



a.s.r.  
de nederlandse  
verzekerings  
maatschappij  
voor alle  
verzekeringen

a.s.r. real estate

# How to make your office even more sustainable!

Tips & tricks



## Welcome!

We reduce our CO<sub>2</sub> emissions, decrease natural gas consumption and increase the wellbeing of the people who work in our offices.

We would like to encourage you to use our buildings in a green and healthy way. In this guide you will find tips on how to limit energy consumption, how to live a healthier lifestyle, and above all, how to make working in this office more rewarding.

### Any questions, tips or an idea for improving sustainability?

We would like to hear from you! Please contact:

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We hope you enjoy working in this office!

ASR Dutch Mobility Office Fund

## Who is a.s.r. real estate?

At a.s.r. real estate, we've been investing in real estate for more than 130 years on behalf of institutional investors, such as pension funds and insurers. We manage real estate funds that invest in real estate in the Netherlands. On behalf of the ASR Dutch Mobility Office Fund we invest in offices. We are part of a.s.r, one of the most sustainable insurers in the Netherlands.

### Sustainability is our focus

As a real estate investment manager, we feel a great responsibility to contribute to making buildings, cities and the physical environment more liveable and sustainable. By focusing on quality and sustainability, we ensure that our real estate remains attractive. This also enables us to ensure long-term returns.

That's why we continually invest in maintenance, high-quality materials and sustainable buildings on behalf of our clients. By doing so, we are striving to have a positive impact on the built environment, the countryside, biodiversity and the energy transition. Today, and also for future generations. We call that investing in perpetual value.

Read more about our sustainability policy on our [website](#)



# Healthy and green office

When you spend a lot of time at the office, it's important to work in a healthy environment with a peaceful ambiance. A green, healthy work environment decreases stress while increasing productivity.

And whether you work at the office or at home, more physical exercise and a good diet help you to stay fit and healthy. Because there are dangers in being sedentary and eating a monotonous diet. Luckily, a half-hour walk and a varied lunch each day can do a great deal.

## Our tips



**Make it green.** Literally. Plants in the office have many proven benefits. They improve air quality, creativity, productivity, concentration and acoustics. Moreover, lots of plants help lower stress levels. So get going to the garden centre!



**Set up a 'sustainability team'.** Bring a couple of enthusiastic colleagues together who'd be interested in making the office more sustainable. Their actions will increase awareness among all the other users of the building.



**Create a monthly 'green challenge'.** Games, assignments and competitions are good ways to raise awareness among building users about 'going green'. For example, you could start an earth-friendly competition to see who can save the most energy or organise a vegetarian lunch.



**Eat a healthy diet.** Consider having free fruit at work and lunches with lots of veggies. Preferably with local and seasonal products, of course.



**Walk to your colleague's workstation more often.** An email is quick and easy. But why not walk round to your colleague when you have a question? That way you get more exercise into your day. Go for coffee together more often, instead of sending one person to pick up everyone's orders.



**Provide plenty of water to drink.** This is very important. Proper hydration is good for your heart, brain and metabolism. Besides, walking to the tap is another reason to get a bit of exercise.



**Go out for some fresh air more often.** Take a stroll outside during your break and stretch your legs. This will increase your productivity. It also makes people more creative.



**Take the stairs instead of the lift or escalator.** This is a quick and easy way to insert some extra exercise time into your day.



**Cycle or walk to work.** For longer distances, take public transport more often. Combine this with the use of an OV bike. Want to increase the number of steps? Get off the bus one stop before your usual stop.

# Water & energy efficient office

If there's one way people in the office can make an impact, it's by saving energy. Only turn on lights when it's really necessary, take the stairs instead of the lift or escalator, and don't leave the tap running any longer than is necessary. These are the little things that are no trouble at all. But on a yearly basis they add up to a bigger positive contribution to the climate.

## Our tips



**Smart lighting.** Use LED lighting, movement sensors and turn off lights when not needed. That way we can save the maximum amount of energy.



**Use energy-efficient equipment and timers.** If possible, only use equipment with the highest energy label. And keep tea warm by using a thermos. Then the kettle only has to be switched on once.



**Maintain a healthy indoor climate.** This will save you a lot of energy. Ensure that the thermostat is set at the right temperature and that the heating and air conditioning complement each other. After renovations, have the office climate system recalibrated by an expert. We would be happy to help.



