

A stylized illustration of a desk setup. At the top left is a brown book with a metal clip. To its right is a magnifying glass with a black lens and a brown handle. A brown cord loops around the central text. Below the text is a stack of two orange books with a grey pen resting on top. To the right of the books is a keyboard with white keys. On the left is a bowl containing several yellow flowers. The background is a solid light beige color.

Zero Waste Office Handbook Zine



Zero Waste
Malaysia

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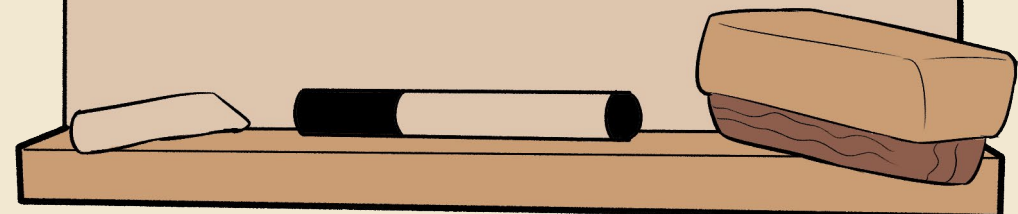
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Fostering Zero Waste Culture In The Office Workspace Parts Of The Office

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WHY ZERO WASTE IN THE WORKSPACE?



ZERO WASTE WORKSPACE GAME PLAN



- 1 **FORM A TEAM**
 - CORE VOLUNTEERS
 - IMPLEMENTATION VOLUNTEERS
- 2 **CREATE A GOAL**
 - FORM A MENTAL IMAGE OF THE FUTURE
 - DEFINE WHAT CAN BE ACHIEVED
- 3 **DEFINE SCOPE OF IMPACT**
 - DISCUSS INITIATIVES AND FEASIBILITY
 - DETERMINE COMPANY'S PRIORITIES AND POSSIBLE RISKS
- 4 **DEFINE YOUR STRATEGY**
 - UTILISE LEADERSHIP, MANAGEMENT & POWER TOOLS
 - IDENTIFY YOUR STAKEHOLDERS
- 5 **CREATE A PLAN!**

WHAT'S NEXT?



REGULAR COMMUNICATION
OF PROGRESS UPDATES



INCORPORATE #ZEROWASTE
AS PART OF YOUR COMPANY POLICY



IMPLEMENT YOUR OWN IDEAS WITH 5RS AS A ZW GUIDING PRINCIPLE



OBTAIN CERTIFICATIONS
FOR RELEVANT BENEFITS

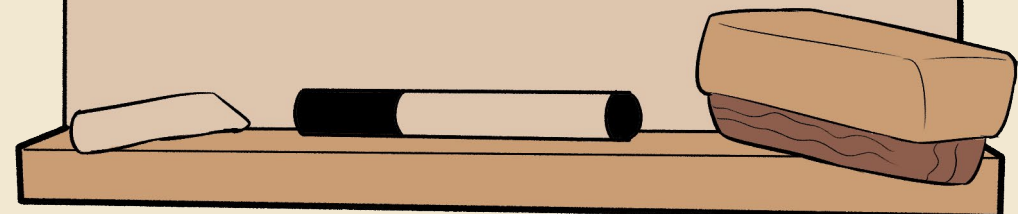


TAKE A PLEDGE WITH ZERO WASTE
MALAYSIA CERTIFICATION PROGRAMME

*Illustrations by Moodoodles extracted from ZWM Office Handbook (2020)

FOSTERING ZERO WASTE CULTURE IN THE OFFICE WORKSPACE

*Illustrations by Moodoodles extracted from ZWM Office Handbook (2020)

