

# FIRST STEPS



**FOR  
YOUR  
WORLD**

It can be hard to know where to start when looking into making your business more sustainable. So, we have made a little list of the first steps you should take when making your business more sustainable.

**THEY MIGHT NOT ALL APPLY TO YOU, BUT IT'S A GOOD STARTING POINT.**



1

**FIND OUT WHAT IS LEGALLY REQUIRED OF YOU**

Our guide has collected all this in one place for you.



2

**GATHER YOUR BILLS**

Talk to your procurement and facilities teams to gather all information about your company. Look at energy use, water use, paper and stationery, business travel, food and catering, and waste.



3

**GET ORGANISED**

Store all this information in one place. This will help you access anything you need. Some companies call this kind of filing system an EMS or Environmental Management System.



4

**USE A DATA COLLECTION TOOL TO IDENTIFY YOUR EMISSIONS**

We have created a shortlist of good tools to help. This will help you record and identify where your emissions are, and if they are scope 1,2 or 3

You will need to contact your suppliers to get their emissions data for your scope 3 emissions. We've made a questionnaire for you to help, it's in the same place as this guide.

**NOW YOU HAVE A PICTURE OF YOUR EMISSIONS - IT'S TIME FOR THE FUN PART.**



5

**CREATE A REDUCTION STRATEGY**

You need to see what areas of your business the highest emitters are and where you can make changes to lower your impact - you will need leadership buy-in to really make the most of this. With them involved it becomes a company mandate.



6

**SET YOUR REDUCTION TARGETS**

This is linked to the last point; you need something to aim for when reducing your emissions. Ideally you need a target in-line with 1.5° science-based targets.



7

**UPDATE YOUR CLIMATE AND ENVIRONMENTAL POLICY**

You need to put your commitments on paper and let the public be able to access them.



8

**ENGAGE YOUR STAFF**

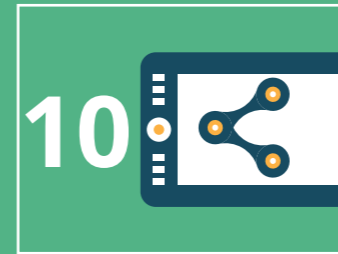
The environment is a key issue for most job seekers, and an engaged staff are more likely to stay in your company. They are a great resource and will have some amazing ideas to help you.



9

**CREATE SOME SUSTAINABLE PROCUREMENT GUIDELINES**

Your new strategy should look at who are you buying from and if they are aligned to your strategy. Our office guide has more information on that for you.



10

**DISCLOSE YOUR EMISSION DATA IN DISCLOSURE PLATFORM**

Use a platform like CDP or put it on your website's climate section, you need to publicly disclose this information so we can get an accurate picture of sector wide emissions. We can't solve a problem if we don't know how big it is.



11

**SPEAK UP**

Use your voice and let people know what you are doing. If the government know the sector is changing, they will support it. If customers know the work you are doing, they will support you.



12

**DO IT ALL AGAIN NEXT YEAR.**