




Staff Guidelines

1. REDUCING WASTE:

- Use the logo below on your email signature:
 Please consider the environment before printing this e-mail
- Reduce the amount of paper and ink used by reformatting your computer to **double-sided** printing by default.
- If you are providing slide hand-outs for classes, you can reduce waste on toner by leaving out use of coloured in sections which require more ink.
- Junk mail: Instead of throwing junk mail into the bin, please put it into the specially marked box near the post room door so that we can contact these companies and request they take your name off their list of subscribers. This will not only reduce the carbon footprint and reduce landfill but keep this unwanted post from cluttering your pigeonhole.

2. REUSING WASTE:

- Used postage stamps—place any used UK or Overseas stamps in the box provided in the post room.
Did you know that used Overseas stamps are worth around four times more to charities than UK stamps?

3. RECYCLING WASTE:

- Please use the recycling bins, which you will find around the Department and LSE.
- Recycling cartridges: Please return your used ink cartridge using the original box it came in so that when Reprographics sent it off for recycling, they won't have to make a new box to encase it in.
- Recycling batteries: Please leave old batteries in the specified box in the post room, so that they can be recycled.

4. ELECTRICITY AWARENESS:

- Remember to turn off printers and computer screens before leaving for the day, and before vacation periods.
- In communal areas, if you are the last one out, please turn off lights.
- If/whenever possible, take the stairs.

Did you know that on average, a 15 second lift journey consumes as much energy as a 60W light bulb does in an hour?

5. TRAVEL

- Staff are encouraged to use public transport to get to and from work. They are also encouraged to make use of the [season ticket loan](#).
- There is a Cycle Scheme at LSE to assist those who wish to make use of a bike but do not have the means to. [Click here](#) for more information
- While we appreciate some staff do need to travel abroad/long distances for meetings, we encourage you to use the train where possible. If you are interested in using Skype for meetings instead, please contact Debra Ogden as there is a Skype meeting room for use in the Department.

6. GREEN TEAM ACTION PLANS AND COMMUNICATIONS:

Email your comments and suggestions to: socpol.greenimpact@lse.ac.uk