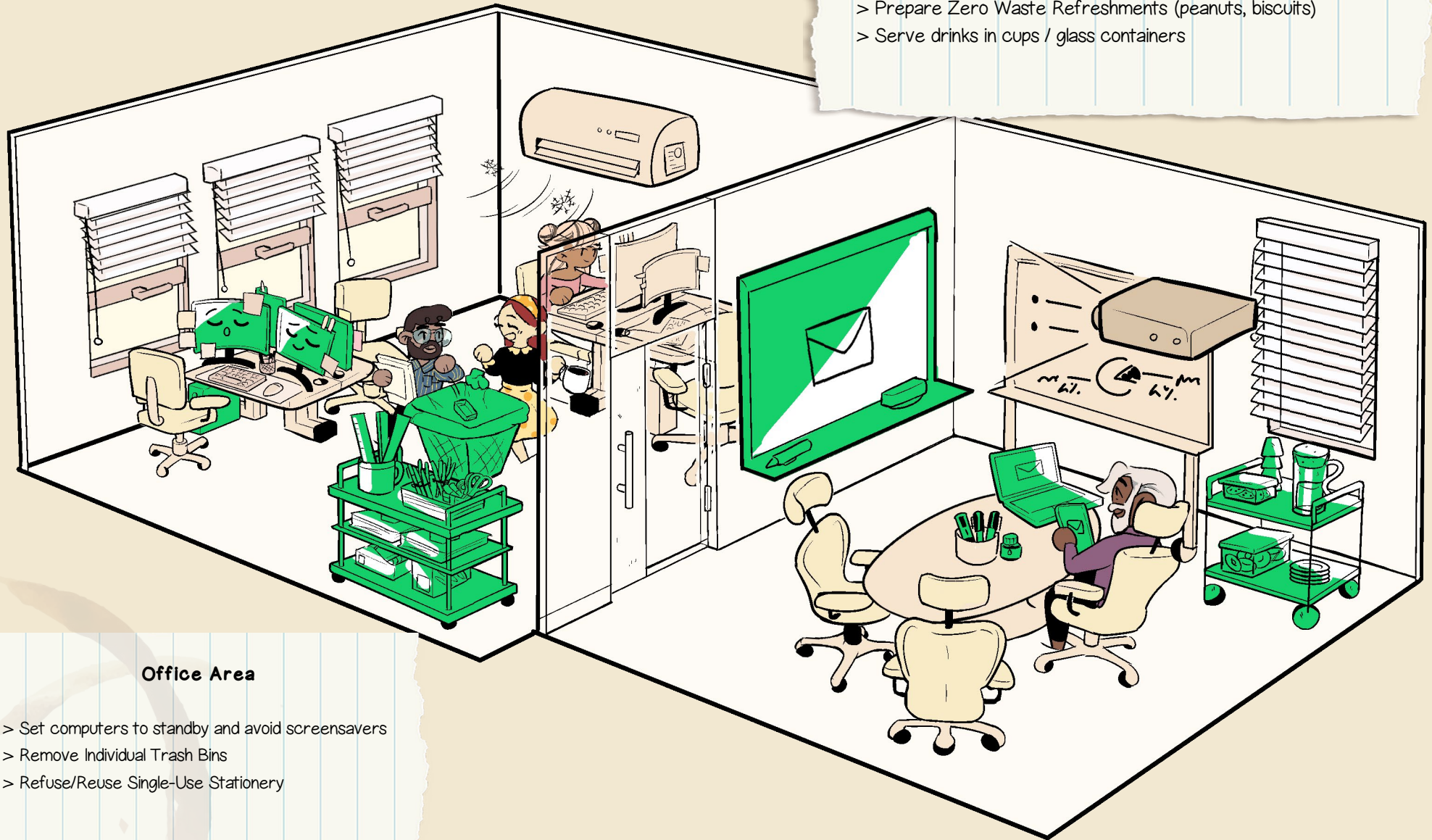




OFFICE DESK AND MEETING ROOM AREA

Meeting Room

- > Use Refillable Marker Pens
- > Digitize Your Workplace
- > Prepare Zero Waste Refreshments (peanuts, biscuits)
- > Serve drinks in cups / glass containers



