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Erasmus+, Action Type KA210-VET - Small-scale partnerships in vocational education and training

“How-to Guide”

**easily printable, black and white version
(preferably to be printed on recycled paper)**

developed within the project
**What Vocational Education can do for Climate Action
(VEforCA)**

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Fundacja „Fundusz Inicjatyw” (“Initiative Fund” Foundation) and
Prometeo

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Introduction

The printable “how-to guide” (to be printed on recycled paper which is in line with the idea of ecological awareness promoted by the project) contains the parts of the VET Sustainability Kit – the result of Activity 3 within the Erasmus+ project entitled “What Vocational Education can do for Climate Action (VEforCA)” implemented within the Polish-Italian partnership of two educational institutions: Fundacja „Fundusz Inicjatyw” (Poland), ang. “Initiative Fund” Foundation, and Prometeo (Italy), in the form of questions/statements related to a given environmental awareness area (divided into two categories: for the use of individual VET persons and institutions) and ways/actions of saving in a given item (divided into two categories: individual people and VET institutions), which aim is to advise VETs, especially those with a disadvantaged background, on how to adopt environmentally-friendly behaviours in their daily life, by encouraging (a) reflection on key habits and (b) possible alternatives.

The “how-to guide” provides tips and suggestions, enabling the reader to respond to the urgent need to boost critical reflection and switch to sustainable behaviours, formulated in a way that actively involves the reader in a direct reflection about specific daily attitudes and behaviours.

Instructions for Users

Questions/statements related to a given environmental awareness area (divided into two categories: individual VET persons and institutions)

The “Questions/statements related to a given environmental awareness area” part contains a self-assessment instruction.

Tips for using:

- Included also in the “how-to” printable guide for the use of both groups – individual VET learners and institutions. The material may be used by counsellors, trainers/educators during counselling sessions or ecological classes, e.g. to measure the initial and the final level of ecological awareness – for instance during the first lesson and – for the sake of comparison – at the closing stage of a course.
- The material can also be adapted and modified to be used as warm-up exercises, energizers and/or group discussions/brainstorming to analyse for instance why some environmentally-friendly behaviours are more difficult to be implemented than others, what are the reasons for that, how to overcome these obstacles etc. The ideas are endless.
- The material can be easily printed and distributed among the participants.



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- For use of VET institutions – it may be used during the on-site training, as a survey, to measure the level of awareness among the employees and the certain organisation itself.
- The material can be successfully used for self-assessment, self-reflection/self-study purposes.

Ways/actions of saving in a given area (divided into two categories: individual people and VET institutions)

Tips for using:

- The material can also be adapted and modified to be used as warm-up exercises, energizers and/or group discussions/brainstorming during classes.
- The material can be used by councellors, educators/trainers to raise participants' ecological awareness.
- The material can be easily printed and distributed among the participants.
- The material can be successfully used for self-study purposes.
- VET institutions may use the material to gain knowledge about the ideas/initiatives of eco-fiendly actions that can be implemented withing the organisation to raise its sustainability level.



Area 1: Water saving

Questions/statements related to the area						
No.	Question/statement	Always	Often	Rarely	Never	N/A
For individuals						
1.	I collect rainwater					
2.	I take a shower instead of a bath					
3.	I use a cup to brush my teeth (I don't brush my teeth under running water)					
4.	I use aerators in the faucets and a rain shower in the shower					
5.	I don't run the washing machine/dishwasher until it's full					
6.	When boiling water in the kettle, I pour only as much as I really need					
7.	I wash fruit and vegetables in a bowl of water instead of running it					
8.	I use the water from washing fruit and vegetables to water my flowers					
9.	I use a mop or a bucket instead of a garden hose to wash my car					
10.	I monitor my water meter to consciously control my consumption					
11.	I choose native plants that are adapted to local conditions and require less water					
12.	I use a composter to reduce water consumption in the garden					
13.	I collect water from the shower while waiting for hot water, and use it, for example, to water the plants					
14.	I choose household appliances with low water consumption, such as washing machines and dishwashers					
15.	I check for leaks in the water system in my house					
For organisations						



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1.	The organisation uses recirculation and water recovery techniques in its production processes					
2.	The organisation trains employees in the conscious use of water and saving it					
3.	The organisation invests in water monitoring systems that help identify and repair leaks					
4.	The organisation promotes the responsible use of drinking water and pays attention to avoiding its waste					
5.	The organisation uses water-saving technologies, such as effective sanitation and hygiene facilities					

Self-assessment instruction for individuals:

For each answer "always" and "often" you get 1 point.

Number of points: from 15 to 12 - *You are doing great and supporting the sustainable development of our planet - keep going.*

Number of points: from 11 to 8 - *It is noticeable that you are working for the sustainable development of our planet - continue like this and think about what else you could do.*

Number of points: from 7 to 4 - *You take some steps for the sustainable development of the planet, but it would be worth expanding your activities. Think about what changes you could make.*

Number of points: from 3 to 0 - *This is rather the beginning of your path for the sustainable development of our planet. Don't be discouraged and think about what you could do. Even the little things make a big difference if a lot of people do them.*



Ways/actions of saving in the area

Individuals:

