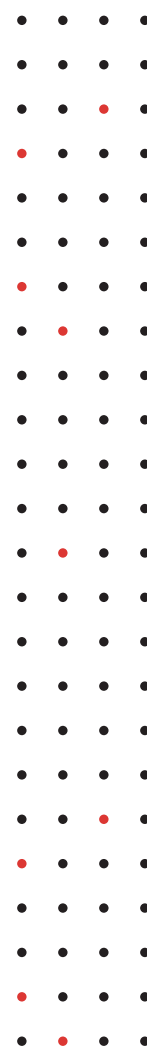# ENABLING SUSTAINABILITY WITH TECHNOLOGY

How technology can help shape the future of the sustainable workplace

concept | A **xerox**™ Business Solutions Company

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Starting Your Sustainability Journey

Sustainability is a priority for businesses of all shapes and sizes. Now more than ever, businesses are looking for new ways to help them achieve their sustainability goals.

When you make choices with sustainability in mind you help ensure that your business operates more efficiently, more productively and with less impact on the environment. Reducing waste and ensuring you get optimal output from not only your resources, but your workforce, is instrumental in becoming more sustainable.

Many business owners and leaders know they should be doing more to develop sustainable practices but are often unsure how to get started. Understanding how to develop and implement achievable sustainability goals for your organisation is the first step in your sustainability journey. This eBook aims to help you understand the key areas you can focus on to become a more sustainable business with technology.

From digital transformation to settings configuration on your print devices, our eBook will guide you through the small changes you can make within the workplace that will make a big difference. The aim of the eBook is to provide you with an actionable checklist to begin making changes in your organisation straight away.
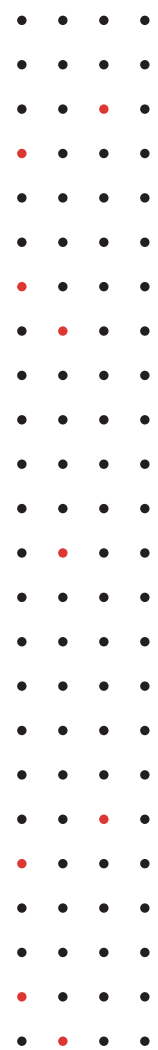
> **"Starting your sustainability journey today ensures a brighter future for tomorrow."**

WHY SUSTAINABILITY MATTERS

Sustainability means meeting our own needs without compromising the ability of future generations to meet their own needs.

There is only one planet, and the business world must do its part to protect the climate. Sustainability for businesses is important on many levels and can be used as a unique selling point and a core business offering.

Can create business value for long-term prosperity

A sustainable business often has reduced costs

Helps meet evolving investor pressure

Meets the values and demands of consumers

Can lead to an improved reputation for a business

A sustainable business helps to attract and keep top talent

MAKING THE WORKPLACE MORE SUSTAINABLE

Businesses across all industries are looking at ways to make their workplaces more sustainable.

Knowing where to begin can be a challenge, so we have identified key areas where more sustainable practices can be brought into the workplace and where the use of technology can help drive your sustainability goals. **These include:**
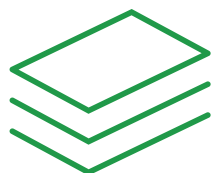
Paper
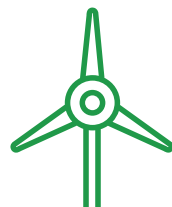
Energy

Waste

Recycling

Transport

Employee Awareness

Giving Back

Supply Chain

Work from Anywhere

PAPER

Going Paper-Light

An average office worker is said to use around 10,000 sheets of paper each year and about 45% of paper used in offices, be it for printing or other uses, ends up in the bin.[1]

Every business relies on paper-based processes to some degree but going completely paperless may not be achievable. It may be far more achievable to focus on becoming paper-light.

