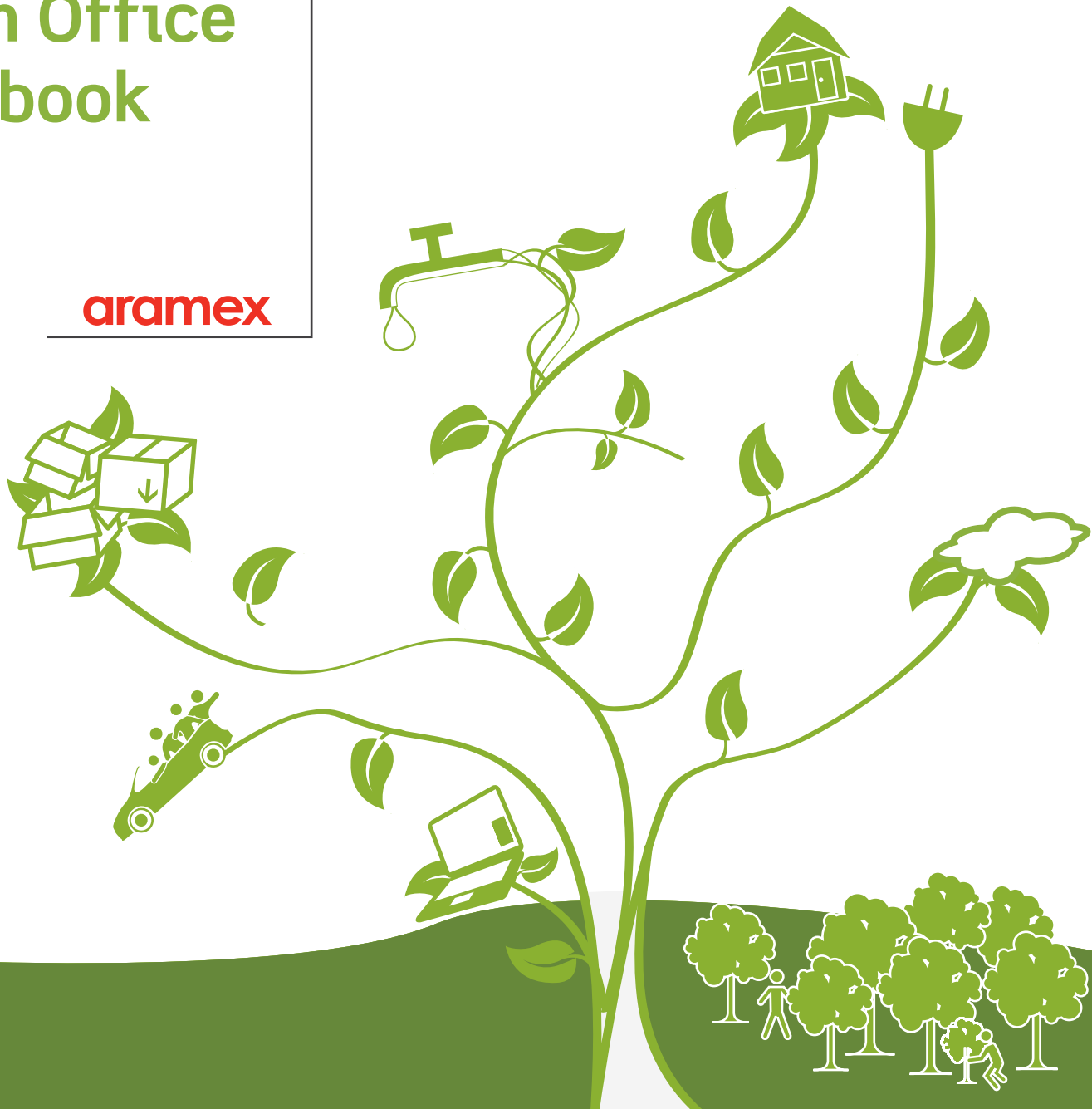


# Green Office Handbook

aramex



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# Goal of the

2012 **aramex** Green Office Handbook

## Goal of this Handbook

To support Aramex to become more environmentally sustainable by targeting employee behavior.