1. Drink tap water - give up bottled water in favour of tap water. You will save money, time and the environment. The tap in the kitchen flows dozens of times cheaper, unpackaged water with a very similar mineral composition. Like water throughout the European Union, it meets the standards of drinking water without boiling. If you need to, treat water at home – using a water filter jug or appropriate systems that improve the quality of tap water. (<https://wlaczoszczedzanie.pl/oszczedzanie-wody/>)
2. Saving water is about, among other things, preventing its unnecessary outflow from the water system, rational use and limiting the amount of fertilizers, plant protection products and detergents used. (<https://zpe.gov.pl/a/zasoby-wody-i-ich-ochrona/D7npMF5Lo>)
3. Install a shower head with a water flow reducer. The level of water flow from the faucet is influenced not only by solutions used in faucets, but also in shower heads. It is worth mentioning the system with a flow reducer that automatically responds to changes in water pressure. This special limiter can be in the form of a round sleeve screwed into the shower head (shower aerator), or a mounted shower faucet, reducing the flow of water up to 4 litres per minute. (<https://wlaczoszczedzanie.pl/oszczedzanie-wody/>)
4. Take a quick shower, not a bath – taking a shower uses about 35 litres of water at 45°C, and it takes about 100 litres to fill a small bathtub, so it also consumes 3 times more energy. Don't stand under running water - the average shower takes 60 litres of water. Wet your body, turn off the water while soaping, and turn it back on to rinse. (<https://wlaczoszczedzanie.pl/oszczedzanie-wody/>)
5. Buy only what you need, in the right quantities, and – if possible – choose, above all, those products whose production was the most neutral for the environment. (<https://naukawpolsce.pl/aktualnosci/news%2C81311%2Ceksperci-przed-swiatowym-dniem-wody-chcesz-oszczedzac-wode-oszczedzaj>)
6. Collect rainwater – rainwater, unlike tap water, is free and does not contain chlorine, fluorine and calcium. Rainwater is soft and ideal for watering plants. It is best to use a large tank to collect it. You can also collect rainwater in a smaller container, e.g. a plastic or wooden barrel. It's a simple solution – you place the tank next to the pipe through which rainwater is collected from the roof flows. The collected water can be used to water plants in the garden, but also to wash external surfaces, stairs, terraces, vehicles. With the water collected in this way, you can save several hundred litres a month. (<https://wlaczoszczedzanie.pl/oszczedzanie-wody/>)



Organisations:

1. Environmental education – make sure that your colleagues know that the company is focused on saving water. Including the policy in the handbook for employees is a message that sustainable development is an integral part of the company's mission. (<https://ecowater.pl/blog/10-sposobow-na-oszczedzanie-wody-w-biurze/>)
2. Choose modern toilets that use 3-5 litres per flush, not 8-15 litres like the older models. Also invest in aerators. Connected to the bathroom faucet used for washing hands, they mix air with water. In this way, they make the jet seem more efficient, despite the low water consumption. (<https://www.energa.pl/zielone-pojecie/oszczedzanie/jak-oszczedzac-prad-i-wode-w-firmie.html>)
3. Signs in an office kitchen can remind people to compost food scraps instead of using the garbage disposal, which uses water every time. (<https://ecowater.pl/blog/10-sposobow-na-oszczedzanie-wody-w-biurze/>)
4. Investigate your irrigation system to see if it can use alternative water sources, such as captured rainwater. If so, install a barrel system for irrigation and cooling. (<https://ecowater.pl/blog/10-sposobow-na-oszczedzanie-wody-w-biurze/>)
5. In the company, take care of the proper use of water-consuming equipment, e.g. only run the dishwasher when it is fully loaded. (<https://greenie-world.com/arttykul/jak-oszczedzac-wode-energie-i-srodowisko-naturalne/>)



Area 2: Energy saving

Questions/statements related to the area						
No.	Question/statement	Always	Often	Rarely	Never	N/A
For individuals						
1.	How often do you turn off lights and electronics when you leave a room?					
2.	How often do you use energy-efficient light bulbs?					
3.	How often do you unplug electronics when they are not in use to reduce standby power consumption?					
4.	How often do you use a programmable thermostat to save energy on heating and cooling?					
5.	How often do you use public transportation, carpooling, or cycling instead of driving alone to reduce your carbon footprint?					
6.	How often do you switch to energy-efficient appliances, such as refrigerators, washing machines, or dishwashers?					
7.	How often do you use natural light instead of artificial lighting during the day?					
8.	How often do you participate in energy-saving initiatives in your community?					
9.	How often do you avoid using appliances such as the oven or hob when more efficient cooking methods, such as microwave or steaming, can be used?					
10.	How often do you recycle or compost to reduce waste and save energy?					
11.	How often do you use a clothesline or a drying rack instead of a dryer?					
12.	How often do you use reusable bags and containers to reduce waste and save energy?					
13.	How often do you reduce your meat consumption to reduce the carbon footprint of your diet?					
14.	How often do you educate yourself and others about energy conservation and climate change?					
15.	How often do you encourage others to adopt energy-saving practices?					



For organisations					
1.	How often does your organisation conduct an energy audit to identify areas of energy waste and opportunities for improvement?				
2.	How often does your organisation invest in energy-efficient equipment and appliances to reduce energy consumption?				
3.	How often does your organisation encourage employees to adopt energy-saving practices, such as turning off lights and electronics when leaving a room or using public transportation?				
4.	How often does your organisation promote telecommuting or flexible work schedules to reduce carbon emissions from employee commuting?				
5.	How often does your organisation track and report on its carbon footprint and energy-saving initiatives to stakeholders?				