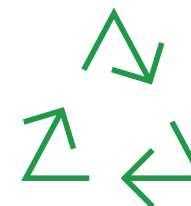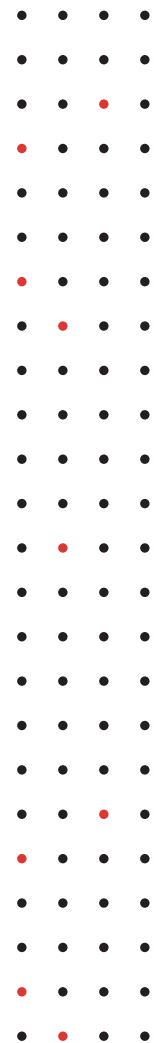By this, we mean reducing the use of paper-based processes where possible with the help of a digital transformation. This may include a document management system, digital sign in processes to remove the need for paper sign in, digital mail - both inbound and outbound - and digital accounts payable.

The focus on digital solutions is a top priority for many businesses to help them support remote and hybrid working models and reduce their impact on the environment.

For example, a document management system is a solution that can digitally store, share, track and manage files and documents to remove the need for paper files. Not only can a document management system help you improve efficiencies, but it can also help you significantly reduce your reliance on paper-based processes and in turn reduce your paper waste.

Going paper-light can be a big step forward in your sustainability journey.

1 https://blogs.ntu.edu.sg/hp3203-2018-07/offices/

5 Reasons to Use a Document Management System

1. Time savings:

Tireless searching for files or ensuring you have the most up-to-date version become a thing of the past.

2. Enhance document security:

Your files are more secure, and permissions can be set up to manage who can access them.

3. Reduce waste:

Documents can be stored, accessed, shared, and deleted without the need to ever be printed.

4. Less office clutter and storage:

Using paper-based processes can lead to cluttered desks and vast amounts of storage space being needed to store files and printer paper.

5. Boost staff productivity:

Files will be easier to locate and retrieve, and it also becomes easier to share documents with colleagues, which supports hybrid and remote working models.

Responsible Paper Use

Look for paper that complies with sustainable forest management standards, including Forest Stewardship Council (FSC) and Program for the Endorsement of Forest Certification (PEFC). FSC-certified papers use raw materials from an FSC-certified source, controlled wood sources or post-consumer reclaimed sources.

Printing on recycled paper can help your organisation become more sustainable and save trees. **Did you know? 1 ton of new fibre paper consumes 24 trees but 1 ton of 100% recycled paper consumes 0 trees.**[2]

Through our partnership with **PrintReleaf**, our customers have the opportunity to contribute to the reforestation of global forests and reduce their overall sustainability footprint. Based on a theme of "You print one, we'll plant one," paper usage reporting is used to equate the number of trees that are reforested into geographic areas of need.

2 https://cushman.host.dartmouth.edu/courses/engs171/Paper.pdf

ENERGY

Reducing Energy Consumption

Energy consumption from unnecessary prints, devices not powering down and high energy-consuming printers andcopiers can soon add up and could be increasing your organisation's impact on the environment.

When it comes to choosing print devices and multi-function devices for the workplace it is recommended to look for those that meet the requirements of the world's most widely recognised certifications for product environmental performance.

Consider devices that bear the **EPA ENERGY STAR**® and **EPEAT** labels.

These ecolabels demonstrate that products meet a variety of environmental performance criteria that address energy conservation as well as materials selection, supply chain greenhouse gas emissions reduction, design for circularity and product longevity, and end-of-life management.

Ecolabel products provide environmental benefits without compromising on performance, quality, or reliability. And the energy and paper-saving features of these machines bring value, efficiency, and flexibility to you work environment.
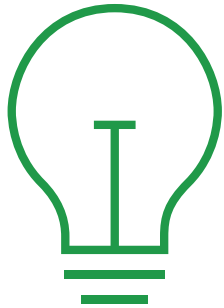
EPA ENERGY STAR®   EPEAT

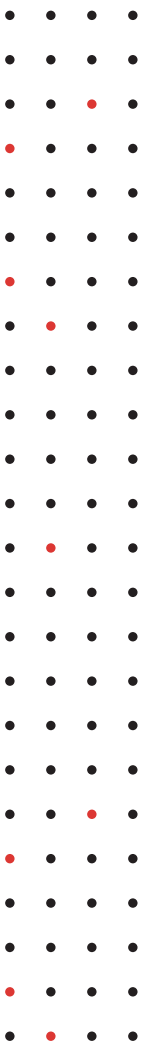# 3 Tips to reduce your workplace's energy consumption

Make sure your devices are running in energy saving mode.

