

WWF is one of the world's leading independent conservation organisations, active in nearly 100 countries. Our supporters – more than five million of them – are helping us to restore nature and to tackle the main causes of nature's decline, particularly the food system and climate change. We want a world with thriving habitats and species. And we want to change hearts and minds, so it becomes unacceptable to overuse our planet's resources.

We've put together a supplier toolkit to help our supply chain join us on this journey to become as sustainable as possible, reducing our impacts as businesses on our wonderful world – for the nature and people who rely on it.

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# RESOURCES FOR YOUR ORGANISATION

## SUSTAINABLE OFFICE GUIDE

Our planet is being pushed to its limits. We are consuming resources at a rate that is unsustainable – and this is leading to effects such as climate change, pollution and the loss of wildlife and wild places.

The good news is we can all play our part to stop this – at home and at work. Our guide helps organisations to consider their environmental footprint and make positive changes to become more sustainable.



It covers 11 key topics: energy, water, waste, travel, procurement, plastic, paper and printing, meetings and events, biodiversity, sustainable finance, and giving back.

To download your copy of this guide please [click here](#).

## OUR POLICIES

We try to lead by example, 'walking the talk' and practising what we're preaching to others. As a result, we often get asked for copies of our policies so organisations can implement similar advice and guidance.

You can download five of our policies:

- **Environmental procurement policy**
- **Meetings and events catering policy**
- **Paper, timber and print purchasing policy**
- **Sustainable travel policy**
- **Single-use plastic purchasing policy**

We update them every year following the latest external and internal scientific advice.

To download any of them, please [click here](#).

## EMISSION POSSIBLE

Reporting your emissions is a key action for any businesses that want to better understand their impact and make real changes for the environment. Businesses are critical in the fight against climate change as they are the source of most of the world's emissions. The targets set by the government will never be achieved if business don't move towards them.

That's why we're calling on our suppliers to do what they can to help. We've put together a handy guide to help businesses tackle their emissions.



To download a copy, please [click here](#).

# SUPPLIER PLEDGE CARDS

For us, appointing a supplier goes further than just signing a contract. We want to use our influence to inspire our supply chain to take further action and make lasting changes where possible. As businesses, we all have a responsibility to take action on climate change, so we've put together a list of pledges that your organisation can choose from.

You may have read through our Sustainable Office Guide and come up with your own list of changes and commitments to make. But if not, here are some starting suggestions:

**We commit to set an externally verified emissions reduction target**

**We commit to improve the biodiversity of our site/s**

**We commit to implement an Environmental Management System**

**We commit to offer a sustainable pension fund to fund our employees**

**We commit to remove avoidable single-use plastics**

**We commit to facilitate at least 1 volunteering day a year to encourage staff to give back to the local environment**

**We commit to purchase 100% renewable energy from the grid**

**We commit to only buy 100% recycled, or FSC certified, paper and wood products**

# RESOURCES TO ENGAGE STAFF

Taking action on climate change is a team effort. Trying to implement emissions reduction policies or new procedures that restrict what our staff can purchase can be a challenge without their support and commitment to help make them happen. Luckily for our suppliers, engaging with the public is what we do.

We've put together a list of resources below, to help your organisation inspire action from your staff so we can all achieve a future where people and planet both thrive.

## WWF FOOTPRINT CALCULATOR

Our carbon footprint calculator is an effective and fun tool to help staff realise what their personal footprint looks like – and find advice on ways they can reduce it. In the past, we've found that suppliers have used the calculator to inspire a challenge among staff – for example, who can reduce their footprint the most through taking action over a month?

To take the carbon footprint quiz please [click here](#).

## WWF FOOTPRINT APP



Our new My Footprint app is a hub for positive change. We've developed this app to help the public take easy steps to help our planet and keep themselves motivated to make changes.

Staff will find practical advice on how to introduce positive changes to their lives and a variety of challenges for them to take part in. From cutting down on the amount of plastic we use, to eating a plant-based meal – each challenge gives people a new opportunity to do their bit for the planet.

For more information and to download the My Footprint app please [click here](#).

## HOW TO REDUCE YOUR IMPACT WHEN WORKING FROM HOME

As working from home is becoming a regular part of our working lives, it's important for us as organisations to ensure we're doing everything we can to encourage staff to reduce their footprints, wherever possible, in their new office spaces – their homes.

We've put together a list of 15 easy tips to reduce the impact of working from home, ranging from changing your energy provider to considering a veg box. They provide a good starting point to help staff realise their impact and make small changes.

To download a copy of our working from home guide please [click here](#).

# PERSONAL PLEDGE CARDS

As we said earlier, pledge cards are great for inspiring action. They can be used as part of a larger piece of staff engagement – for example a Sustainability Action Week, with talks and events given by internal and external experts, competitions and prize giveaways, and the end goal of having all staff make one personal commitment to help tackle climate change.

Here's a short selection of personal pledge cards for inspiration:

**I pledge to eat a flexitarian diet for a month**

**I pledge to switch to 100% renewable energy in my home**

**I pledge to wash my clothes at 30°C**

**I pledge to cut my food waste in half**

**I pledge to walk and cycle more, and drive less**

**I pledge to switch my lightbulbs to LEDs**

**I pledge to litter pick in my local area**

**I pledge to cut my shower time by 1 minute**

We hope you've found our supplier toolkit useful and inspiring. If you have any questions about procurement or sustainability, please contact [procurement@wwf.org.uk](mailto:procurement@wwf.org.uk)

For additional resources, visit our website [wwf.org.uk](http://wwf.org.uk)