Self-assessment instruction for individuals:

For each answer "always" and "often" you get 1 point.

Number of points: from 15 to 12 - *You are doing great and supporting the sustainable development of our planet - keep going.*

Number of points: from 11 to 8 - *It is noticeable that you are working for the sustainable development of our planet - continue like this and think about what else you could do.*

Number of points: from 7 to 4 - *You take some steps for the sustainable development of the planet, but it would be worth expanding your activities. Think about what changes you could make.*

Number of points: from 3 to 0 - *This is rather the beginning of your path for the sustainable development of our planet. Don't be discouraged and think about what you could do. Even the little things make a big difference if a lot of people do them.*



Ways/actions of saving in the area

Individuals:

1. Upgrade to energy-efficient light bulbs: LED and CFL bulbs use up to 80% less energy than traditional incandescent bulbs and last much longer.
2. Turn off lights and electronics when not in use: This simple habit can save significant amount of energy and reduce electricity bills.
3. Use a programmable thermostat: A programmable thermostat can help regulate heating and cooling systems, reducing energy usage and costs.
4. Improve home insulation: Proper insulation can reduce energy loss and improve energy efficiency, particularly in older houses.
5. Reduce standby power consumption: Many electronics use energy even when they are turned off. Unplugging electronics or using power strips can reduce this "phantom" energy usage.
6. Use public transportation, cycling or carpooling: Transportation is a major source of energy consumption and emissions. Using alternative modes of transportation can reduce energy usage and carbon footprint.
7. Plant trees or install shading devices: Shading devices such as awnings or trees can reduce heat gain in buildings, reducing the need for air conditioning.
8. Use natural light: Maximizing natural light can reduce the need for artificial lighting, saving energy and improving mood and productivity.
9. Use energy-efficient appliances: Energy-efficient refrigerators, washing machines, and dishwashers can save significant amount of energy and reduce electricity bills.
10. Adjust thermostat settings: Lowering the thermostat in winter or raising it in summer can significantly reduce energy usage and costs.
11. Use a clothesline or drying rack: Air drying clothes instead of using a dryer can save energy and reduce carbon emissions.
12. Use reusable bags and containers: Single-use bags and containers contribute to waste and energy consumption. Reusable options can reduce this impact.
13. Reduce meat consumption: Animal agriculture is a major source of greenhouse gas emissions. Reducing meat consumption can have a significant impact on reducing carbon footprint.
14. Recycle and compost: Recycling and composting reduce waste and energy consumption associated with the production and disposal of goods.
15. Choose energy-efficient windows: Energy-efficient windows can reduce energy loss and improve energy efficiency in homes.



16. Reduce water consumption: Water heating is a major energy consumer in homes. Reducing water consumption through low-flow fixtures or shorter showers can save energy and reduce water bills.
17. Use energy-efficient landscaping: Planting shade trees or using energy-efficient irrigation systems can reduce energy usage and costs associated with landscaping.
18. Reduce hot water temperature: Lowering the temperature of hot water heaters can significantly reduce energy usage and costs.
19. Use a bike or walk for short trips: Using alternative modes of transportation for short trips can save energy and improve health.
20. Educate others: Sharing information about energy-saving practices with others can inspire them to adopt similar behaviours and contribute to a more sustainable future.

Organisations:

1. Conduct an energy audit: An energy audit can help identify areas of energy waste and opportunities for improvement in buildings, processes, and equipment.
2. Upgrade to energy-efficient lighting: Energy-efficient LED lighting can reduce energy usage and costs while improving lighting quality.
3. Use programmable thermostats: Programmable thermostats can regulate heating and cooling systems, reducing energy usage and costs.
4. Implement energy management systems: Energy management systems can track and optimize energy usage in buildings and processes, reducing waste and costs.
5. Upgrade to energy-efficient equipment: Energy-efficient refrigerators, HVAC systems, and manufacturing equipment can significantly reduce energy usage and costs.
6. Improve building insulation: Proper insulation can reduce energy loss and improve energy efficiency, particularly in older buildings.
7. Use renewable energy: Installing solar panels or wind turbines can provide on-site renewable energy, reducing reliance on fossil fuels.
8. Conduct regular maintenance: Regular maintenance of HVAC systems, equipment, and vehicles can reduce energy waste and improve efficiency.
9. Reduce standby power consumption: Many electronics use energy even when they are turned off. Unplugging electronics or using power strips can reduce this "phantom" energy usage.
10. Use natural light: Maximizing natural light can reduce the need for artificial lighting, saving energy and improving employee well-being.
11. Implement a telecommuting policy: Allowing employees to work from home or remote locations can reduce energy usage associated with commuting.



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12. Use public transportation, cycling or carpooling: Encouraging employees to use alternative modes of transportation can reduce energy usage and carbon footprint.
13. Choose energy-efficient windows: Energy-efficient windows can reduce energy loss and improve energy efficiency in buildings.
14. Implement a waste reduction plan: Reducing waste can reduce energy consumption associated with the production and disposal of goods.
15. Implement a recycling program: Recycling can reduce waste and energy consumption associated with the production of new materials.
16. Use energy-efficient landscaping: Planting shade trees or using energy-efficient irrigation systems can reduce energy usage and costs associated with landscaping.
17. Reduce hot water temperature: Lowering the temperature of hot water heaters can significantly reduce energy usage and costs.
18. Educate employees: Providing education and training on energy-saving practices can inspire employees to adopt similar behaviours and contribute to a more sustainable workplace.
19. Implement green purchasing policies: Choosing energy-efficient products and materials can reduce energy consumption and promote sustainable practices.
20. Partner with energy providers: Partnering with energy providers can provide access to energy efficiency programs, rebates, and incentives, promoting energy-saving practices and reducing energy costs.



