A STUDY ON AN ORGANIZATION AWARENESS TOWARDS GREEN OFFICE MOVEMENT AMONG EMPLOYEES IN SELECTED PUBLIC SECTOR DEPARTMENT AT YAYASAN ISLAM TERENGGANU

Prepared for:

MADAM HAJAH SITI KHALIJAH BINTI MAJID

Prepared by:

NUR FATIN SYAHIRAH BINTI MUHAMMAD BACHELOR IN OFFICE SYSTEMS MANAGEMENT (HONS.)

UNIVERSITI TEKNOLOGI MARA (UITM)
FACULTY OF BUSINESS MANAGEMENT

ABSTRACT

The purpose of this study was to identify the organization awareness towards green office movement among Malaysian employees. The type of this research was descriptive research. This study was conducted at the government sector namely Yayasan Islam Terengganu. The total respondents that involved in this study were 50 respondents. The instrument used to collect the data was by using questionnaire that consist of four sections which were demographic (section A), organization awareness (section B), green office practices (section C) and 3R concept (section D). All the data that had been collected were analyzed by using Statistical Package in the Social Sciences Software (SPSS Version 20). The result showed that the overall mean for organization awareness was 3.02 which the result was moderate and not all of them practiced the green office. Other than that, the mean for green office practices was 3.86 which was the respondents tend to agree with the statements. Besides that, the mean for 3R concept was 3.52 which it also was moderate. The recommendations for practices at Yayasan Islam Terengganu were to organize more talks about green office and visit other organization that implement green office. Meanwhile, the recommendations for future research were expand the study to private sector, increase the number of respondents and conduct correlational research.

TABLE OF CONTENTS

	Abstract	i
	Table of Contents	ii
	List of Tables	iii - iv
	Acknowledgement	v
1.0	Introduction - Introduction - Statement of the Problem - Significant of the Study - Scope of the Study - Research Objective - Research Question - Definition of Terms	1 - 9 1 - 4 4 - 5 5 - 6 7 7 7 8 - 9
2.0	Literature Review - Introduction - Green Office Around the World - 3R Concept - Issues in 3R Concept	10 - 14 10 10 - 12 13 - 14
3.0	Methodology - Research design - Sampling Frame - Population - Sampling Technique - Sample Size - Unit of Analysis - Data Collection Procedure - Instrument Questionnaire - Validity of Instruments - Data Analysis	15 - 18 15 15 15 15 16 16 16 17 17
4.0	Data Findings - Survey Return Rate - Reliability of Measurement - Frequency and Mean	19 - 42 19 20 - 21 22 - 42
5.0	Conclusion and Recommendation - Conclusions - Recommendations	43 - 48 43 - 45 46 - 48
	References Appendices	49 - 51 52 - 70

LIST OF TABLES

Table 3.1 Questionnaire Distribution Schedule	16
Table 3.2 Data Analysis	18
Table 4.1 Total Survey Return Rate	19
Table 4.2 Rule of Thumb	20
Table 4.3 Reliability Statistics for Organization Awareness and 3R	21
Concept	
Table 4.4 Reliability Statistics for Green Office Practices	21
Table 4.5 Gender of Respondents	22
Table 4.6 Age of Respondents	23
Table 4.7 Position of Respondents	23
Table 4.8 Unit of Respondents	24
Table 4.9 Years of Service in Present Position	24
Table 4.10 A space on the office bulletin board dedicated to green tips	26
Table 4.11 Information about office's environmental efforts posted in	27
an easily visible location	
Table 4.12 Plan to hold at least one annual Office Clean Out Day	27
Table 4.13 Plan to send an email to staff contain an energy saving	28
checklist for leaving their office	
Table 4.14 Awareness posters/stickers for recycling, energy and water	28
awareness	
Table 4.15 The benefits of green office	29
Table 4.16 Computer set to a 15 minute sleep mode	30
Table 4.17 Turn off computer at the end of the day	31
Table 4.18 Turn off lights whenever they are not in use	31
Table 4.19 Office printers and copiers have double-sided printing	32
capability	
Table 4.20 Computers are set to print double-sided by default	32
Table 4.21 Keep a stack of scrap paper near printers for one-sided	33
printing and other misc uses	
Table 4.22 Office has a storage area for reusable office supplies	33
Table 4.23 The important to save the energy use in the organization	34

Table 4.24 Paper-based office supplies use materials with at least 30%	35
recycled content	
Table 4.25 Office minimizes the purchase of plastics and cardboard for	36
events	
Table 4.26 Reduce the amount of paper waste generated by the office	36
Table 4.27 Use electronic device in sending the information to the	37
other employees	
Table 4.28 The important to reduce the number of paper in	37
organization	
Table 4.29 Reuse office supplies as much as possible	38
Table 4.30 Utilize the use of electronic forms and documents	38
Table 4.31 Reuse once used paper	39
Table 4.32 Reuse recycle paper	39
Table 4.33 Recycle ink and toner cartridges for office use	40
Table 4.34 Use recycle paper to note down the notes and printing	40
needs	
Table 4.35 A recycling bin paired with every trash can in office	41
Table 4.36 Use the recycle dustbin to throw out the rubbish	41
Table 4.37 The important of recycling in an organization	42