Office Area

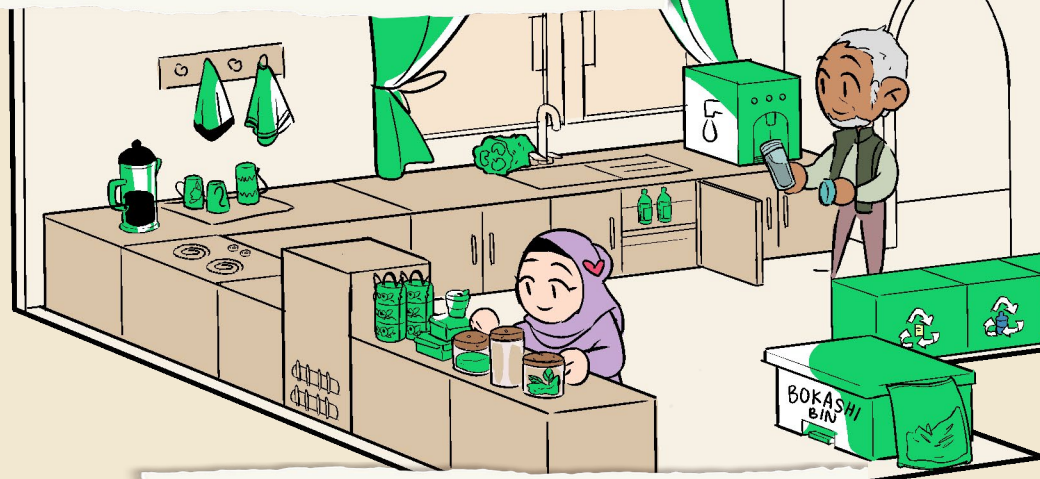
- > Set computers to standby and avoid screensavers
- > Remove Individual Trash Bins
- > Refuse/Reuse Single-Use Stationery



KITCHEN/PANTRY AND ELECTRICAL/WATER UTILITIES

Kitchen & Pantry

- > Get a French Press
- > Install a Water Filter
- > Switch to Loofahs instead of Sponges
- > Switch to Package-Free Cleaning Agents
- > Switch to Tea Towels instead of Paper Towels
- > Set up a Takeaway Station



- > Buy Food/Condiments in Bulk & Store food in reusable tight-sealed containers
- > Replace Tea Bags with Tea Leaves
- > Clean Ovens/Stoves
- > Set up Recycling Station(s)
- > Set up a Bokashi Bin

**Bokashi Bin: a natural composting method that used bacteria to ferment cooked/uncooked kitchen food waste*



Electrical/Water Utilities

- > Encourage Stair-Climbing & Avoid Lifts/Escalators
- > Set a Timer on Aircons
- > Switch to LED lightbulbs
- > Conduct frequent maintenance of refrigerators & aircons
- > Repair & Maintain Electronics
- > Assess Sinks and Pipes within the building



HUMAN RESOURCES, TEAM OPERATIONS AND PRINTING STATION



Human Resources

- > Reuse & Recycle Decorations for Annual Festivals
- > Introduce Zero Waste Culture as a part of on-boarding training
- > Make it everyone's responsibility to protect offices' assets