2010 Sustainability / Environment  
Objective of Aramex

## Dear Aramexians,

We are all a part of Aramex and transportation is a big part of our business. Transportation means vehicles, airplanes, sea freight and all of this creates emissions that harm our environment. We spend more time at the office than we do at home. Did you ever wonder how our behavior at the office effects the environment and how we can reduce our negative impact?

This handbook is a practical guideline with creative tips and ideas on how to be environmentally friendly. We believe that it is an individual duty and responsibility to make small changes in our behavior to protect our environment.

Aramex also believes that change begins within the organization. Taking small steps and following the ideas and tips in this handbook will eventually bring us closer to our goal of becoming the first carbon neutral global logistics and transportation company in the world.

You will be surprised how simple and easy it is to go green. Let us all become Aramex green champions.

Best wishes,  
Sustainability Team

# Introduction To The Green Office

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Every day, we make decisions both at home and in the workplace that will have an impact on the state of the environment we live in. Simple things such as turning on the lights, printing out a page, or turning on the AC contributes to climate change, deforestation, pollution, poor water conditions and other environmental problems that will affect our future generations.

This is why it is important to think about the impacts of our activities, the products we buy and consume, and the processes that went into making those products. For example, let's consider the impact of using paper. Vast forests are cut down to be processed into paper products. In order to produce paper at a plant, large amounts of non-renewable energy, water and chlorine bleach are needed. This process creates tons of air pollution and releases wastewater into precious lakes and rivers, contaminating our drinking water, destroying plant

## Introduction To The Green Office

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and animal habitats and causing water-borne illness and disease for populations living nearby. Furthermore, transporting paper to its destination also requires gasoline for vehicles, causing more air pollution and respiratory problems in humans. When paper is delivered to your office, it is nicely packaged and ready to use. Chances are, only half of it will actually be used for important purposes, and the other half will be thrown in the garbage. If you have a recycling bin, you will at least have an option to help reduce paper waste.

The choice to use a recycling bin, or perform other activities to respect the environment ultimately depends on you. In short, the more we buy and consume, the more we contribute to negative environmental impacts, such as global warming.

## Going Green = Improving Image and Reputation

Businesses that adopt sustainable practices are recognized worldwide by the media and the general public. The community will look at sustainable companies with respect and bring them more market benefits.



## The Importance Of Going Green

In the office, there are many different opportunities for employees to become greener and help their organization become more environmentally-friendly. Being green at work means making environmentally-conscious decisions and exhibiting environmentally-friendly behavior, such as curbing consumption habits by recycling, reducing and reusing. In addition to reducing our impact on the environment, there are many important benefits for a company that has employees who are conscious of their actions.

## Introduction To The Green Office

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### Reducing Consumption = Reducing Cost

All of the unnecessarily generated company waste results in the loss of company cash. By adopting a green office scheme, you will enable your departments to significantly reduce costs associated with resource consumption and waste. Big savings can be made with minimal changes to your office operational procedures. These procedures include the reduction of energy, water and paper consumption.

### Improving Work Atmosphere = Improving Employee Morale and Productivity

Businesses that invest in improving the work atmosphere have enjoyed the results of higher employee morale and increased productivity. By improving employee morale, it is likely that employees will enjoy attending work and therefore increase productivity.



### Planning Ahead = Future Success

As the natural environment is degraded, it will affect externalities in the business environment as a whole. As a result, governmental policies, the availability of insurance, the cost of finance, and employee well-being will change. Companies that invest in sustainable solutions now will be able to handle the consequences later more efficiently than other companies who have not adopted sustainable business practices.

