

Industry Update



March/April 2007

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13 Conservation Tips for Celebrating Earth Day at the Office

Does your company dedicate a portion of the week of April 22nd to educating employees about paper conservation, cleaning up litter in the area surrounding your office building, and handing out complimentary re-usable drink containers in honor of Earth Day? If your company does not acknowledge Earth Day with some sort of environmentally-friendly effort, it should. Growing concerns over pollution, rainforest destruction, and global warming have made making eco-friendly choices more important and beneficial than ever before. In fact, educating and training your employees about conserving the environment and having an environmentally-friendly work ethos will not only have a positive impact on the environment, but will also positively affect your bottom line. Current trends show that customers increasingly like to know that the companies they buy from care about the Earth. Plus, think of all the money your company could save in waste and energy costs!

As an employer, oftentimes it is easy to think that the costs of re-training employees or re-writing company policies and procedures to be more eco-friendly far outweigh the benefits. However, there are dozens of simple things you and your employees can do that require little or no cost and time commitment to start establishing your reputation as a company that cares about the Earth. What follows are a handful of suggestions to make your business cleaner and communities around the Twin Cities greener!

1. Use Re-usable Beverage Containers to Enjoy Coffee and Other Drinks at the Office

If your employees are like many of Award's employees, they each need a cup of coffee, or six, to jumpstart their day. Encourage employees to use a real coffee cup or thermal travel mug to drink their morning cup of Joe and eliminate the waste caused by using disposable cups. (Note for Employees who stop at the Caribou Drive Thru on their way into work: Most coffee houses will gladly put coffee into a re-usable travel mug for environmentally-conscious customers). The same goes for employees who drink water or cold beverages throughout the day. A re-usable beverage container, such as a Nalgene bottle, eliminates the trash caused by taking a new cup every time an employee stops by the water cooler.

2. Re-use Plastic and Glass Beverage Containers Purchased from the Vending Machine in the Break Room

Post a sign in your break room reminding employees who do purchase individually bottled beverages from the vending machine to re-use their bottles at least once before they dispose

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Administrative Professionals Day is April 25!

In addition to Earth Day, another important holiday, Administrative Professionals Day, occurs in April. Administrative Professionals Day, which falls on the third Wednesday of each April, was established over fifty years ago to honor the contributions of administrative professionals in helping companies achieve success.

As the roles and responsibilities of administrative professionals have expanded over the years, Administrative Professionals Day has become one of the most widely-celebrated corporate holidays around the world. This year Administrative Professionals Day falls on April 25. Be sure to remember to celebrate the day by acknowledging your administrative professionals for their contributions to your company's team and success.

Some suggestions for honoring your administrative professionals, from the International Association of Administrative Professionals, include: offer to sign your administrative professionals up for professional development or new skills training, write a letter of commendation for good service, send flowers to your administrative professionals, and/or provide a lunch in honor of your administrative support staff.

We speak your language- clear and simple. Performance Counts.

(...*Conservation Tips continued from page 1.*)

of them. Provide a water cooler of cold, filtered water for employees to easily re-fill bottles with clean drinking water.

3. Encourage Employees to Pack Lunches in Re-usable Containers

If you have employees who pack a lunch to bring to work, remind them to bring it in a Tupperware container to eliminate the trash created when they pack their lunch using traditional disposable items such as paper bags, plastic wrap, aluminum foil, and plastic bags.

4. Make it Easy for Employees to Recycle After Re-using

Make sure that recycling is easy for your employees. Place a large, clearly marked recycling bin next to the trash bin in the lunch room for employees to recycle after snacks and meals. Provide paper recycling baskets in addition to waste paper baskets in individual offices and cubicles. Send out a company-wide email reminding employees of all of the things in the office that can easily be recycled including: daily newspapers, paper, plastic bottles, aluminum cans, cardboard containers, etc.

5. Make it a Policy to Turn off Lights and Electronics When not in Use

Decrease the amount of energy your company uses (and pay less for company energy bills) by asking employees to turn off or unplug lights and electronics not in use. Make it a policy that all employees should turn off the lights in their office or desk lamps in their cubicles when they leave, even if it is just to go out and grab a quick bite to eat for lunch. It should also be a policy that employees turn off the lights and shutdown their computers before leaving for the day. Ask employees to unplug cell phone chargers and turn off energy strips and surge protectors when not in use.