Team Operations

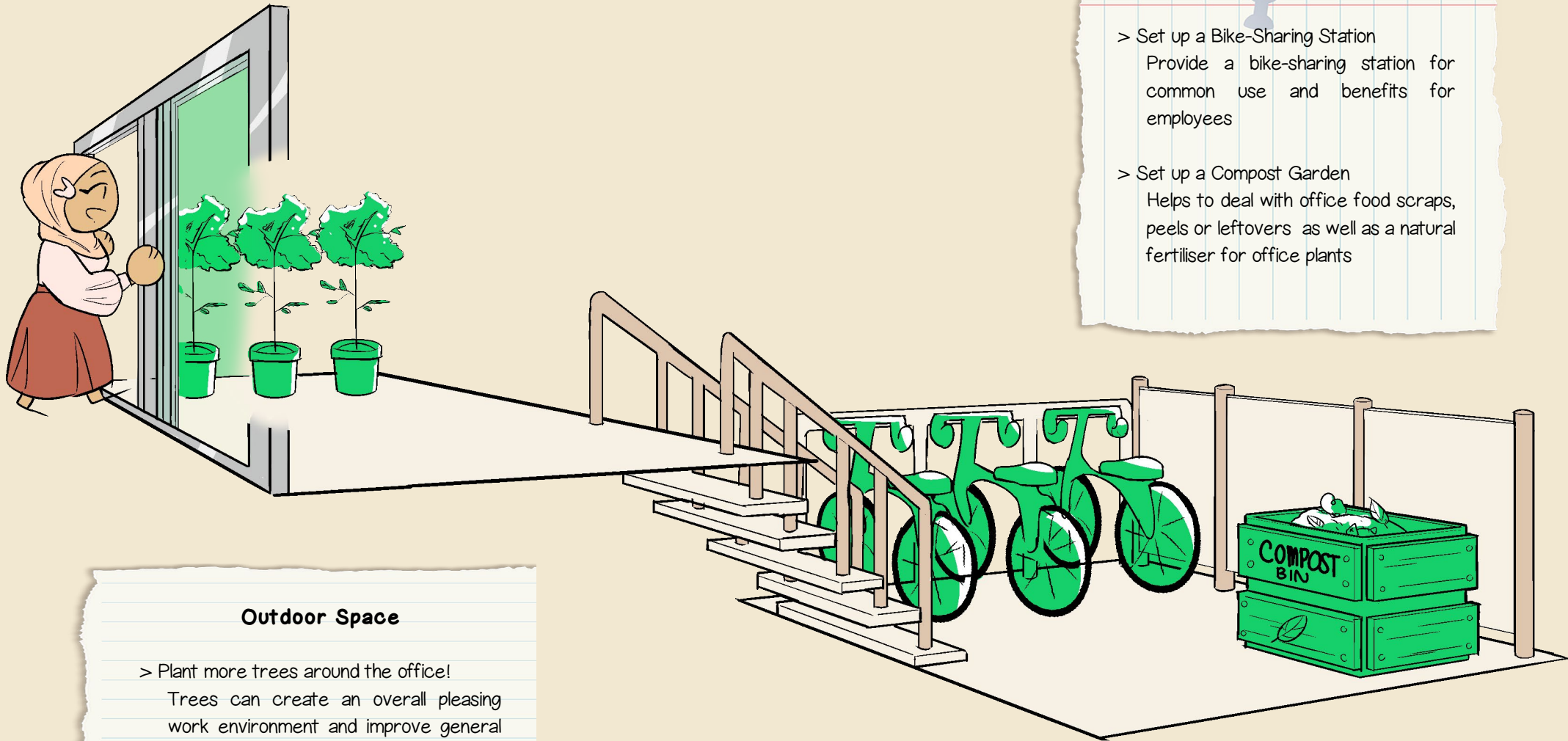
- > Digitise Work Processes
- > Host events with Zero Waste

Printing Station

- > Put prominent signs as reminder to print only when necessary
- > Use the printer's eco/ink-saving mode (if there is one)
- > Print on double sides of the paper
- > Buy & Use Recycled Paper
- > Refill using Ink/Toner Cartridges or Recycle them
- > Set up Paper Recycling and Separation Bins



OUTDOOR SPACE



Outdoor Space

- > Plant more trees around the office!
Trees can create an overall pleasing work environment and improve general well-being

- > Set up a Bike-Sharing Station
Provide a bike-sharing station for common use and benefits for employees
- > Set up a Compost Garden
Helps to deal with office food scraps, peels or leftovers as well as a natural fertiliser for office plants

Thank you!



KREATIVE KAWAN
DESIGN STUDIO

In Collaboration with Kreative Kawan
Illustrated by: Nur Aleeyah Ali