## Introduction To The Green Office

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### How To Use This Handbook

This handbook was developed to help you make environmentally-friendly choices at work and make your office greener at the individual and community levels. Whether you make small or large efforts, your contribution will make a difference. It will help you identify possible problem areas, find ways to improve them, and communicate the changes that need to be made. In this way, you and your coworkers can significantly reduce the impact your activities have on the environment both inside and outside the office.

### Section One: **Transportation**

This section discusses components of transportation and how to reduce transportation needs before, during and after the work day.

### Section Two: **Energy Consumption**

This section discusses components of energy consumption and ways to reduce them before, during and after the work day.

### Section Three: **Water Consumption**

This section discusses components of water consumption and ways to reduce consumption before, during and after the work day.

### Section Four: **Waste Management**

This section discusses components of waste management and ways to manage waste better before, during and after the work day.

### Section Five: **Air Quality**

This section discusses components affecting indoor air quality and ways to improve air quality in the office or at home.

### Section Six: **Green Meetings**

This section discusses components of green meetings and how to make your meetings and activities greener.

### Section Seven: **Green Homes**

This section discusses components that make a home greener and how you can achieve these green components in your own home.

## Section One: Transportation

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### Green Tip

You can help improve the environment by making more energy efficient travel choices using the following steps:

### Reduce When you enter the workplace

Coordinate with your co-workers to share a car to travel to and from work, and encourage others to do the same; If you live close to work, walk rather than drive.

### During your work day

If you go out for lunch, choose a location nearby or within walking distance from the workplace.

### When you leave the workplace

Share a car home. If you live nearby, walk home.

## Section One: Transportation

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Problems cannot be solved at the same level of awareness that created them.

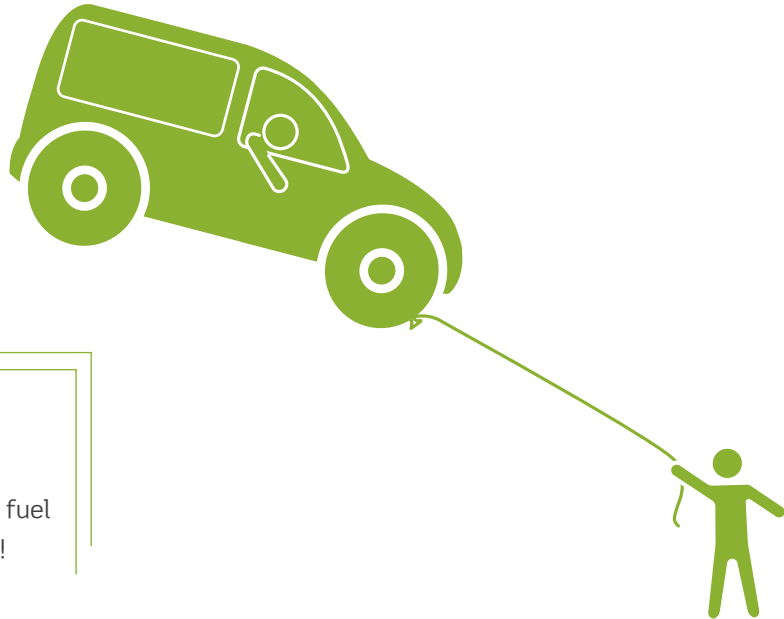
Our task must be to free ourselves by widening our circle of compassion to embrace all living creatures and the whole of nature and its beauty.

The most important human endeavor is the striving for morality in our actions. Our inner balance and even our very existence depend on it. Only morality in our actions can give beauty and dignity to life.

