

Switch Off Policy for Office Workers

Enhancing Energy Efficiency and Reducing Environmental Impact

Introduction:

As part of our commitment to sustainability and reducing our environmental footprint, CleanKing is implementing a Switch Off Policy to encourage energy efficiency and responsible resource usage among office workers. This Policy aims to minimise energy consumption, lower carbon emissions, and contribute to our collective efforts in building a greener workplace.

1. Lights Out:

- **Policy:** All employees are required to switch off lights when leaving meeting rooms, offices, or communal spaces, and at the end of the workday.
- **Rationale:** Turning off lights when not in use significantly reduces electricity consumption, contributing to energy efficiency and cost savings.

2. Power Down Electronics:

- **Policy:** Employees must power down computers, monitors, printers, and other electronic devices at the end of each working day.
- **Rationale:** Electronic devices left on standby mode still consume energy. Turning them off completely reduces energy usage and extends the lifespan of equipment.

3. Unplug Chargers:

- **Policy:** Unplug chargers for laptops, mobile phones, and other devices when they are not in use or when the devices are fully charged.
- **Rationale:** Chargers left plugged in continue to draw power, even if the device is not connected. Unplugging chargers prevents unnecessary energy consumption.

4. Heating and Cooling Optimisation:

- **Policy:** Employees are encouraged to use heating and cooling systems responsibly. Adjust thermostats to maintain a comfortable but energy-efficient temperature.
- **Rationale:** Proper temperature control helps reduce energy usage and supports a more sustainable workplace environment.

5. Smart Printing Practices:

- **Policy:** Print only when necessary and utilise double-sided printing whenever possible. Employees are encouraged to review and proofread documents digitally before printing.
- **Rationale:** Minimising paper usage reduces waste and contributes to overall resource conservation.

6. Standby Mode Awareness:

- **Policy:** Employees are reminded to put their computers and other electronic devices on standby or sleep mode during breaks or when away from their desks for short periods.
- **Rationale:** Standby mode consumes less energy than full operation and promotes efficient use of resources.

7. Water Conservation:

- **Policy:** Employees are encouraged to report any leaks or water wastage promptly. Ensure taps are turned off properly after use.
- **Rationale:** Water conservation is an integral part of our commitment to environmental responsibility.

8. Meeting Room Protocol:

- **Policy:** Establish a routine for designated individuals to check meeting rooms at the end of each day to ensure lights, projectors, and other electronic equipment are switched off.
- **Rationale:** Meeting rooms often have higher energy consumption due to audio-visual equipment. Vigilance in switching off reduces unnecessary energy use.

9. Communication and Training:

- **Policy:** Regularly communicate and train employees on the importance of the Switch Off Policy. Provide updates on energy-saving practices and their positive impact.
- **Rationale:** Informed and engaged employees are more likely to embrace and actively participate in sustainable practices.

10. Monitoring and Recognition:

- **Policy:** Implement a monitoring system to track energy consumption and recognise departments or individuals who consistently adhere to the Switch Off Policy.
- **Rationale:** Positive reinforcement encourages a culture of sustainability and acknowledges the efforts of employees in reducing our environmental impact.

By adhering to this Switch Off Policy, each employee plays a crucial role in creating an energy-efficient and environmentally conscious workplace. Through our collective efforts, we can contribute to a more sustainable future while fostering a culture of responsibility and mindfulness within CleanKing.

Signed by Managing Director of **CleanKing**



Paul Hillman (Managing Director)

15th May 2025