Area 3: Smart shopping & food

Questions/statements related to the area						
No.	Question/statement	Always	Often	Rarely	Never	N/A
For individuals						
1.	I try to buy locally-produced goods					
2.	I avoid disposable products					
3.	I try to buy fruits and vegetables in bulk (unpackaged)					
4.	I take my own reusable packing bags when shopping					
5.	I pack vegetables and fruits in my own bags for weighing					
6.	I try to refuse the plastic bags offered by sellers					
7.	I try to buy as many products as possible in bulk (without packaging or without additional inner packaging)					
8.	I buy bread in bulk (without packaging)					
9.	I consciously choose products marked with eco-labels					
10.	I go shopping with a list					
11.	I avoid unplanned purchases					
12.	I try not to succumb to promotions					
13.	Whenever possible, I choose products made of recycled materials					
14.	I choose glass containers instead of plastic ones					
15.	I don't waste food (I buy what I really need and eat it all or give it away)					
16.	I try to repair damaged items/equipment before I buy new one					
17.	I try to sell or give away things I don't need to give them a second life					
18.	When I have shopping plans, I verify the possibility of buying a used item					



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For organisations					
1.	The organisation does not ignore information on the composition and origin of food when making purchasing decisions for the company				
2.	The organisation takes into account ecological and social criteria when selecting product suppliers				
3.	The organisation takes into account ecological and social criteria when selecting service providers				
4.	The organisation does not purchase products from suppliers who do not adhere to labour, human rights or environmental standards				
5.	We do not use disposable or plastic packaging in the organisation				

Self-assessment instruction for individuals:

For each answer "always" and "often" you get 1 point.

Number of points: from 18 to 14 - *You are doing great and supporting the sustainable development of our planet - keep going.*

Number of points: from 13 to 9 - *It is noticeable that you are working for the sustainable development of our planet - continue like this and think about what else you could do.*

Number of points: from 8 to 4 - *You take some steps for the sustainable development of the planet, but it would be worth expanding your activities. Think about what changes you could make.*

Number of points: from 3 to 0 - *This is rather the beginning of your path for the sustainable development of our planet. Don't be discouraged and think about what you could do. Even the little things make a big difference if a lot of people do them.*



Ways/actions of saving in the area

Individuals:

1. Reduce food waste by planning your shopping wisely, i.e. limiting unnecessary buying, even by using what we may have had in our pantry for a long time.
(<https://www.malopolska.pl/aktualnosci/srodowisko/przemyslano-zakupy-spozywcze-i-niemarnowanie-jedzenia>)
2. Make wise consumer choices, i.e. buy ecologically. Give up plastic in favour of glass or paper. (<https://hempking.eu/pl/7-porad-na-ekologiczne-zakupy/>)
3. Make a shopping list – before going to the store, prepare a shopping list and try to follow it strictly. (<https://włączoszczędzanie.pl/zakupy/>)
4. Don't buy on impulse - for example, it's not worth going to the store hungry, because it ends up buying too much or unnecessary food. Also, don't be fooled by ads, promotions, sales and special offers. Before you buy a piece of clothing on the spur of the moment, think about whether something similar is not already lying in the bottom of your wardrobe. (<https://włączoszczędzanie.pl/zakupy/>)
5. Use reusable bags when shopping. (<https://hempking.eu/pl/7-porad-na-ekologiczne-zakupy/>)
6. Choose products marked with the "eco" or "organic" symbol and check whether they really are so (this is primarily evidenced by the appropriate certificates). (<https://hempking.eu/pl/7-porad-na-ekologiczne-zakupy/>)
7. Buy second-hand things – books, toys, board games, shoes, furniture. (<https://włączoszczędzanie.pl/zakupy/>)
8. Apply the 6R Principle, i.e. Rethink, Refuse, Reduce, Reuse, Recycle, Recover. The 6R principle promotes an environmentally sound lifestyle, consumption of goods and waste treatment. The order of these words is not accidental. The greatest benefits for the environment are brought by limiting excessive consumption, multiple use - i.e. recognizing the product as waste as late as possible, as well as repairing and conscious approach to consumption. Finally, their recovery helps to reduce the environmental burden associated with obtaining a product from virgin raw materials and the aforementioned accumulation of waste.
(https://ekonsument.pl/s33_zasada_6r.html)



Organisations:

1. Choose company equipment with an energy-saving mode. (<https://www.mbank.pl/mbank-news/strefa-przedsiębiorcy/biznesowe-podpowiedzi/jak-byc-eko-w-biznesie.html>)
2. Think about recycled furniture. (<https://www.mbank.pl/mbank-news/strefa-przedsiębiorcy/biznesowe-podpowiedzi/jak-byc-eko-w-biznesie.html>)
3. Familiarize yourself with the policy of the company you want to source from. If you care about being eco-friendly, it is worth that your supplier not only offers ecological packaging, but also cares about the natural environment during its production. (<https://firma.rp.pl/biznes/art18930291-ekologiczne-opakowania-dla-firm-gdzie-kupic-dlaczego-to-takie-wazne>)
4. Shop for eco-friendly office supplies. Most offices rely on a regular supply of paper. If you can't completely give up paper, switch to recycled paper. In addition to paper, companies can switch to greener versions of many office supplies. Instead of disposable plastic cutlery in the kitchen, consider using reusable cutlery and dishes. You can also switch to cutlery and plates made of ecological bamboo. Your company can also eliminate disposable paper cups at the water dispenser and encourage employees to use a reusable bottle. (<https://www.vlses.com/2022/08/08/fostering-more-sustainable-business/>)
5. Compost - The workplace is the perfect place to start a composting program. All lunch leftovers can be turned into soil instead of methane. A banana peel thrown into compost decomposes quickly and turns into soil in our gardens and parks. (<https://www.greenbiz.com/article/prioritizing-planet-11-ways-small-businesses-can-become-more-eco-friendly>)
6. Apply the 6R Principle, i.e. Rethink, Refuse, Reduce, Reuse, Recycle, Recover. The 6R principle promotes an environmentally sound lifestyle, consumption of goods and waste treatment. The order of these words is not accidental. The greatest benefits for the environment are brought by limiting excessive consumption, multiple use - i.e. recognizing the product as waste as late as possible, as well as repairing and conscious approach to consumption. Finally, their recovery helps to reduce the environmental burden associated with obtaining a product from virgin raw materials and the aforementioned accumulation of waste. (https://ekonsument.pl/s33_zasada_6r.html)



Area 4: Waste management

Questions/statements related to the area						
No.	Question/statement	Always	Often	Rarely	Never	N/A
For individuals						
1.	Do you actively separate your recyclable waste from non-recyclable waste at home?					
2.	How often do you choose to use reusable products instead of disposable ones?					
3.	Do you compost organic waste such as food scraps and yard trimmings?					
4.	Have you ever participated in community clean-up events or volunteered for environmental initiatives?					
5.	Do you avoid excessive packaging when making purchases, such as choosing products with minimal packaging or buying in bulk?					
6.	Are you conscious of reducing food waste by planning meals, using leftovers, or donating excess food?					
7.	Have you switched to energy-efficient appliances and light bulbs to reduce energy consumption and waste?					
8.	It's easy for me to identify which waste belongs to which category (recyclable, unsorted, organic, etc.)?					
9.	Are you familiar with the hazardous waste disposal guidelines in your area, and do you follow them?					
10.	Do you practice water conservation methods at home, such as fixing leaks, using low-flow fixtures, or collecting rainwater?					
11.	Have you taken steps to reduce your reliance on single-use plastics, such as using a refillable water bottle or bringing your own coffee cup?					
12.	Are you aware of any local initiatives or programs that promote waste reduction and recycling?					
13.	Do you repair or repurpose items instead of throwing them away when possible?					
14.	Are you conscious of the environmental impact of your electronic waste?					
15.	Have you educated yourself about the proper disposal methods for specific types of waste, such as electronics, batteries, or hazardous materials?					



For organisations					
1.	Does your organization have a policy or practice in place to encourage employees to reduce waste, such as promoting the use of reusable packaging or providing recycling facilities?				
2.	Have you implemented any waste reduction initiatives within your organization, such as paperless offices, electronic document management systems, or efficient resource utilization?				
3.	Does your organization actively participate in recycling programs, ensuring that recyclable materials are separated and disposed of properly?				
4.	Are you aware of any partnerships or collaborations with waste management companies or organizations to ensure proper waste disposal and recycling practices?				
5.	Have you conducted waste audits or assessments to identify areas of improvement and implement strategies for waste reduction and efficient waste management within your organization?				

Self-assessment instruction for individuals

For each answer "always" and "often" you get 1 point.

Number of points: from 15 to 12 - *You are doing great and supporting the sustainable development of our planet - keep going.*

Number of points: from 11 to 8 - *It is noticeable that you are working for the sustainable development of our planet - continue like this and think about what else you could do.*

Number of points: from 7 to 4 - *You take some steps for the sustainable development of the planet, but it would be worth expanding your activities. Think about what changes you could make.*

Number of points: from 3 to 0 - *This is rather the beginning of your path for the sustainable development of our planet. Don't be discouraged and think about what you could do. Even the little things make a big difference if a lot of people do them.*



Ways/actions of saving in the area

Individuals:

1. **Reduce Single-Use Items:** One of the most effective ways individuals can contribute to waste management is by reducing the use of single-use items. This includes opting for reusable shopping bags, water bottles, coffee cups, and utensils instead of disposable ones. By making these small changes, individuals can significantly reduce the amount of waste generated.
2. **Practice Proper Recycling:** It is essential to understand the recycling guidelines in your area and ensure that you properly separate recyclable materials from non-recyclable waste. Take the time to rinse containers, remove caps and lids, and follow the specific instructions provided by your local recycling facility. By recycling correctly, valuable resources can be recovered and reused.
3. **Composting Organic Waste:** Instead of throwing organic waste, such as food scraps and yard trimmings, into the garbage bin, individuals can compost them. Composting is a natural process that converts organic waste into nutrient-rich compost that can be used to fertilize gardens or potted plants. By composting, organic waste is diverted from landfills, reducing methane emissions and enriching soil health.
4. **Purchase Thoughtfully:** Making conscious purchasing decisions can greatly contribute to waste reduction. Consider buying products with minimal packaging or packaging made from recyclable materials. Choose durable and long-lasting items that can be repaired instead of opting for disposable or easily breakable alternatives. By prioritizing quality over quantity, individuals can reduce the overall waste generated.
5. **Educate Yourself and Others:** Stay informed about waste management practices and share this knowledge with others. Educate yourself about local recycling programs, waste reduction initiatives, and proper disposal methods for different types of waste. By spreading awareness and encouraging others to adopt sustainable waste management practices, you can amplify the impact and contribute to a more sustainable future.