**Albert Einstein**

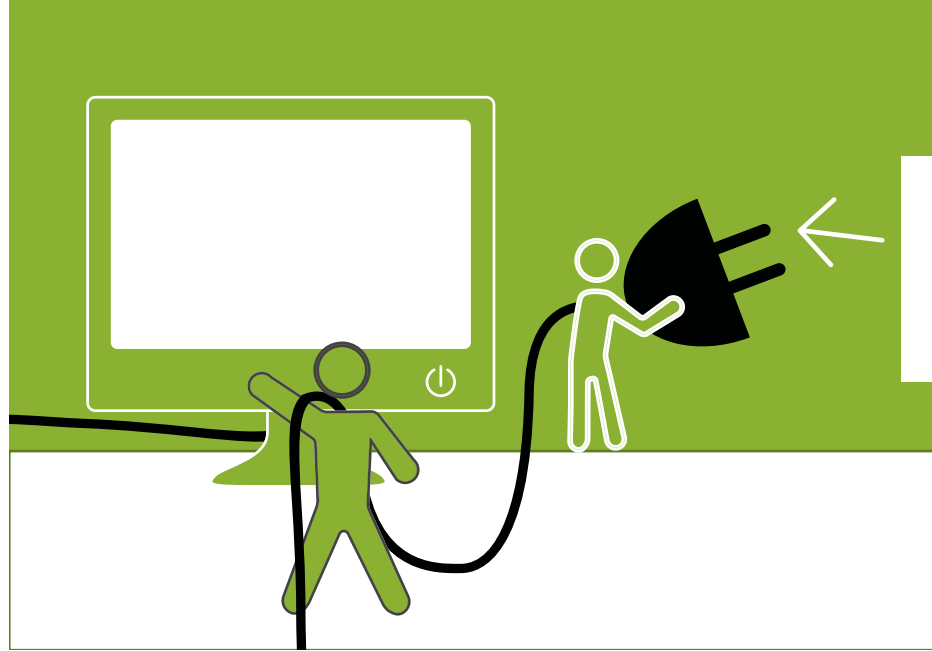
### Green Tip

Bring your car in for routine maintenance checks to achieve fuel efficiency. Or, invest in a hybrid!



## Section Two: Energy Consumption

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As a consumer, there are many different ways to influence the amount of energy you use. Whether you focus on lighting, the use of office equipment, or the adjustment of heating and cooling devices, the simple steps on the next page can help you reduce your individual energy consumption.

### Heating And Cooling When you enter the workplace

Only open windows if the air outside is sufficient enough to keep you comfortable.

Do not turn on the heating / AC device and open the windows at the same time.

Set the heating / AC device to a comfortable level, the ideal being between 19-20°C

### During your work day

Monitor indoor air temperature and adjust windows and heating / AC devices to maintain comfort levels.

### When you leave the workplace

Turn off all heating / AC devices.

Close windows and shutters to keep rooms insulated overnight.

## Section Two: Energy Consumption

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### Equipment

#### When you enter the workplace

Turn all devices on stand-by if this feature is available.

Pre-set standby modes to occur every 10-15 minutes.

#### During your work day

Turn computer monitor off if it will not be in use for more than 20 minutes.

Turn computer off entirely if it will not be in use for more than one hour.

#### When you leave the workplace

Turn off and unplug all devices, such as computers, printers, and other electronic appliances.

### Elevator

#### When you enter the workplace

Make an effort to use the stairs instead of the elevator as much as possible.



#### Did you know!

*One computer, left on full-power mode 24/7 for one year results in 700kg of CO2 released into the atmosphere? That means, more than 1 kg released every 12 operating hours (Harvard Green Campus Initiative).*

## Section Two: Energy Consumption

2012 **aramex** Green Office Handbook

“Modern society will find no solution to the ecological problem unless it takes a serious look at its lifestyle”

**Pope John Paul II**

World Day of Peace

January 1, 1990

### Green Tip

Replace light bulbs with energy-saving bulbs. They use  $\frac{1}{4}$  the amount of energy and last up to 10x longer!

### Did you know!

*To power one light bulb for one year, it takes 323 kilos of coal. To create this electricity, the power plant itself releases 840 kilos of carbon dioxide into the atmosphere, causing acid rain, smog, and greenhouse gas pollution. So remember to turn off your lights!*

### Lighting

#### When you enter your work place

Open the shutters to see if sunlight is efficient to light the room. If so, do not use artificial lights.