6. Encourage Employees to Carpool

Inform your employees about the environmental and economical benefits of carpooling. If your employees live near one another or have neighbors who work near your company encourage them to consider carpooling to decrease the amount of pollution caused by commuters each day. Advantages of carpooling are not limited to helping the environment. Carpoolers save money by sharing the cost of fuel and shave time off of their commute because they are able to use the carpool lane and bypass slower moving rush hour traffic.

If you have employees who would like to carpool, but do not have anyone to carpool with, direct them to the website www.eRideShare.com where they can connect with other commuters who wish to carpool in their area.

7. Buy Office Supplies and Products that Use Recyclable Materials Whenever Possible

Purchase office and break room supplies that are made of recyclable or environmentally-friendly materials.

"Take your first step towards saving paper by calling Award Staffing and requesting to receive your monthly Industry Update via email!"

8. Request your Award Newsletter via Email

Consider signing up to receive email copies of newsletters and bulletins to reduce paper waste. Take your first step towards saving paper today by calling

your Award Staffing Contact and requesting to receive your monthly copy of *Award Staffing Industry Update* via email!

9. Print and Copy Double Sided Whenever Possible

Most printers and copiers have a double-sided printing function. Take the time to teach your employees about how this function works, and encourage them to make double-sided prints and copies whenever possible to reduce the amount of paper you use at work. If your employees use this function every time they print or copy a document, your company will cut copy paper use in half. This means your company is saving trees and money on waste removal and copy paper supply costs.

10. Ask Print Vendors to Print your Materials on Recycled Paper

Printed letterhead, envelopes, brochures, flyers, and paychecks are just a handful of things that most businesses require as part of their everyday operation. Ask your print vendor if they use recycled paper to print your materials. If they do not, ask that they do!

11. Donate or Recycle Old Technology

In the current age of technology, in which technological innovations and advancements occur daily, computer and technological equipment can quickly become obsolete for your business. This creates a problem for the environment because it is not usually very environmentally safe to dispose of technological equipment by throwing it in the trash. If you have outdated computers or technological equipment, consider donating or recycling them.

Oftentimes, computers that are outdated for business use work perfectly well for personal use by an individual who may not have access to a computer. The National Cristina Foundation is a non-profit organization that matches donated computers with disabled or economically disadvantaged individuals who would otherwise not have access to computer technology. If you would like to donate unused office technologies to the Cristina Foundation you can find more information online at www.cristina.org.

If your unused or outdated office technology is unsuitable for donation, recycle it. All of the major computer equipment providers, including: Dell, Apple, Hewlett Packard, and IBM offer recycling program. Discounts on future technology purchases are often a benefit of these recycling programs.

(Conservation Tips continued on page 3...)

(...Conservation Tips continued from page 3.)

12. Clean up the Area Surrounding your Office Building

Periodically ask employees to volunteer for an effort to clean up the area surrounding your place of business. Designate a “clean-up” day and ask employees to volunteer to spend fifteen minutes of that day cleaning debris around your office building.

13. Plant a Tree

Plant a tree in your company’s name. For more information on planting and caring for trees visit the National Arbor Day Foundation online at www.arborday.org.

These 13 tips are just the start of the long list of things your company and your employees can do to help the environment. Incorporate environmentally-friendly procedures as part of your company’s operating policies, not just on Earth Day, but, everyday to help save the environment and company resources!

Earth Day Conservation Cost Saving Calculator

Use formulas below to calculate the amount of money and resources your company and employees could save every year by implementing the 13 Earth Day Conservation Tips outlined in the April *Award Staffing Industry Update* feature story above. All you need to do is fill in the blank boxes below with your company’s information and calculate!