When it's time to upgrade your devices choose those that bear the EPA ENERGY STAR® and EPEAT labels.

Assess and audit your current print environment to see if you can optimise your print fleet.
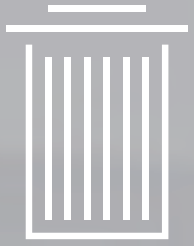
WASTE

Cut Down on Waste

Significant amounts of paper are wasted in the average workplace. Unnecessary or uncollected prints contribute to a large portion of that paper waste.

Here are some quick and simple changes you can make to help you reduce paper waste in your organisation.

1. Change the settings on your printer driver to enable double-sided printing. Deselect the cover sheet option to avoid printing a sheet unnecessarily.

2. Implement secure printing to hold print jobs at the device until a user enters a PIN to claim them. A time-out feature deletes unclaimed jobs, preventing forgotten prints from piling up at the device.

3. Ensure you recycle all paper that is no longer needed.

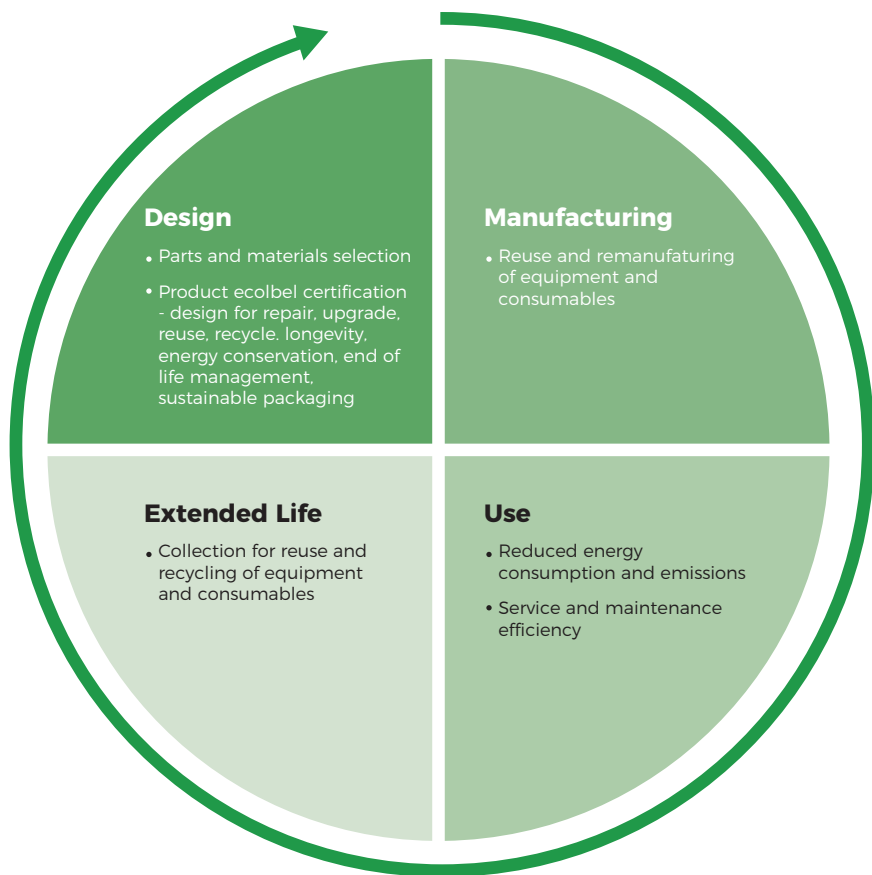# REUSE, RECYCLE, REMANUFACTURE

Supplies

As part of our Managed Print Service you can return your spent toner cartridges for reuse/recycling, which diverts them from entering landfills each year and reduces the demand for raw materials.

This also contributes to a circular economy where electronics and supplies at the end of their useful life come full circle to become the raw materials of tomorrow.

Circular Economy

Since 1991, Xerox has diverted several billion pounds of waste from landfills.