Individual actions collectively make a significant difference in waste management. By implementing these practices, individuals can contribute to reducing waste, conserving resources, and protecting the environment.



Organisations:

1. **Implement Waste Reduction Strategies:** Organizations can adopt waste reduction strategies such as lean manufacturing or service delivery processes. By identifying and eliminating waste in operations, such as excess inventory, overproduction, or unnecessary packaging, organizations can minimize waste generation and improve overall efficiency.
2. **Adopt Recycling Programs:** Establishing comprehensive recycling programs within the organization encourages employees to properly segregate recyclable materials. Provide clearly labeled recycling bins for paper, plastic, glass, and other recyclables throughout the workplace. Partner with local recycling facilities or waste management companies to ensure the proper collection and processing of recyclable materials.
3. **Embrace Circular Economy Principles:** Incorporate circular economy principles into the organization's operations by designing products for durability, reparability, and recyclability. Implement practices such as product life extension, remanufacturing, or take-back programs to promote resource conservation and reduce waste.
4. **Practice Responsible Hazardous Waste Management:** If the organization deals with hazardous materials, it is crucial to handle and dispose of them responsibly. Establish protocols for the safe storage, handling, and disposal of hazardous waste in compliance with applicable regulations. Implement training programs to educate employees on proper hazardous waste management practices.
5. **Engage Employees and Stakeholders:** Involve employees and stakeholders in waste management initiatives through awareness campaigns, training sessions, and regular communication. Encourage employees to provide suggestions for waste reduction and process improvements. Foster a culture of sustainability by recognizing and rewarding innovative waste management ideas and practices.
6. **Monitor and Track Waste Metrics:** Implement a waste tracking system to monitor and measure waste generation and disposal. Regularly analyze waste data to identify trends, areas of improvement, and potential cost savings. Use the insights gained to set waste reduction targets and develop action plans to achieve them.
7. **Explore Waste-to-Energy Opportunities:** Evaluate the feasibility of implementing waste-to-energy technologies, such as anaerobic digestion or incineration with energy recovery. These technologies can convert non-



recyclable waste into renewable energy, reducing the reliance on fossil fuels and minimizing environmental impacts.

8. Engage in Extended Producer Responsibility (EPR): Embrace the concept of extended producer responsibility by taking responsibility for the end-of-life management of products. Design products with consideration for their entire lifecycle, including recycling or proper disposal. Partner with recycling organizations and explore opportunities to support the recycling of products at the end of their use.
9. Collaborate with Suppliers and Partners: Encourage suppliers and partners to adopt sustainable waste management practices. Establish criteria for selecting suppliers based on their environmental performance and waste reduction efforts. Collaborate with partners on waste management initiatives, such as joint recycling programs or sharing best practices.
10. Regularly Review and Improve Waste Management Practices: Continuously evaluate waste management practices within the organization and seek opportunities for improvement. Engage in regular waste management audits to identify areas of inefficiency or non-compliance. Implement corrective actions and continuously strive for waste reduction and sustainable waste management practices.

By implementing these strategies, organizations can contribute to effective waste management, minimize environmental impacts, and improve resource efficiency.



Area 5: Active transport & mobility

Questions/statements related to the area						
No.	Question/statement	Always	Often	Rarely	Never	N/A
For individuals						
1.	When choosing a car, I take into account its level of emissions					
2.	Even for short local trips, I plan the fastest route					
3.	I choose local products that did not have to be transported far					
4.	If possible, I choose to travel by train instead of taking a plane					
5.	When possible, I use public e-services instead of going to the office/clinic etc.					
6.	If I can, I use a bicycle as a means of transport					
7.	I choose public transport over the car					
8.	I use carpooling (sharing a car with others) - if it is possible on my route					
9.	When I plan my trips, I take into account their impact on the environment					
10.	I try to plan and combine my activities, shopping, etc. in such a way that I can meet several needs during one trip					
11.	I am considering alternative means of transport, such as walking or rollerblading, to reduce the negative impact on the environment					
12.	I am considering green transport options such as electric vehicles or hydrogen cars					
13.	I consciously avoid unnecessary trips, preferring local solutions or remote meetings to reduce fuel consumption					
14.	I prefer travelling by train or other public transport rather than using individual cars					
15.	I promote ecological methods of transport by engaging in social activities or supporting organisations fighting environmental pollution					



For organisations					
1.	Where possible, the institution organises an online meeting instead of a face-to-face meeting that requires travel				
2.	The organisation takes specific measures to reduce exhaust emissions related to the use of company cars				
3.	The organisation engages in carpooling or car sharing programs as a means of reducing the number of vehicles on the road				
4.	The organisation engages in partnerships with local communities, public institutions or non-governmental organisations to promote sustainable mobility				
5.	The organisation promotes active transport and sustainable mobility among its employees				

Self-assessment instruction for individuals:

For each answer "always" and "often" you get 1 point.

