



Best Practice Checklist

Feeling Inspired But Not Sure Where or How to Start?

We have pulled together a few best practice tips to help you identify and advance opportunities to reduce waste and enable more environmentally conscious management of information across your organisation.

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1 Identify information and assets being managed across the organisation that result in some form of waste being generated.
Identify how that waste is being managed, and think bigger than just paper. Consider plastics, IT devices, and other items used in high volume across the organisation.
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2 Isolate high-impact opportunities to elevate environmental responsibility.
Identify the natural and energy resources supporting the management of information assets and assess how a reduction in consumption or the introduction of eco-friendly alternatives could impact near- and long-term environmental, societal, and financial goals.
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3 Leverage collaboration within your organisation and through extended partnerships to realise your vision.
Empower your employees to be part of the solution through ongoing education, and strategically select partners with a like-minded commitment who offer both the resources and reach to amplify your program's impact.
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4 Expand the way you think about workflows and processes.
Do not think about the supply chain solely as a linear process with a starting and an end point. Think about your processes as cycles to uncover often-overlooked opportunities to recycle, remarket, or reuse materials in new and exciting ways.
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5 Align sustainability programs to business priorities.
In order to gain leadership's buy-in, build a business case that demonstrates the business value in addition to the positive social or environmental impact. This might include forecasted savings, process efficiencies, or improvement in patient and employee safety.
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6 Measure, Measure, Measure.
Once the program is in place, regularly measure and report on your program's impact to create a level of visibility and excitement that will support long-term growth and adoption.