$$\frac{\text{[Blank Box]}}{\text{Number of Employees}} \times \frac{2}{\text{Estimated cups per employee per day}} \times \frac{5}{\text{Days per work week}} \times \frac{52}{\text{Weeks per year}} = \frac{\text{[Blank Box]}}{\text{Total number of cups saved by drinking out of re-usable beverage containers}}$$

$$\frac{\text{[Blank Box]}}{\text{Total number of cups saved by drinking out of re-usable beverage containers}} \times \frac{\$0.10}{\text{Estimated cost per cup}} = \frac{\text{\$ [Blank Box]}}{\text{Total amount saved by drinking coffee out of re-usable beverage containers}}$$

$$\frac{\$1.00}{\text{Cost of water bottle purchased from vending machine}} \times \frac{5}{\text{Days per work week}} \times \frac{52}{\text{Weeks per year}} = \frac{\text{\$ [Blank Box]}}{\text{Total amount saved by drinking water out of re-usable beverage containers}}$$

$$\frac{\$0.10}{\text{Cost of disposable lunch packaging}} \times \frac{5}{\text{Days per work week}} \times \frac{52}{\text{Weeks per year}} = \frac{\text{\$ [Blank Box]}}{\text{Total amount saved by packing lunch in reusable container}}$$

$$\frac{\text{Number of Paper Reams Used Daily}}{\text{Estimated Cost per Ream}} \times \frac{5}{\text{Days per work week}} \times \frac{52}{\text{Weeks per year}} = \frac{\text{[Blank Box]}}{\text{Total amount saved by printing 2 sided whenever possible}} \div 2 = \frac{\text{\$ [Blank Box]}}{\text{Total amount saved by printing 2 sided whenever possible}}$$

(1 Ream = 500 letter sheets)

$$\frac{\text{Average Current Monthly Electricity Bill)} - \text{Average Monthly Electricity Bill after implementation of energy saving policies}}{\text{Months per year}} \times 12 = \frac{\text{\$ [Blank Box]}}{\text{Total amount saved by implementing electricity saving practices}}$$

Award Staffing April Word Find

I G N I D N R W V S L N E P E O E T E G N A V P L L
A R S O C L E E I D N I E E L I S E E A N E N W I A
N E V T H N G O S E E S P S A C R T F M G F S G F R
N I S U R E U C E R S T N L S A N M V G L S E E D L
A R D T R T N O I S S E R S R V U R T F O I C R D R
T E R L O F G E I E I E Y O N D N V H U E W F T E L
T S T C N G R G E G E I S U I G M N H L W E E I C N
R R O L F L A F S E D A O H T H F S E S S A R E S V
Y E D E N B N M D F F I L S L T E T E W N A S A E A
E T D G R S N E G G C E M T O G I T S E A D L M D Y
A T T U T F M R E A R S S C I C A E E T R N R Y B G
R E C Y C L E S E O B E U Y A T R N C N S E U I R E
T L N I R E E F S E R B U R E P D P R A G R E G N T
A S R V N I D P S G T P D P S E N N U E R A G E T A
A W A S I A O N W E R S N G A T R R R L E R S V T T
C E L E B R A T E I V V N N G Y L S M N T L S N R S
S N L N W E O L S R E I T T C N E T N E E A C S O I
P L A P P T T N N H F T G F E A I O A H E R R G R A
E I A A S B M A M F C E N R E T N R T R T E A O A R
F A Y A D H T R A E O E M I T N A L P R E L A P L N
R M V A E Y I T U R N O F F L I G H T S E F E A D N
S E E A D O S O A F S T E L N S R L T E A W T P N E
C D O E S D E W D N E E E F E T E P R N O N R E A I
O R A E R A W G T E R S O A A M S A P F R G W R A R
R A Y A E P I S M R V R U E I N I V Y E O A E L C S
O W W N A E P E V F E N I E N P S S D A R D I E U O
Y A D S L A N O I S S E F O R P E V I T A R T S I N
T S V D A N C P T N R H R I S A I E A A P L S S E A
W N R O U N A A A A P E N R A E R S R A A M E O A A
V A N W E O T S O I F O N N R R N I I S O W G S O G

AWARD STAFFING

EARTH DAY

RECYCLE

REDUCE

CONSERVE

REUSE

AWARD EMAIL NEWSLETTERS

ADMINISTRATIVE PROFESSIONALS DAY

CELEBRATE

APRIL

SPRING

GREEN

PLANT

TREE

RAINFOREST

TURN OFF LIGHTS

ENVIRONMENT

SAVE