Sunlight is free and provides warmth and vitamin D to keep you healthy!

If artificial lights are needed, turn them on only in your section.

#### During your work day

Turn lights off after you exit a room or section that is unoccupied.

If you see an empty room with lights left on, turn them off.

#### When leaving your work place

Turn off any lights in your section of the room when leaving for the day.

Turn off any other lights you notice left on in unoccupied rooms.

## Section Three: Water Consumption

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As consumers, there are many different ways to influence the amount of water we use. Whether you focus on usage, appliances or repairs, here are some simple steps you can take to conserve water.

### Green Tip

Buy a large, refillable water dispenser instead of individual water bottles. This will save you money, as well as reduce the amount of plastic that goes into the landfill.

### Individual Use

#### During your work day

Use tap water only for washing and turn it off immediately after use. If you see others wasting water, inform them. This will encourage them to use more water efficiently as well.

### Appliances

#### During your work day

If you notice a leaky faucet or one that is not closed all the way, close it. If you cannot fix a leaky faucet or toilet by yourself, report it immediately to maintenance.

## Section Three: Water Consumption

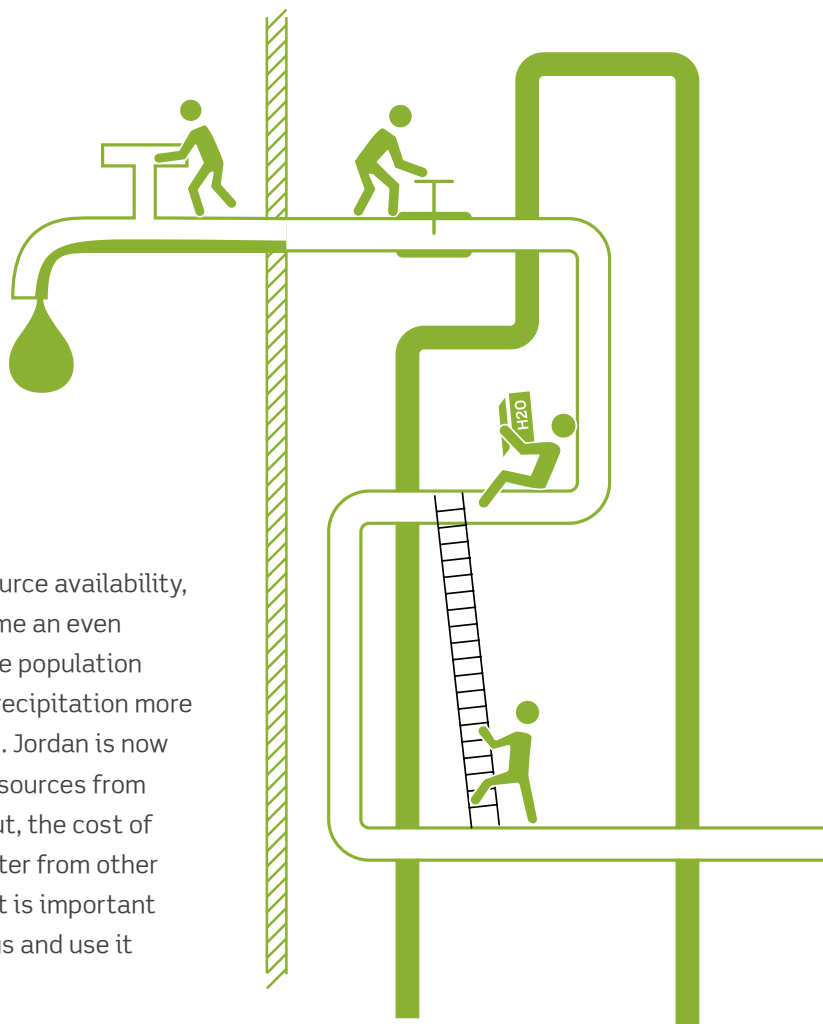
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### Did you know!