Design
- Parts and materials selection
- Product ecolbel certification - design for repair, upgrade, reuse, recycle. longevity, energy conservation, end of life management, sustainable packaging

Manufacturing
- Reuse and remanufaturing of equipment and consumables

Extended Life
- Collection for reuse and recycling of equipment and consumables

Use
- Reduced energy consumption and emissions
- Service and maintenance efficiency

Devices

Devices at the end of their life can be remanufactured, refurbished, recycled, and broken down to reuse parts to support waste-reduction initiatives. Since 1991, Xerox has diverted several billion pounds of waste from landfills.

- Products are designed to be reused, fit end-of-life management processes and meet customer needs

- Key components are customer replaceable, meaning the devices last longer in the field

- Returned devices can be remanufactured, refurbished, OR recycled, with parts being fed back into the service supply chain
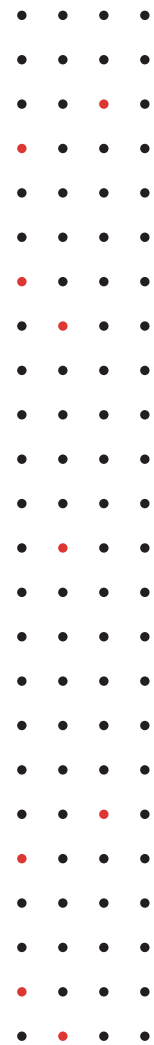
TRANSPORT

Reducing Travel

You may be surprised to learn that 27% of UK emissions comes from transport.[3] Adopting hybrid working models may help reduce the Scope 3 greenhouse gas emissions of your workforce by reducing their need to travel to the office. Investing in a tech-powered workforce is now a priority to help support hybrid working and achieving your Scope 3 GHG reduction goals.

Rethinking Ways of Working

Leveraging technology in the workplace can help support a hybrid workforce and ensure they remain productive wherever they need to be. The acceleration of digital transformation has meant more and more organisations have started to look at the ways they can improve efficiencies, boost productivity, lower waste, and reduce travel by implementing technology that supports remote working.

