



Sustainable Occupier Guide

A Guide for Tenants

Savills Investment Management

Introduction

Sustainability Occupier Guide

Savills IM is working to reduce the negative impacts of the buildings we are responsible for and positively contribute to improved social and natural environments. Savills IM has day to day responsibility for key aspects of the buildings you – our tenants – occupy. We hope this guide will provide you with ideas to integrate sustainability into your day-to-day practices which will benefit your business, your employees and the environment.

Many of the measures outlined in this document are low or no cost ‘quick wins’ that could make a tangible saving to your operating costs, reduce environmental impacts and increase staff/building user satisfaction and wellbeing levels.

This simple guide outlines strategies for improving the sustainability of your workplace. It covers:

- Operational efficiency: energy and water
- Waste: “Reduce, Reuse and Recycle”
- Responsible procurement
- Health, wellbeing, comfort and productivity
- Healthy and low-impact travel
- Community engagement



This document offers simple strategies for improving your workplace’s sustainability practices.

Operational efficiencies: energy and water

Manage resources efficiently and decrease operational costs



Operational wins

- Switch off: ensure settings reflect working hours and equipment is off at night, at weekends and during bank holidays. Set a reminder as a screensaver or purchase stickers to prompt employees.
- Control: the UK suggested minimum working temperature is 16 degrees, but using a thermal comfort checklist can help assess temperature, air flow and requirements for the working environment
 - see [HSE Thermal Comfort Checklist](#)
- Investigate green energy tariffs to save money whilst reducing your carbon footprint and lowering pollution- see [Money Saving Expert Green Energy](#)
- Reduce water: investigate low-cost [Hippo Water saving devices](#) to reduce water consumption in toilets



Usage and monitoring

- Be a champion! Gain actionable insights on trends and potential for savings, challenge behaviour and understand usage with [smart meters](#)
- Track equipment maintenance schedules to make sure your plant and equipment are running efficiently. This will help maintain energy efficiency, hygiene, and reduce break down and running costs.



Operational efficiencies: energy and water

Manage resources efficiently and decrease operational costs



Efficient equipment

- Claim up to 130% in capital allowance on plant and machinery when investing in efficient equipment for your business [UK Government Super deduction factsheet.pdf](#)
- Install LED lights and reduce energy consumption required by 30-60% - see [getting-best-out-your-led-lighting](#)
- Consider installing light and movement sensors to control when lights are dimmed or turned off. This is particularly useful for areas of low footfall or areas with long periods of inactivity - see [BBP Lighting and sensor information](#)
- Optimising access to daylight improves will improve your health and wellbeing, so try to lower blinds during the hottest hours in summer and raise them in winter to save energy and capture solar gain
- During refurbishments ensure water fixtures are replaced/retrofitted with the most efficient alternatives (e.g. low-flow taps, dual flush toilets, waterless urinals) - see [BBP recommendations for efficient water fixtures](#)



Awareness and information sharing

- Use signage and share educational material with staff and building users on good practice, benefits to them and tips for energy saving practices (e.g. switching off monitors, lights, printers). There are plenty of free resources available on the web, so check them out!
- Create Environmental working groups to share ideas and shout about the initiatives you are undertaking





Waste: Reduce, re-use and recycle

Preserve and protect our limited natural resources



Waste management plan and recycling

- Save money and reduce waste by considering whether an item has a second-hand market value or value to charity. [Globechain](#) connects businesses with individuals in need.
- Ensure appropriate waste separation facilities (e.g. “dry recycling” such as paper and glass, and food waste, printer ink cartridges, batteries, electronic equipment). Often overlooked is battery segregation and yet batteries are hazardous to both the environment and people segregating waste. Many stores provide a collection service, or alternatively [Valpak offer free boxes and collection service](#)
- Donate/recycle scrubbed computers, monitors, printers, mobile phones to charitable organisations. [Computers4charity](#) can connect businesses with groups in need
- To double check what can be recycled in your local area and where to recycle see [here](#).



Engagement and awareness

- Set a recycling target and monitor progress. Get teams involved and engaged by promoting a little competition!
- Develop an engagement programme and training for staff and building users to increase awareness and understanding of the importance of waste separation and recycling
- Ensure bins are accurately and clearly labelled to improve understanding of waste streams and reduce contamination in your recycling
- For clear, concise messaging, WRAP has useful content: <https://wrap.org.uk/resources/campaign-assets>



Alternatives to single-use products

- Use reusable alternatives (e.g. cups, cutlery, plates)
- Provide water bottle refilling to reduce purchasing of water in single-use plastic bottles

Responsible procurement

Reduce negative environmental and social impacts in your supply chain: understand your suppliers



Resource efficiency

- Increase the longevity and value of resources: consider the business need to purchase new and adopt a 'circular economy' approach including the suitability for repair and end of life disposal options.
- Use materials to support reductions in the company's overall environmental footprint including those:
 - with high recycled content (e.g. > 50% recycled content paper),
 - that are readily reused / recycled (e.g. 'design for disassembly')
 - that can be leased / 'bought as a service' (e.g. furniture)
- Prioritise products with reduced or reusable packaging



Sustainability of materials and suppliers

- Ask suppliers to demonstrate their approach to responsible management, for example;
 - paying staff in line with good practice minimums (e.g. Living Wage, Corporate Human Rights Benchmark etc.)
 - requesting health and safety policies and performance records, and their approach to addressing modern slavery
 - asking if supplier have an environmental management system; for example certified to international better practice standards (ISO14001)
- Procure non-toxic green certified goods to support improved indoor air quality. Consider all goods - furniture, electronics, paper, cleaning and sanitary products.
- Look for eco-labelled [products](#) (e.g. Green Seal, EU Ecolabel, Ecologo, Greenguard, FSC, PEFC, ISO20400 certified, Rainforest Alliance)