**Work from home one (extra) day per week.** This will not only save energy at the office, but also a great deal of CO<sub>2</sub> emissions by reducing the commute.



**Everyone uses their own mug.** This is much better than disposable cups. Especially if you only rinse the mug with cold water between drinks. At the end of the day, wash all the mugs in an energy efficient dishwasher. On the eco setting, if possible.



**Only run the dishwasher at night.** Water is becoming more scarce, even in the Netherlands, particularly on hot summer days. It helps to set the dishwasher's timer to run at night. And of course, only when it is completely full.



**Don't let the tap run unneeded.** For example, turn off the tap while soaping up your hands.



**Be smart about water use.** Need hot water from the tap? Collect the cold water first. You can easily use this for all the lovely plants around the office.



**Reduce your meat consumption.** Producing plant-based food takes much less water than producing meat. Therefore, try to choose vegetable options at work too.





# Waste-conscious office

The principle 'Reduce - Reuse - Recycle' is a good reminder about how to decrease waste flows. Preventing waste is better than recycling. Recycling is better than throwing it away. The ultimate goal is to arrive at the zero-waste office.

Try to look at waste reduction as a sport. Think about how you can re-use packaging materials for something else, for example. And recycle the waste that you can't use any more.



## Our tips



**Find out where the waste is coming from.** Only when you know where your waste comes from can you think about how to effectively decrease this waste flow.



**Find out what happens with the waste flows.** Identify what happens with your waste. Is it reduced to the original material? Or is it a question of downcycling? We would be happy to discuss this with you.



**Choose 'green' office supplies.** Are your writing blocks, for example, made from recycled paper? And did you know that nowadays you can get refillable and even compostable pens?



**Learn from each other and inspire others.** Are there any businesses in the neighbourhood with a zero-waste policy that could be a source of inspiration? Or are there maybe people in the building with good ideas about waste separation?



**Reduce the number of printers in the office.** Then staff will be less inclined to print things out and will read off the screen more often. Do you really have to print things out? Then use double-sided printing. And ask the communications department to choose a font that uses less ink.



**Avoid paper documents for internal use.** Make sure internal procedures can be finalised using a digital signature.



**Give staff support for working digitally.** Be sure that people who have less experience with everything digital also learn to work digitally.



**Make requests to other organisations digitally whenever possible.** For example, when communicating with banks and other service providers. This will allow you to reduce the use of paper and transport by post. Paying and invoicing online also help, of course.

# Positive impact office

It is important to reduce the office's energy use. But we can of course turn this around. By having the office building itself generate energy with solar panels, for example. The unused energy can be fed back to the electricity grid. Also have a look at the impact of traffic, transport and consumption. And at a personal level: how can our office reduce the carbon footprint of the people who work there?

## Our tips



**Have the office's CO<sub>2</sub> footprint calculated.** This will allow you to see where the most savings can be found. Use this as a basis for picking off the 'low-hanging fruit' first.



**Change to green energy, whenever possible.** Compare energy providers. Which one is the greenest?



**Make the office interior as sustainable as possible.** Use refurbished furniture and refurbished computers. And buy items made from recycled materials whenever possible. Do you really need something new? Could it still be repaired?



**Make the office a stimulating environment.** Be sure the office invites people to work towards a healthy lifestyle and better climate. Does the office radiate an atmosphere of sustainability? This will encourage people to adopt greener and healthier behaviours more readily.



**Show the outside world that your office is sustainable.** Fill the lobby with plants. Show passersby that you serve a healthy lunch. This way, you influence those around you to make more sustainable choices.



**Collaborate with other companies in the building.** Find out what the options are for working together with other companies. Consider for example setting up one central printer and service area. Or collaborate on sustainability ideas and reducing waste flows.



**Encourage sustainability initiatives.** Try sitting down at the table with different companies from the area. Discuss your sustainability goals together and how they are progressing. Take the next steps together. This is good for your network and at the same time contributes to a positive 'vibe' in the area.



**Lower office travel emissions.** Offer employees a bicycle or (electric) car sharing instead of a leased vehicle. Maybe its possible to purchase and share vehicles with other companies in the area.



Done for  
the day?

Do the  
Workplace check!



Are your computer and screen off?



Is the light out?



Are the windows closed?



Did you unplug the chargers?



Is the coffee maker off?



Is the printer off?



Did you set the heating lower?



Is the door closed?



Ready to go home!