These solutions include IT software such as Microsoft 365 to enable collaborative working, cloud-based services to ensure access to the files and applications remote workers need when not in the office, digital mail room, digital print and document management services and digital accounts payable.
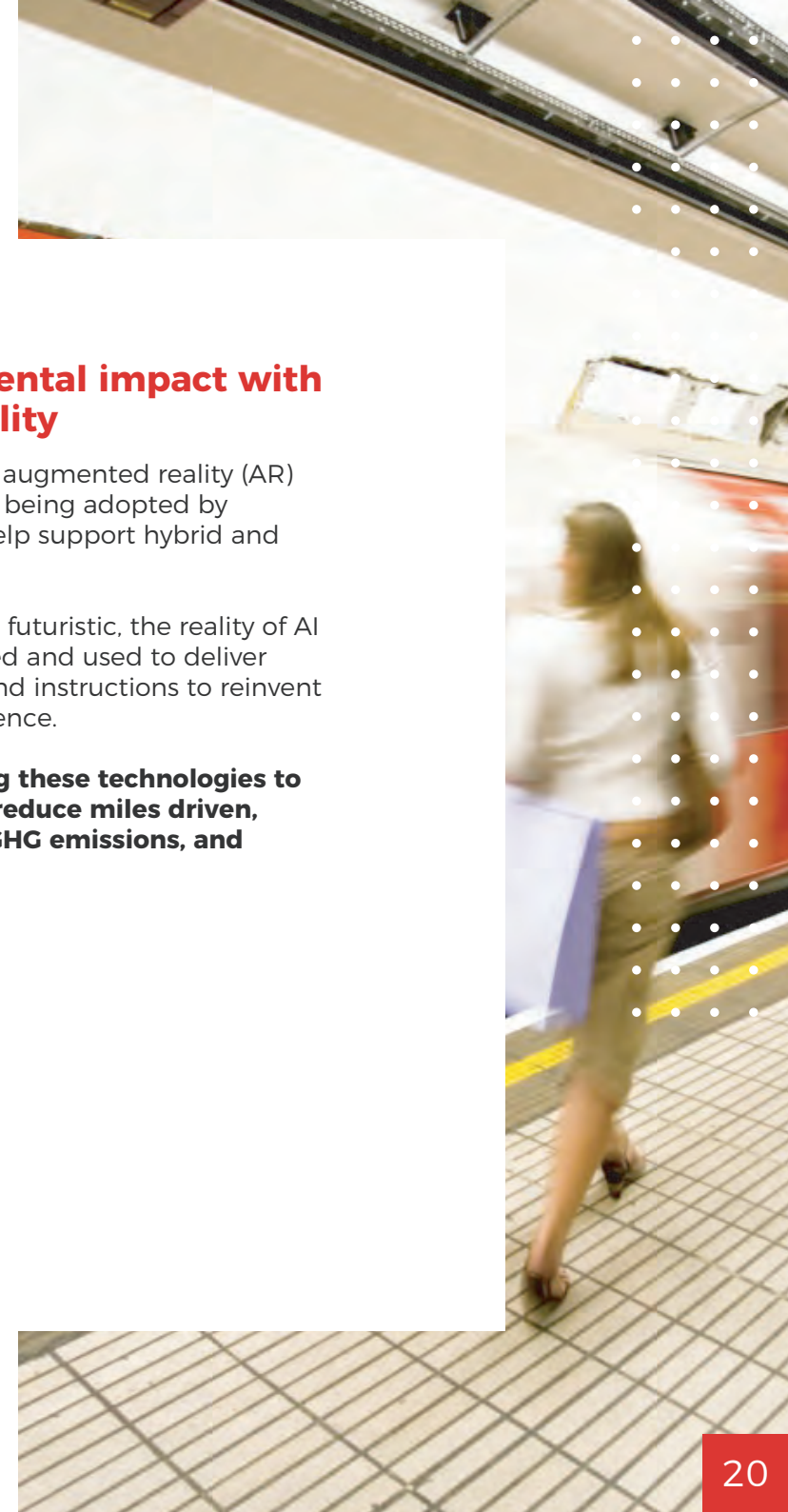
Reducing environmental impact with AI & augmented reality

Artificial intelligence (AI) and augmented reality (AR) technologies are increasingly being adopted by organisations of all sizes to help support hybrid and remote working.

Once a concept that seemed futuristic, the reality of AI and AR are now being realised and used to deliver realtime visual interactions and instructions to reinvent the customer support experience.

Organisations are leveraging these technologies to avoid on-site service visits, reduce miles driven, resulting in lower Scope 3 GHG emissions, and increase productivity.

3 https://www.gov.uk/government/statistics/transport-andenvironment- statistics-autumn-2021/
transport-andenvironment-statistics-autumn-2021

EMPLOYEE AWARENESS

Increasing Employee Awareness

Communicating the importance of sustainability, why new changes are being made and how they can get involved will help employees understand the need for change and motivate them to get on board.

You may want to consider incentives to continuously reinforce your sustainability efforts and keep your digitisation efforts top of mind. For example, reward teams with the lowest prints per employee with a team lunch.

Look for a technology partner that provides insights into your printing behaviour to encourage responsible printing and reduce waste. Harnessing these insights can help your organisation:

- Make better choices concerning printing.

- See how much you are saving each month on your personal desktop dashboard.

- Learn new ways to improve print efficiencies.

- Optimise your company's Managed Print Services environment.