*A leaking toilet or tap will add an average 34,000 liters each year to total water consumption, and a leaking sink left unfixed will average 13,500 liters a year.*

### CASE STUDY

Jordan has one of the lowest levels of water resource availability, per capita, in the world. Water scarcity will become an even greater problem over the next two decades as the population doubles and climate change potentially makes precipitation more uncertain and variable, particularly in this region. Jordan is now accessing and depleting non-renewable water resources from fossilized deep-water aquifers. When this runs out, the cost of water will rise substantially due to importing water from other countries or desalinating salt water. Therefore, it is important to try to conserve the water that is available to us and use it responsibly.



## Section Four: Waste Management

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As consumers, we produce a lot of waste throughout the day. However, there are many different ways to reduce and / or manage the amount of waste we produce. Whether you focus on recycling, reducing or reusing, here are some simple steps you can take to reduce the amount of waste you generate as an individual.



### Recycling

#### When you enter the workplace

Bring recyclable materials you have from home and use the recycle bin available to you at the workplace.

#### During your work day

Recycle all paper in the recycling bins available to you in the workplace.

### Reduce

#### During your work day

Read documents on the computer instead of printing them. Print informal documents double-sided, or print two-pages onto one page.

Design documents in a way to reduce printing needs, such as reducing margins or changing font sizes.

Section Four:  
Waste Management

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**Green Tip**

Throw trash items into the trash bins and not on the ground. Chemicals from those items can leak into the groundwater system, and negatively affect the quality of the soil we rely on for food.

**Did you know!**

*Plastic bottles never decompose.*



What can be recycled?		
Batteries	Paper	Garden Waste
Electrical	Cardboard	Plastics
Fluorescent Tubes	Used Engine Oil	Cartons
Fridges and Freezers	Car Batteries	Wood and Timber
Small Appliances	Scrap Metal	Mixed Glass
TVs and Monitors	Food and Drink Cans	Textiles
Large Appliances	Mobile Phones	Paint

## Section Four: Waste Management

2012 **aramex** Green Office Handbook

### Green Tip

About 90% of the contents in our trash bins can be recycled or reused. Think twice before throwing trash away, there are alternative ways to dispose.

### Reuse

#### When you enter the workplace

Bring non-disposable drinking devices to the office instead of disposable ones.

#### During your work day

Use scrap paper from the recycle bins to print informal documents or to take notes.



### Did you know!

*Recycling 1 ton of paper saves 17 trees, 2 barrels of oil, 4100 kilowatts of energy, 2.44 cubic meters of landfill space, and 27 kilos of air pollution.*

## Section Five: Air Quality

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### Green Tip

Keep files and documents in a closed cabinet for storage. This prevents disturbance and circulation of dust particles when you go to retrieve them.

### Did you know!

*Office plants help cleanse the air of carbon dioxide and toxic gases emitted from office equipment (computers, printers, and fax machines, etc).*

Often, when we think of environmental pollution, we think of what is happening outside. However, we spend much time indoors, which is why it is important to look at the quality of our indoor environments as well. There are many indoor aspects, mainly air quality, that affect our mood, health and productivity. When you assess your surroundings, be aware of the following things:

### Precautions

#### During your work day

If you have to use cleaning products that contain harmful chemicals, make sure you read and follow the instructions carefully.

If someone is using a cleaning product that has a strong odor, open a window for ventilation.

If you smell a strong and unfamiliar odor that you find bothersome, do not hesitate to inquire about it.

## Section Five: Air Quality

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### Did you know!

*Poor air quality in the office increases occurrences of building-related illnesses, such as headaches, fatigue, eye irritation, and colds. When the air in the workplace is clean and pure, employees are more productive and less likely to get sick.*



### Green Tip

Make sure printers are placed in open areas, preferably near windows. They produce toxins that we cannot see or smell, but can affect how we feel during the day.

