

EMS Factsheet

Green Office



Overview

Origin and development

Green Office is a voluntary certification programme operated by WWF Finland. It is a practical environmental programme that is easy to implement. Its aim is to reduce carbon dioxide emissions and offices' ecological footprint. Green Office is suited to offices – both large and small – in private companies, the public sector and other organisations. The scheme benefits both the organisation and the environment and provides its participants with advice and information on how to achieve energy and resource savings. Furthermore it provides stakeholders with information about offices, which are considered 'green', i.e., whether they are good potential business partners or attractive employers to work for. The Green Office programme is run by WWF Finland with cooperation with other organisations, such as Motiva, the Finnish Energy Agency, on specific issues. WWF awards the Green Office designation to offices fulfilling the criteria of the Green Office programme. The Green Office network in Finland comprises around 140 organisations, of which around 80 have been granted the right to use the Green Office logo (figures as of September 2009).

Objectives

The aim of the programme is to offer offices a simplified environmental management and certification system, with a special focus on CO₂ emissions. The ultimate goal of Green Office is to combat climate change through increased energy efficiency, the use of renewables, reduced natural resource use, and the promotion of sustainable lifestyles through enhanced employee awareness.

Implementation structure

The Green Office programme is run by WWF Finland with cooperation with other organisations, such as Motiva, the Finnish Energy Agency, on specific issues.

EMS in brief

Key characteristic

Focus on reducing CO₂ emissions

Implementing institution

WWF Finland

Available since

2003

Geographical scope

Finland

Target group

Office facilities in both the private and public sector

Size of targeted companies

All

Total number of certifications

66

Number of participants in the process of certification

130 office facilities (with about 31 000 total office employees)

Most important drivers and barriers

Drivers

- ☒ Available marketing tools
 - ☒ Cost/resource savings
 - ☒ Customer/supplier demand
 - ☒ Environmental benefits
 - ☒ Legal security
 - ☒ Political support/financial incentives
 - ☒ Proof of corporate social responsibility
- Other: n/a

Barriers

- ☒ EMS not widely recognised
 - ☐ High implementation costs
 - ☐ Little similarities to EMAS or ISO 14001
 - ☐ Perceived complication/unattainability
- Other: n/a

☒ Yes

☐ No

The EMS in detail	
<input checked="" type="checkbox"/>	Commitment of top management: Yes, required.
<input checked="" type="checkbox"/>	Environmental review: Yes, required. Criteria include elements such as heat and electricity use, transportation and paper consumption. Inclusion of indirect environmental impacts is not required.
<input checked="" type="checkbox"/>	Environmental policy or guidelines: Required, but it does not need to be made available to the public.
<input checked="" type="checkbox"/>	Proof of legal compliance: Yes, required.
<input checked="" type="checkbox"/>	Objectives and environmental management programme: The environmental programme should include a commitment to continual improvement with a special focus on the reduction of CO ₂ emissions.
<input checked="" type="checkbox"/>	Definition of organisational structure at company level: A Green Office coordinator is selected to manage the EMS at company level.
<input checked="" type="checkbox"/>	Training and education requirements: About 20 'eco tips' are sent to the participants annually on how to improve their environmental programme. WWF Finland also offers one free-of-charge training event per year for the employees of each company.
<input checked="" type="checkbox"/>	Communication (internal and external): Four network meetings, which have specific themes (e.g., energy use of office IT) are organised annually by WWF Finland. Organisations awarded with the Green Office certificate can use it in their external communication.
<input checked="" type="checkbox"/>	Documentation requirements: Documentation includes environmental review and policy and the management programme.
<input checked="" type="checkbox"/>	Internal follow-up/ checking and corrective action/ continuous improvement: Offices are required to report annually to WWF Finland using the programme's 'climate calculator'. As continuous improvement is required, the scheme acts as a driver for innovation.
<input type="checkbox"/>	Management review: Not required.
<input type="checkbox"/>	Environmental report/ statement or similar publication by the participants of the EMS: Participants are required to report to WWF Finland regarding issues such as energy use, CO ₂ emissions, employee behavior, etc; however an environmental report is not required.
<input checked="" type="checkbox"/> Yes/Required <input type="checkbox"/> Partially addressed <input type="checkbox"/> Not indicated or not required	

External audit/certification

Is an external audit required? No, WWF Finland assures that an office meets the Green Office criteria by assessing its environmental program and by making regular inspections of certified offices. No third-party audit is required.

Responsible for external audit and qualifications needed: n/a

Audit period: n/a

Certification: An office that meets the required criteria will be granted rights to the Green Office logo and presented a diploma by the WWF.

Similarities to EMAS

- ☐ Initial environmental review
- ☒ Environmental policy
- ☒ Legal compliance
- ☐ Employee involvement
- ☒ Planning
- ☐ Implementation
- ☒ Checking and corrective action
- ☒ Continuous improvement
- ☐ Management review
- ☐ Certification
- ☐ Environmental statement
- ☐ Validation of environmental statement

Relation of the EMS to EMAS: **Close**

For further information on the EMS, please contact:

Ms. Helka Julkunen, Head of Green Office Programme
 Tel. +358 9 77401041
 Email: Helka.Julkunen@wwf.fi
 Website: www.wwf.fi/green_office/

For further information on these factsheets, please contact:

EMAS Helpdesk
 Tel: +33 (0)1 53 90 11 75
 Email: emas@biois.com
 Website: ec.europa.eu/environment/emas