- Improve operational costs and productivity.
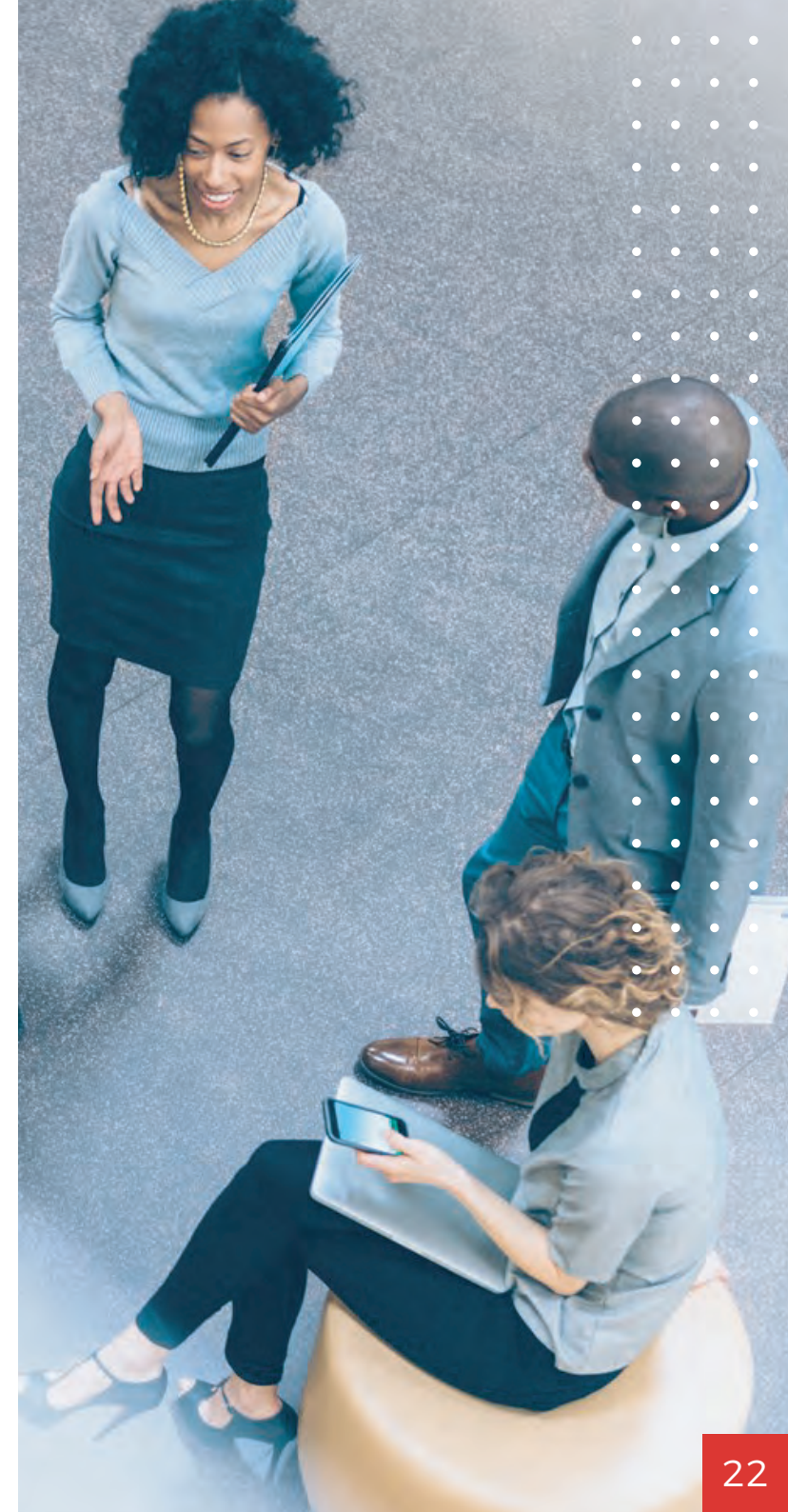
GIVING BACK

Giving Back to the Planet and the Community

Through your Corporate Philanthropy initiatives, you can make a difference in the communities where you live and work.

| EMPLOYEE VOLUNTEERING	LOCAL ENVIRONMENT INITIATIVES
Employees can choose causes close to their hearts such as litter picking or school garden projects.	Supporting programs and partnerships focusing on your local community, be that conservation work or planting trees.

WORK FROM ANYWHERE

XEROX

Work from Anywhere

Hybrid and remote working models not only provide flexibility for your workforce, but they may also help you meet your sustainability goals by reducing the Scope 3 GHG emissions associated with employee commuting.