Number of points: from 15 to 12 - *You are doing great and supporting the sustainable development of our planet - keep going.*

Number of points: from 11 to 8 - *It is noticeable that you are working for the sustainable development of our planet - continue like this and think about what else you could do.*

Number of points: from 7 to 4 - *You take some steps for the sustainable development of the planet, but it would be worth expanding your activities. Think about what changes you could make.*

Number of points: from 3 to 0 - *This is rather the beginning of your path for the sustainable development of our planet. Don't be discouraged and think about what you could do. Even the little things make a big difference if a lot of people do them.*



Ways/actions of saving in the area

Individuals:

1. One of the easiest ways to reduce gas emissions from transport is to use public transport. Travelling by bus, tram or subway is often faster and cheaper than by car, and eliminates problems with parking or standing in traffic jams. (<https://www.cbre.pl/insights/articles/ekologiczne-srodki-transportu>)
2. Carpooling is the joint travel of several people in one car. This is a way to reduce the number of vehicles on the road, and thus reduce exhaust emissions, noise and traffic jams. Carpooling also allows you to save on fuel, parking and ticket costs. Carpooling can be organised both for short commuting to work or school, as well as for longer intercity routes. (<https://www.cbre.pl/insights/articles/ekologiczne-srodki-transportu>)
3. Using a bicycle as a means of transport for commuting is another great idea for eco-friendly transportation. Cycling instead of driving makes a huge contribution to clearing the atmosphere of greenhouse gases. (<https://www.conserve-energy-future.com/modes-and-benefits-of-green-transportation.php>)
4. In addition to electric cars, individual means of transport, such as segways, bicycles, skateboards and scooters, are also entering the market. If you can commute to work using such vehicles, give up the car or bus! You will take care not only of the air in your city, but also of your fitness. (<https://goodie.pl/blog/9-sposobow-jak-zyc-bardziej-ekologicznie/7231>)
5. Travelling by train is also more eco-friendly than flying by plane. According to official data, trains pollute the environment much less (<https://turystyka.wp.pl/samolot-czy-pociag-sprawdzamy-czym-lepiej-podrozowac-po-polsce-6792783771798368a>)

Organisations:

1. Facilities for those travelling by bicycle also appear more and more often in office buildings, including bicycle changing rooms, separate entrances to the parking lot, showers and lockers for cyclists – they are slowly becoming standard. Many building owners also take care of fans of two wheels among the tenant community by organising free repair inspections and awards for choosing ecological means of transport. (<https://www.cbre.pl/insights/articles/ekologiczne-srodki-transportu>)
2. It is worth promoting among your employees commuting to work using ecological means of transport and providing facilities, e.g. in the form of parking lots for bicycles or a convenient location with access to public transport, so that employees consciously choose the best, ecological



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means of transport. (<https://www.cbre.pl/insights/articles/ekologiczne-srodki-transportu>)

3. Ecological fleet in the company – If your employees have to travel by company cars on a daily basis, it is worth learning a bit about ecological solutions in the area of the company fleet. Choosing the right vehicles or training your team in ecological driving will certainly reduce the production of the carbon footprint that results from your company's activities. (<https://ekologiczni.com.pl/ekologiczny-transport-w-firmie/>)

4. Deal with as many business matters as possible online – without unnecessary paperwork and the need to move around the city. (<https://www.mbank.pl/mbank-news/stefa-przedsiębiorcy/biznesowe-podpowiedzi/jak-byc-eko-w-biznesie.html>)

5. Carpooling - ecological transport with friends from work. A great option for employees for whom ecological urban transport is not an option is carpooling. It's an English term that simply means "fill the car." In practice, it means that several people from one company travel in one car. Taking at least one friend from work along the way already makes a difference. (<https://stojo.pl/ekologiczny-transport-w-firmie-jak-to-zaplanowac>)



Area 6: Shrinking our (digital) carbon footprint

Questions/statements related to the area						
No.	Question/statement	Always	Often	Rarely	Never	N/A
For individuals						
1.	How often do you power down or put your electronic devices into sleep mode when they are not in use?					
2.	How often do you optimize the energy settings on your electronic devices to minimize energy consumption?					
3.	How often do you consciously choose energy-efficient electronic devices when making purchasing decisions?					
4.	How often do you avoid unnecessary streaming or downloading of large files to conserve energy and reduce your digital carbon footprint?					
5.	How often do you unsubscribe from unnecessary email lists or delete unnecessary emails to reduce digital storage and energy usage?					
6.	How often do you use energy-saving features like screen dimming or automatic power-off timers on your electronic devices?					
7.	How often do you consider the environmental impact of cloud storage and utilize it as a way to reduce the need for physical storage devices?					
8.	How often do you offset your digital carbon footprint by supporting renewable energy projects or carbon offset initiatives?					
9.	How often do you choose digital communication methods like video conferencing instead of traveling for in-person meetings to minimize carbon emissions?					
10.	How often do you practice digital minimalism by limiting your screen time and reducing your overall digital presence?					
11.	How often do you responsibly recycle or donate old electronic devices to reduce electronic waste?					
12.	How often do you educate yourself and stay updated on eco-friendly practices and technologies to further shrink your digital carbon footprint?					



