designing documents to reduce paper					Yes/No
If I am the last person to leave, I turn off the printers and photocopiers in my area					Yes/No
I take international flights only when a phone call/videoconference/e mail/train journey could not achieve the same result					Yes/No
Actively deciding to read a document on screen rather than printing if off					Yes/No

I.2. How often do you switch your computer monitor off when not in use for more than 15 minutes (if your computer doesn't have sleep mode activated)?

Yes/ No: Rarely (<20% of the time)

Yes/ No: Sometimes (20-50%)

Yes/ No: Most of the time (50-80%)

Yes/ No: All the time (>80)

Yes/ No: At night and leaving for the weekend

I.3. When you know your office is going to be empty for more than 45 minutes do you switch the lights off?

Yes/ No: Rarely (<20% of the time)

Yes/ No: Sometimes (20-50%)

Yes/ No: Most of the time (50-80%)

Yes/ No: All the time (>80)

I.4. When you know your office is going to be empty for more than 45 minutes do you switch the computer off?

Yes/ No: Rarely (<20% of the time)

Yes/ No: Sometimes (20-50%)

Yes/ No: Most of the time (50-80%)

Yes/ No: All the time (>80)

I.5. When do you turn your lights on?

Yes/ No: First thing in the morning for all day

Yes/ No: Only when I need them

Yes/ No: Never or very rarely (because I work fine without lights)

Yes/ No: Never or very rarely (because I work in a shared area and don't have access to controlling lights)

11.1. Do you feel it is important for CARE International UK to have a green policy?

Yes	
No	

11.2. Why is it important for CARE International UK to have a Green policy?
Please tick your top reason –

To save CARE UK money	
To adhere to our values	
To set a good example to the rest of CARE	
To align with the objectives of our 5 year strategy – practice what we preach.	
To reduce our impact on the communities we wish to help	
To keep up with our contemporaries most of which have or are formulating a UK policy	
Other (Please state)	

11.3. How important do you rate the following to help you be greener at work?

	Important	Not very important	Not at all important	Can't say
More commitment from management				
Simplified systems that all staff can use				
Better labelling of recycling facilities				
A policy and/or procedure to guide us				
Rewards for 'doing the right thing' - not just 'feel good' feedback				
One person to motivate and drive changes				
Better control & ordering of office supplies				
Knowing what the costs and savings are to the business				

11.4. Would you be prepared to be slightly inconvenienced in order for CARE UK to be greener – for example waste paper baskets at a ratio of 1 basket to 4 employees or having the water coolers without power resulting in room temperature water?

Yes	
No	

11.5. Any additional comments:

Thank you for feedback, it really will help us improve our environmental performance