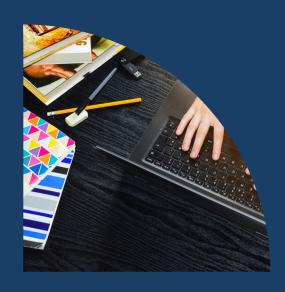
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GREEN OFFICE PRACTICES TOWARDS SUSTAINABLE WORK ENVIRONMENTS

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INTRODUCTION

A Green Office is a workplace that prioritizes sustainability, environmental responsibility, and efficiency in its operations and practices. The concept is to reduce the environmental impact of office operations and promote a healthier and more environmentally friendly workplace. According to the World Wide Fund for Nature Finland (2016), green office is an environmental management system for offices and an ideal tool for successful and sustainable organizations. Organizations that practice a green workplace can easily reduce their ecological footprint, promote sustainable lifestyles and mitigate climate change. Yee Sin et al. (2021) stated that Green Office refers to environmentally responsible office practices and resource efficiency that help reduce the environmental impact of office activities and contribute to sustainable development. The US Environmental Agency defined a green office as an environmentally responsible structure with limited use of available resources.

Malaysia has been actively working on sustainable development and green initiatives, including plans for green technology. According to Ministry of Energy, Green Technology and Water (2017), the Green Technology Master Plan (GTMP) 2017-2030 has earmarked green growth as one of six priorities altering the trajectory of the nation's growth. The GTMP creates a framework that facilitates the mainstreaming of green technology into Malaysia's planned developments. It also encompasses the four pillars set in the National Green Technology Policy (NGTP): energy, environment, economy, and social.

GREEN OFFICE PRACTICES

Green Office practices encompass various strategies and initiatives to promote sustainability, reduce environmental impact, and create a healthier workspace. Here are some key practices commonly implemented in Green Offices:

- 1. Energy Efficiency: Use of energy-efficient lighting systems such as Light-emitting diode (LED) bulbs Installing motion sensors to control lighting and heating, ensuring they are only active when needed.
- 2. Waste Reduction and Recycling: Encouraging paperless operations through digital documentation and communication.
- 3. Sustainable Procurement: Purchasing eco-friendly and sustainable office supplies, such as recycled paper, biodegradable products, and non-toxic cleaning supplies and partnering with suppliers who prioritize sustainable practices and ethical sourcing.
- 4. Transportation and Commuting: Encouraging the use of public transportation, carpooling, biking, or walking through incentives like subsidies or preferred parking spots.
- 5. Water Conservation: Educating employees about water-saving practices in the office.

- 6. Indoor Air Quality Improvement: Ensuring proper ventilation to reduce indoor air pollutants.
- 7. Employee Engagement and Education: Conducting workshops or training sessions on sustainable practices and creating a culture of sustainability through regular communication and awareness campaigns.
- 8. Green Spaces: Designing or maintaining green spaces within the office premises, such as rooftop gardens or indoor plants, to improve esthetics and air quality.
- 9. Remote Work Policies: Encouraging remote work when feasible, reducing commuting and office energy consumption.
- 10. Measurement and Reporting: Tracking and measuring the impact of green practices through metrics like energy consumption, waste reduction, and carbon footprint and sharing progress and achievements with employees to foster a sense of collective responsibility.

CONCLUSION

Implementing these practices not only helps in reducing the environmental footprint of the office but also contributes to cost savings, employee satisfaction, and overall well-being. Furthermore, the green office concept brings multiple benefits to the environmental, economic, and social (Aroonsrimorakot et al., 2019) and indirectly influences employee job satisfaction and well-being (Norton et al., 2021). With green office implementation, offices' environmental impact will be reduced, achieving economic savings. At the same time, it will lessen the burden on the environment, which will help reduce the environmental impact of climate change.

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