13.	How often do you share your knowledge and encourage others to adopt sustainable digital practices to collectively reduce our digital carbon footprint?					
14.	How often do you participate in initiatives or programs that promote sustainable digital habits and raise awareness about the environmental impact of digital activities?					
15.	How often do you prioritize using devices and platforms powered by renewable energy sources to reduce the carbon footprint associated with your digital activities?					
For organisations						
1.	How often does your organization assess and monitor its digital carbon footprint?					
2.	How often does your organization optimize the energy efficiency settings of electronic devices and equipment?					
3.	How often does your organization encourage employees to minimize unnecessary data transfers and reduce file sizes?					
4.	How often does your organization promote the use of renewable energy sources to power digital infrastructure?					
5.	How often does your organization educate employees about the importance of shrinking the digital carbon footprint and provide training on sustainable digital practices?					

Self-assessment instruction for individuals

For each answer "always" and "often" you get 1 point.

Number of points: from 15 to 12 - *You are doing great and supporting the sustainable development of our planet - keep going.*

Number of points: from 11 to 8 - *It is noticeable that you are working for the sustainable development of our planet - continue like this and think about what else you could do.*

Number of points: from 7 to 4 - *You take some steps for the sustainable development of the planet, but it would be worth expanding your activities. Think about what changes you could make.*

Number of points: from 3 to 0 - *This is rather the beginning of your path for the sustainable development of our planet. Don't be discouraged and think about what you could do. Even the little things make a big difference if a lot of people do them.*



Ways/actions of saving in the area

Individuals:

1. **Reduce Screen Time:** Limiting the amount of time spent on digital devices can significantly reduce energy consumption and carbon emissions. By consciously reducing screen time, individuals can shrink their digital carbon footprint. Engage in offline activities, spend time outdoors, or participate in hobbies that do not require electronic devices.
2. **Optimize Device Energy Settings:** Adjusting the energy settings on electronic devices is a simple yet effective way to shrink the digital carbon footprint. Enable power-saving modes, adjust screen brightness, and set shorter time intervals for device sleep or auto-shutdown. These optimizations reduce energy consumption during periods of inactivity.
3. **Minimize Data Storage and Transfers:** Being mindful that data storage and transfers can contribute to reducing the digital carbon footprint. Regularly delete unnecessary files, emails, and applications to conserve storage space. When sharing files, choose efficient compression formats, reduce file sizes, and consider using cloud storage instead of large email attachments.
4. **Practice Sustainable Internet Use:** Adopting sustainable Internet practices can help shrink the digital carbon footprint. Avoid unnecessary online streaming and downloading of large files, as these activities consume significant amounts of energy. Choose lower-resolution video streaming options or download content for offline viewing when possible.
5. **Support Renewable Energy and Green Hosting:** When using online services, platforms, or websites, consider those powered by renewable energy sources. Many hosting providers offer green hosting options that rely on renewable energy. Supporting and utilizing services with a commitment to renewable energy helps reduce the carbon footprint associated with digital activities.
6. **Responsible E-Waste Management:** Properly dispose of electronic waste (e-waste) to minimize its environmental impact. Research local e-waste recycling programs or drop-off locations and ensure that old electronic devices are recycled through appropriate channels. Avoid throwing e-waste in regular trash bins, as it can end up in landfills and contribute to pollution.
7. **Encourage Digital Minimalism:** Advocate for digital minimalism among friends, family, and colleagues. Raise awareness about the environmental impact of excessive digital consumption and promote mindful usage. Encourage others to reduce screen time, practice digital decluttering, and adopt sustainable digital habits.



Organisations:

1. **Energy-Efficient Hardware and Infrastructure:** Organizations can shrink their digital carbon footprint by investing in energy-efficient hardware and infrastructure. This includes choosing energy-efficient servers, data storage systems, networking equipment, and desktop computers. Energy Star certified devices can significantly reduce energy consumption and carbon emissions.
2. **Virtualization and Cloud Computing:** Adopting virtualization and cloud computing technologies can help organizations optimize resource utilization, leading to energy and carbon savings. Consolidating servers and utilizing cloud services reduce the need for physical hardware, resulting in reduced energy consumption and a smaller carbon footprint.
3. **Data Center Optimization:** Data centers are major energy consumers. Organizations can shrink their digital carbon footprint by implementing energy-efficient cooling systems, efficient power distribution, and server virtualization techniques. Optimizing data center operations through temperature management, server consolidation, and advanced cooling technologies can significantly reduce energy consumption and carbon emissions.
4. **Renewable Energy Procurement:** Transitioning to renewable energy sources for powering digital infrastructure is an impactful step in shrinking the digital carbon footprint. Organizations can procure renewable energy through power purchase agreements (PPAs), on-site solar installations, or purchasing renewable energy credits (RECs) to match their energy consumption with clean energy generation.
5. **Sustainable IT Policies and Practices:** Organizations can establish sustainable IT policies and practices to reduce their digital carbon footprint. This includes setting default energy-saving settings on computers, encouraging employees to power down devices when not in use, minimizing printing, and promoting remote collaboration to reduce travel-related emissions. Additionally, organizations can implement recycling programs for electronic waste and encourage responsible disposal of obsolete devices.
6. **Digital Workflow Optimization:** Streamlining digital workflows and reducing unnecessary data transfers can contribute to shrinking the digital carbon footprint. Encouraging employees to use efficient file formats, compress files when possible, and minimize email attachments can help reduce energy consumption associated with data transmission and storage.
7. **Employee Awareness and Training:** Educating employees about the importance of shrinking the digital carbon footprint and providing training on sustainable digital practices can drive meaningful change. Training sessions, awareness campaigns, and regular communication can encourage employees to adopt energy-efficient practices, responsible data management, and mindful digital consumption.