Health, wellbeing, comfort and productivity

Enhance the workplace for your staff and building users



Greenery

- Install indoor plants: views of greenery decrease human stress levels and enhance mental health. Go beyond placing individual potted plants on desks by considering an interior landscaping solution
- Consider live features such as green/moss walls and indoor gardens to provide restorative spaces
- Make the most of outdoor spaces with planting and seating
- [Find out cost effective indoor houseplants here](#)



Indoor environmental quality

- Conduct an annual assessment of ventilation rates, temperatures, humidity levels and pollutants to gain actionable intelligence to support air quality improvements. For example, ventilation, CO₂, particulates, Volatile Organic Compounds (VOC), and humidity can all impact productivity and health
- BRUKL assessments can help inform on U-Values for ventilation rates
- [Air Quality monitoring products can be found here](#)
- Use low VOC cleaning products, carpets, paints and furniture



Health and hygiene

- Use signage/posters and educational material to promote handwashing in all bathrooms and kitchens to support good hygiene and virus prevention
- Implement a Pest Management Plan that favours low-chemical procedures for managing pests (e.g. improved sanitation, tighter refuse containers, physical barriers and traps, improved structure maintenance)
- Conduct regular (annual) water testing to monitor composition and pollutant levels, [drinking water testing services can be found here](#)



Encourage healthy and active lifestyles

- Promote the use of stairs to encourage active lifestyles
- Offer flexible workstations (e.g. sit-stand desks) to support flexible working activities and provide workstation checks to improve physical comfort and meet individual needs
- Encourage people to walk/bike to work and exercise regularly



Promotion of healthy foods and drinking water

- Offer healthy food options onsite in support of building user nutrition (e.g. selection of healthy products / healthy vending machines)
- Provide water bottle refilling to encourage regular water drinking and support reduction of plastic waste
- Use educational material to highlight the benefits of healthy nutrition, exercise and drinking water



Health and wellbeing programme

- Use a permanent display (e.g. pinboard) to communicate local amenities (e.g. parks, gyms, healthy food)
- Develop a coordinated health and wellbeing programme for building users (e.g. fitness/yoga sessions, book clubs, drawing/painting classes, health checks onsite, mental health awareness events) to encourage active lifestyles and social engagement by staff and users

Healthy and low-impact travel

Promoting physical activity and reducing negative environmental impacts



Public transport

- Advertise local travel information (e.g. bus routes, train times) through intranet, notice board, email etc.
- Provide season ticket loans to encourage employees to travel by public transport



Green and active traveling

- Promote cycling and car sharing and the benefits of active and sustainable lifestyles
- Establish a car-sharing platform / channel to coordinate car sharing opportunities, for example: [corporate car sharing service](#)
- Run an occupier commuter survey to understand commuting patterns and requirements



Low emission alternatives

- Replace long-distance travel with teleconferencing facilities to reduce the company's environmental footprint
- Switch from planes to trains and consider whether travel is necessary
- Take advantage of the Bike 2 Work scheme offering government discounts on the purchase of new bikes





Community engagement

Create a positive impact in your local area and support your employees sense of purpose



Charity support and volunteering opportunities

- Look at how your business can get involved with the local community. Tailor this support to the strengths of your staff members and the skills they are looking to develop
- Consider opportunities to partner with local groups (e.g. school, hospital, charities, foodbanks) and community groups (e.g. youth club, school, sports teams, police force)
- Sign up to a volunteering site to enable staff to manage their volunteering time (e.g. [TimeBank](#))
- Promote sustainability-related volunteering opportunities for employees (e.g. Earth Day, litter picking, tree planting, bee hive installation) and environmental charities and associations (e.g. Friends of the Earth, Greenpeace, Earthwatch, Woodland Trust, Surfers Against Sewage)
- Organise opportunities for employees to donate money (e.g. MacMillan Coffee Mornings) or offer their support in other innovative ways (e.g. blood donations, support local crime fighting initiatives etc.)



Community engagement

- Map your current community stakeholders to understand gaps in opportunities by sector
- Explore opportunities to support local product and service providers (e.g. used furniture, food supplies etc.)
- Advertise jobs locally, working with the local job centre and prioritise local job applicants and local traineeships/apprenticeship applicants

In summary

Sustainability Occupier Guide

The aim of this guide is to provide ideas for low or no cost 'quick wins' that could make a difference to your business in terms of operating costs, environmental impacts and staff/building user satisfaction and wellbeing levels.

To aid with implementation, the following are good practice steps to support you and your business;

- Identify a sustainability champion and/or working group
- Develop and implement a sustainability action plan with objectives and a monitoring process
- Communicate this action plan to staff/building users
- Provide simple/short training and workshops to staff/building users
- Shout about good practice and ideas – use gifts and awards
- Align the sustainability action plan to your company's values and strategy
- Integrate the sustainability action plan to your company's existing procedures
- If needed engage third-party specialists to provide additional support

Disclaimer

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The guide presents weblinks to potential services providers who could support the implementation of the suggest initiatives. EVORA Global Limited and Savills Investment Management do not endorse the services of these organisations and do not provide any guarantees concerning the performance of the services provided by these organisations. We advise tenant organisations to independently verify whether a services provider is able to meeting their requirements.

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