

A STUDY ON AN ORGANIZATION AWARENESS TOWARDS GREEN OFFICE
MOVEMENT AMONG EMPLOYEES IN SELECTED PRIVATE SECTOR
DEPARTMENT AT PETRONAS GAS BERHAD

Prepared by:

FADHILAH SYAHIRAH BINTI ABDULLAH HAZAWI
BACHELOR IN OFFICE SYSTEMS MANAGEMENT (HONS.)

UNIVERSITI TEKNOLOGI MARA (UITM)
FACULTY OF BUSINESS MANAGEMENT

December 2016

ABSTRACT

The purpose of this study was to identify the organization awareness towards green office movement. The type of this research was descriptive research. This study was conducted at the private sector which in Petronas Gas Berhad. The total respondents that involved in this study were 50 respondents. The instrument used to collect the data was by using questionnaire that consists 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 23). The result showed that overall mean for organization awareness were 3.62 in which shows that the respondents have moderate level of organization awareness towards green office movements. Other than that, the overall mean for green office practices were 4.12 in which represented that the respondents were really practice the green office practices in Petronas Gas Berhad. However, the overall mean for 3R concept were 3.76 which mean the respondents had moderately practice the 3R concept in the Petronas Gas Berhad. Therefore, there are several recommendations for practices purpose and future study based on the finding and result of the study. The recommendations for practices at Petronas Gas Berhad were give rewards and recognition to the employees that have practice green office at their workplace which can make them feels that they are being appreciated by the organization and another one is to set up the “green corner“ since many employees does not know the benefit of it. Meanwhile, the recommendations for future research were conduct a correlational research, conduct the study at the government sector and last one is focus more on variable.

TABLE OF CONTENTS

Abstract	i
Table of Contents	ii
List of Figure and Tables	iii – iv
Acknowledgement	v
1.0 Introduction	1 – 10
- Introduction	1 - 4
- Statement of the Problem	5 - 6
- Significant of the Study	6 - 7
- Scope of the Study	7
- Research Objective	8
- Research Question	8
- Definition of Terms	9 – 10
2.0 Literature Review	11 - 15
- Introduction	11
- Green Office Around the World	11 - 13
- 3R Concept	14 - 15
- Issues in 3R Concept	15
3.0 Methodology	16 – 19
- Research design	16
- Sampling Frame	16
- Population	16
- Sampling Technique	16
- Sample Size	17
- Unit of Analysis	17
- Data Collection Procedure	17
- Instrument Questionnaire	18
- Validity of Instruments	18
- Data Analysis	19
4.0 Data Findings	20 - 43
- Survey Return Rate	20
- Reliability of Measurement	21 - 22
- Frequency and Mean	23 - 43
Conclusion and Recommendations	44 - 49
5.0	
- Conclusion for Demographic Background	44
- Conclusion for Research Question	45 - 47
- Recommendations for Practices	48 - 49
- Recommendations for Future Research	49
References	50 - 52
Appendices	53 - 71

LIST OF FIGURE AND TABLES

Table 3.1 Questionnaire Distribution Schedule	17
Table 3.2 Plan of Data Analysis	19
Table 4.1 Total Survey Return Rate	20
Table 4.2 Rule of Thumb	21
Table 4.3 Reliability Statistics for Organization Awareness and 3R Concept	22
Table 4.4 Reliability Statistics for Green Office Practices	22
Table 4.5 Gender of Respondents	23
Table 4.6 Age of Respondents	23
Table 4.7 Position of Respondents	24
Table 4.8 Department of Respondents	24
Table 4.9 Years of Service in Present Position	25
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 an easily visible location	27
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 checklist for leaving their office	28
Table 4.14 Awareness posters/stickers for recycling, energy and water awareness	28
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 capability	32
Table 4.20 Computers are set to print double-sided by default	33
Table 4.21 Keep a stack of scrap paper near printers for one-sided printing and other misc uses	33
Table 4.22 Office has a storage area for reusable office supplies	34

ACKNOWLEDGEMENT

There are several kind-hearted individuals who had always helped me in completing this report for the ASM661 course. First and foremost I would like to thank my ASM661 lecturer, Encik Mohd Amlil bin Abdullah @ Baharom and to my beloved supervisor which is Puan Hajah Siti Khalijah binti Majid for her comments, wise advice and guidance in the preparation of this report.

I am also grateful to have my helpful classmates because they were always there to help me in sharing different opinions and feedback that gave me some improvements in completing this report. Other than that, the most important which are to my beloved family for their support in terms of moral and also for finance me during the preparation of this report.

Finally, I also would like to voice out my appreciation to my team members in doing this research. Without all of these commitments and support, this report would not have materialized.

Fadhilah Syahirah Binti Abdullah Hazawi

December 29, 2016

Faculty of Business Management

Universiti Teknologi Mara (UITM)