### ACTIONS

#### During your work day

Check the office air. If there is a bad or discomforting odor, ask for it to be investigated. Keep an office plant. It will help cleanse the air of carbon dioxide and toxic gases emitted from office equipment (computers, printers and fax machines, etc).

## Section Six: Green Meetings

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A green meeting incorporates environmental considerations throughout all stages of the meeting to minimize negative impacts on the environment. There are three different areas to focus on to make a meeting greener, such as through hosting a meeting, attending a meeting, or choosing the type of communication to use.

### Hosting Food and Beverage

- Choose food and beverage items with little packaging and more biodegradable qualities.
- Purchase food and beverages in bulk rather than as individual servings.
- Provide water in a water pitcher.

### Information

- Read materials off of computers, or project information onto a large screen for everyone to see in order to avoid printing.
- Communicate to everyone how you made the meeting green to raise awareness.

## Section Six: Green Meetings

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### Attending

There are many different ways to be environmental-friendly when you are a guest at a meeting or conference. Here are some tips when you are traveling to a respective site or building.

#### Transportation

If you are flying, choose an airline that has a sound environmental policy.

If you are driving, choose a rental company that provides eco-friendly vehicles.

Choose a hotel located close to the meeting site, preferably within walking distance.

If you are with a group of people, share a vehicle to get to your meeting site. If your meeting site is close-by, walk together.

#### During the meeting

When offered food or beverages, make a conscious choice to take an item that is better for the environment.

If you are served a small bottle of water and do not finish it, take it with you.

Bring your laptop to take notes instead of using paper.

## Section Six: Green Meetings

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### Communicate with them via online / phone conferences

It is true that having face-to-face meetings is more professional, but is it necessary all the time? There are methods to communicate using programs that include video and audio. There are several environmental and financial benefits in conducting meetings via online / phone conferences. These benefits are:

- No traveling is necessary.  
All the money, time, and energy requirements are eliminated, enabling excess company profits, less environmental footprint, and more time for employees to be productive.
- All the resources you need can be obtained at all times because you are in your building.
- Multiple people from different countries can simultaneously communicate with each other.

It is evident that communicating via online / phone conferences is the most environmental-friendly method, but sometimes traveling is necessary.

## Section Seven: Green Homes

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There are many things you can do to green your home.

<http://www.youtube.com/watch?v=-CrSASHrQp4&feature=sub>

“ Our children may save us if they are taught to care properly for the planet...”

**Jimmy Buffet, Mother Earth News, March-April 1990.**

### Use Household Applications Efficiently

Use a dishwasher only when full.

Wash fruits in bulk.

Use the washing machine for full loads.

Turn the shower boiler on for the amount of time it takes to generate hot water. Remember to turn it off after using it.

Avoid putting hot food in the refrigerator.

Close your curtains around the windows at dusk. This will help to stop energy from escaping.

## Section Seven: Green Homes

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“This we know: the earth does not belong to man, man belongs to the earth. All things are connected like the blood that unites us all. Man did not weave the web of life, he is merely a strand in it. Whatever he does to the web, he does to himself.”

**Chief Seattle, 1855**

### Motivation

Provide green practice awareness to all family members, even if they don't live in your house.

Award family members if the utility bill is decreased to encourage them to progress and improve their habits.

Read about sustainability and encourage your loved ones to become educated on the subject.

### Consume Less

Use sunlight instead of artificial light.

Collect recyclable materials (paper) using a designated box so that it is ready to be recycled at your office.

Don't use a dryer to dry your clothes. Hang them outside instead.

Walk to destinations that are close-by rather than using a vehicle.

Use cloth or canvas bags for shopping instead of acquiring plastic bags.

Use refillable water bottles to drink from that you can take with you.

Turn off the tap when you are brushing your teeth. A running tap can use up to nine litres a minute.

