



Sustainable Office Guidelines

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Sustainable Office Guidelines

1 Introduction

Swire Bulk Holdings. Pte. Ltd group of companies (Swire Bulk) is committed to managing our business sustainably, which includes having sustainable offices. A sustainable office promotes ecological and environmental balance by reducing the depletion of natural resources, while providing employees with a conducive work environment that promotes their wellbeing and productivity.

2 Operational Measures

Offices are encouraged to implement operational measures for a more sustainable office.

2.1 Energy Efficiency

- All the light bulbs should be energy-efficient or LED bulbs.
- Use natural light wherever possible.
- Air-conditioner temperature should be set in accordance with the weather. The difference between outside and inside temperatures should not be more than 5°C to 7°C. In Singapore, the temperature should be set to 25°C.
- All desktop and laptop screens to set to turn off after 5 minutes of inactivity (on battery power or when plugged in).
- Always turn off monitor when not in use and at the end of the day.
- Turn off all lights that are not in use and when leaving the office at night.
- Consider installing blinds or window film to avoid heat and glare for windows exposed to sun.

2.2 Sustainable Materials and Surroundings

- Use office materials that are environmentally friendly and sustainable as certified or approved by a local certification body.
- Place plants and greenery all around the offices to absorb carbon dioxide and have a more pleasant ambience. Choose plants that are hardy and require less maintenance.

2.3 Waste Minimisation and Recycling

- Remove individual waste bins at each desk (to encourage recycling).
- Ensure employees recycle properly by separating waste by type, washing plastic and glass prior to placing it into dedicated recycling bins.
- Engage e-waste disposal company for proper disposal of ink cartridges, laptops, desktops, laptops and other electrical equipment.
- When replacing computer equipment, consider donating the old equipment to a charity or non-profit if possible.

- The pantry must not have disposable tableware. Reusable tableware must be provided and stored in the pantry.
- Stationeries used must be refillable, where possible.
- Ensure that the Waste Service Provider provides documented evidence of tenancy generated waste types, quantities and landfill diversion rates as part of a Waste Management Plan to ensure that no recyclable materials end up in landfill.
- Default printer settings:
 - Set greyscale, not black and white, mode as the default printer settings in every computer to save colour ink usage.
 - Set double-printing as the default in every computer to save paper
 - Have in place secure printing to reduce paper wastage.
 - Activate “energy saving mode” (or Eco-mode) after printing your documents.
- Encourage digital mode of communication and documentation to save paper usage, e.g. notice board, email, Intranet.
- Reuse old items such as files and festive decorative items.
- NO single-use plastic water bottles will be provided. Offer guests drinks using mugs and cups available in the pantry.

2.4 Non-toxic Products

- Office cleaning products contain harsh chemicals that can harm the environment and our bodies. Ask the cleaning company to use green products, such as those with a [Green Label](#) or equivalent, or switch to those that do. Ask for cleaning products that are biodegradable, non-toxic and contain no phenolic compounds or petroleum solvents.

2.5 Sustainable/ Renewable Energy

- Consider switching to sustainable energy where possible. Depending on the office location, explore if electricity supply from solar, wind or biofuel options are available and switch to full or partial green plans.

3 Office Refurbishment/ Renovation

When refurbishing existing offices or renovating new offices, the employees involved in the project should consider integrating sustainability aspects for the new office.

3.1 Energy Efficiency

- Utilise sunlight by allowing sunlight penetration from windows.
- Each area should have different light zones with separate switches so the lights in unused areas can be switched off.
- If possible, install a main light switch to turn off all lights at once.
- Use motion sensors lights or dimmers in common areas, such as the pantry and meeting rooms.

- All electrical equipment (such as refrigerators, printers, photocopiers, monitors, desktops and televisions) must have [Energy Star Certification](#) or at least 4 ticks energy efficiency [Energy Label](#).
- Monitors must have LCD- or LED-type screens, and not plasma.
- Photocopiers and printers must have energy saving mode buttons. Ideally, the energy saving function is automatic so the photocopier or printer will automatically switch to energy saving mode when not in use after 10 minutes.
- Power points must be located at visible locations for easy access to be switched off when not in use and at the end of the day.
- Use inverter compressor for the air-conditioning system, if possible.
- Provide small rooms for small group meetings and where possible, ensure large meeting rooms can be partitioned to serve smaller space demands, reducing energy required to cool the large space.

3.2 Water Efficiency

- Install aerators for all taps to reduce water usage.
- All water fittings must have at least 4-star ratings under the [Water Efficiency Labelling Scheme \(WELS\)](#), or equivalent.
- Install central water filtration system(s) instead of using water dispensers.
- Install hot/cold taps that provide continuous supply of hot water and are more energy efficient than using a kettle.
- Provide coffee machines to reduce the need to order takeaway beverages.

3.3 Sustainable Materials and Surroundings

- If wood products are used for table tops and cabinets, they must be [FSC-certified](#) or similarly certified sustainable timber.
- Ensure flooring systems are from certified organic/ renewable products. If timber, they are manufactured from [FSC-certified](#) or similarly certified sustainable timber.
- Use eco-labelled paints.
- Re-use or refurbish existing furniture.

3.4 Waste Minimisation and Recycling

- Allocate space for recycling facilities in a central location on every floor or strategic locations to encourage recycling.
- Put up posters near the recycling bins to ensure proper recycling. See examples on the Intranet.

3.5 Non-toxic Products

- Ensure that all paints used are Volatile Organic Compounds (VOC)-free or low-VOC.

- Stipulate blinds to be made of low-VOC and PVC-free materials, and are manufactured locally.
- Ensure new carpets and floor tiles are:
 - VOC-free or low-VOC;
 - Modular – designed for disassembly and dematerialisation, or to be taken back and refurbished;
 - Durable;
 - Made of renewable material(s);
 - Able to installed solvent-free; and
 - Manufactured locally (if possible).
- Stipulate rugs to be low-VOC and recyclable.
- Stipulate workstations and chairs to be low-toxicity, recyclable, modular, flexible and durable.

4 Documentation and reporting

4.1 Certifications/ proof

Original copies are to be kept with the relevant departments; copies to be shared with the Sustainable Development (SD) team upon request.

- Items being recycled/ donated, and the benefitting party.
- Materials used for new items.

5 Revision History

Revision Date	Issue No.	Revision Description	Sections Affected	Created/ Revised by	Approved by
10/01/2022	1	0	-	Diyana Zailani	Lydia Pavlova
02/09/2022	2	- Changes to company name - Added examples of recycling posters	1, 3.4	Diyana Zailani	Lydia Pavlova