To be able to work from anywhere successfully, your organisation will need to equip your workforce with the tools they need including:

DIGITISE YOUR DOCUMENTS	PUT PROCESSES ON AUTOPILOT	ACCESS YOUR WORK ANYTIME, ANYWHERE
Capture, digitise, share, and access documents including physical mail easily, wherever you are, to help increase your team's productivity.	Lift the admin burden and reduce errors by automating labour-intensive tasks, so that your team can focus on more high-value jobs.	No matter their location, or what time of day, your team can easily access documents and perform tasks via our server or cloudbased solutions.
SECURELY MANAGE YOUR CONTENT	**WORK MORE SECURELY TOGETHER**	**ANALYTICS THAT WORK FOR YOU**
Your teams can collaborate and make more informed decisions with access to a central and secure documents hub. they will be able to upload or download information, anytime, anywhere	Protect your devices, emails and data from would-be thieves and other threats for better peace of mind.	Get a better understanding of your company data to see where you could optimise, automate, and improve your paper-based processes, print, and IT infrastructure.
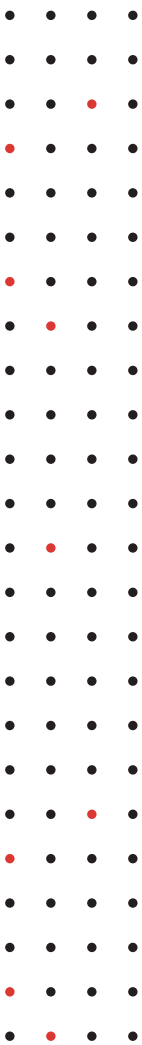
THE GREENER
WORKPLACE
CHECKLIST

The Greener Workplace Checklist

Even the smallest of changes can have a big impact on the environment and your bottom line, so let's look at these steps you could take today to make your office more sustainable.

- Make sure your printer driver is set up to automatically print on both sides of the sheet. Deselect the cover sheet option and you will save an extra sheet every time you print.

- Make sure your print devices are running in energy saving mode. When it's time to upgrade your devices choose those that bear the EPA ENERGY STAR® and EPEAT labels. Eco-label products provide environmental benefits without compromising performance, quality, or reliability.

- Recycle everything from bottles and packaging in the kitchen to waste paper in the office. Also print on recycled paper or FSC-certified paper.

- Use a supplies return and recycling program to help prevent millions of supply items from entering landfills each year. With the Xerox Green World Alliance program, you can consolidate returns of five to 30 used supply items in a single Ecobox.

- Implement secure printing to hold print jobs at the device until a user enters a PIN to claim them. A time-out feature deletes unclaimed jobs, preventing forgotten prints from piling up at the device.

- Raise employee awareness about the impacts of their printing decisions and help them make better decisions by engaging them in fun or competitive ways, by using the Xerox® Print Awareness Tool, for example.

- Use scanning to enable digital workflows and reduce reliance on paper-based processes. This will not only help you improve efficiencies but can also help support a hybrid working environment as employees will be able to access the documents they need from any location.

- Review your work processes to see where you can use technology to start your digital transformation journey, streamline workflows and reduce your paper consumption and waste.
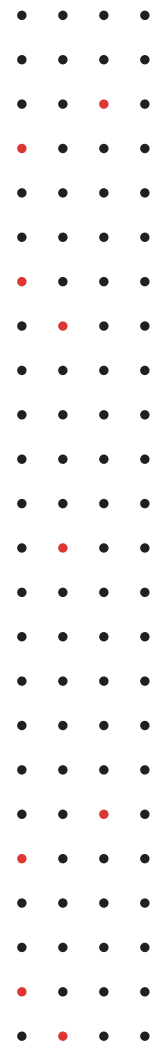
HOW CAN CONCEPT HELP YOU ON YOUR SUSTAINABILITY JOURNEY?

Why Concept?

Greener intelligence is the centre of Xerox's workplace offering and as part of the Xerox family, we can help your business implement a variety of solutions that drive a more sustainable workplace.

From device design, IT services, apps, and analytics to print awareness and visibility, change management, digital mailroom services, digital accounts payable and workflow solutions, Concept are your trusted workplace technology partner.

Whatever level of technology support you need in order to achieve your sustainability goals, talk to us to find out more.

CONCEPT

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