## Section Seven: Green Homes

# Kids Corner

2012 **aramex** Green Office Handbook



- Dedicate a day each month to enjoy nature with your family by visiting a nature reserve, neighborhood park, going on a picnic or camping.
- During the summer, instead of allowing kids to stay inside and play, challenge them with a scavenger hunt to identify various types of flowers, birds and other wildlife present in the neighborhood.
- Work with your children to plant a small garden or trees in the yard or on the balcony, and educate them on why plants and trees are important to sustain life.
- Teach your kids how to compost food scraps, and use them to help grow your home garden.
- Explore with your children where electricity comes from and the impacts it has on the environment. Challenge your family to cut non-essential electricity for a day, a week or even a month.
- Hold an electricity challenge among family members. If the energy bill is reduced by 10JDs, treat your family to a reward.
- Coordinate a day with your family dedicated to cleaning up trash in the neighborhood, and save this day on the calendar each month. Involve your friends by encouraging them to do the same in their neighborhoods.

## Section Seven: Green Homes

### Kids Corner

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#### Egg Carton Seed Starter

You will need:

Egg Cartons  
Sheet of Nylon (or plastic bag)  
Scissors  
Soil  
Seeds

1. Cut the cover of the egg carton
2. Fill the egg carton cups with soil
3. Lay seeds in each cup and cover with soil
4. Cut nylon bigger than the egg carton cover
5. Place nylon on top of egg carton cover, place planted cups into cover
6. Water the seeds
7. Once seedlings are big enough, transplant into a bigger pot.



## Section Seven: Green Homes

### Kids Corner

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- If you pack lunches for your children, pack them fresh foods with little packaging. Educate your children on the impacts packaged foods have on their health, and the health of the environment.
- Set up posters around the house that celebrate nature and biodiversity.
- When making ecological decisions in the home, make sure your family members are involved and explain to them why you are doing it.
- Challenge your children and family to save water by assigning water catching as a chore. Catch extra water from the rain or from washing food, and use it to water your home garden or plants if you have them. Catch extra water from the shower and use it to fill the toilet tank.
- Sit down with your children and make a checklist together of things they need to do every day to help save the environment, such as turning off the lights and turning off the tap water when brushing their teeth.
- Celebrate national and international environmental days by attending official events with your family, such as Earth Day and Arbor Day.
- Stay updated on activities and events going on in Jordan by signing up to environmental newsletters from various organizations, such as RSCN, Wild Jordan, the Jordan River Foundation, the Jordan Environmental Society, and Friends of the Earth Middle East.
- Encourage your children to carry out art projects at home by reusing old materials, such as paper, plastic, clothing, and other things.

## Section Seven: Green Homes

### Kids Corner

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1. Cover your work area with newspaper;
2. Blow up the balloon and place it in the bowl with the knot facing down;
3. Pour glue into a paper cup.
4. Dip leaves, strings and t-shirt into glue and place them onto the balloon;
5. Layer all bits and pieces over the balloon;
6. When finished, set aside to dry. This may take a couple of days.
7. Once dry, pop the balloon.
8. Layer bottom of nest with rose petals;
9. Place eggs in nest.



### Birds Nest

You will need:

Pieces of material (t-shirts, leaves, small branches, string, yarn)

Balloon

Bowl

Scissors

Newspaper

Craft glue

Eggs

Rose petals



## Section Seven: Green Homes

### Kids Corner

2010 **aramex** Green Office Handbook



#### Flower Paper Rolls

You will need:

Toilet paper rolls

Scissors

Glue

Stapler

Paint + Brushes

Glitter

Laundry Pins



1. Crush the paper rolls slightly so they become oval-shaped;
2. Cut them into approximately 5 equal parts (do not have to be exact);
3. Place rolls on a flat surface to create the desired pattern of a flower;
4. Glue the rolls wherever they are touching and hold together with laundry pins to dry. You may also use a stapler as an alternative to glue.
5. Add paint and sparkles to the outside of the rolls. Sprinkle glitter onto the wet paint; this way it sticks and you do not need glue;
6. Expand the pattern in any way you like as if it is a growing, organic cell. The challenge is when to STOP.

