

# Going Green: Building a Sustainable Workforce





This booklet summarizes key takeaways and best practices that were discussed at the panel sessions, with Atkin Pang, Senior Manager of Corporate Social Responsibility at Fuji Xerox Singapore, sharing best practices and learnings that Fuji Xerox Singapore abides by to ensure that the company's business strategy and operations are aligned with environmental and social impacts; **Willie Lim, Go Green Evangelist and Senior Manager of Technology and Innovation Professional Services and Technology Group at Fuji Xerox Singapore** shared the definitions of a greener, smarter and more efficient workplace, as well as the challenges faced by businesses; and **Vincent Chow, General Manager at En-trak**, debunked the million-dollar question on how businesses can lower their energy costs efficiently with as little business costs involved.

Delivering an event of this caliber would not be possible without the support of everyone who attended and we thank you for being a part of our event.

We look forward to welcoming you again.

# Going Green From Inside Out

Over the past few decades, companies have had to face significant resource constraints beyond access to capital as they suffer the damaging effects of climate change and the diminishing availability of natural resources. The increased awareness of building a sustainable business through going green means that companies of all sizes are implementing green initiatives to reduce their carbon footprint and leave behind a habitable planet for future generations.

Fuji Xerox believes that effective Corporate Social Responsibility (CSR) practices goes hand-in-hand with good corporate management. **Atkin Pang, Senior Manager of Corporate Social Responsibility at Fuji Xerox Singapore**, shares some of the best practices and learnings that Fuji Xerox abides by to ensure that the company's business strategy and operations are aligned with its core value of building a sustainable environment.



## Supporting Green Practices

Fuji Xerox Singapore proactively reaches out to the general and future workforce through workshops and lunchtime sharing sessions, aimed at increasing environmental awareness and raising levels of corporate social responsibility.

Some external initiatives include:

- **Greening the workforce initiative** – over 150 companies have benefited from attending Fuji Xerox Singapore's 'Go Green with Green Digital Tools' workshops, designed to share efficient and effective eco-friendly practices
- **Partnering with third-party organisations** – Fuji Xerox Singapore continues to collaborate with external organizations such as leading industry bodies and educational institutions in Singapore to educate the workforce of tomorrow about green technologies and best practices

Internally, Fuji Xerox Singapore's employees proactively participate in environmental initiatives such as Earth Hour, World Environment Day and more, on an on-going basis. Apart from these initiatives, all employees within the company are encouraged to minimize paper consumption at work by adhering to the Internal Paper Usage Reduction Guidelines. Furthermore, all waste paper within the Fuji Xerox Singapore offices are recycled. In fact, the company recycled total of 4,709kg of waste paper in 2013.

### Green Products and Business Solution

From material procurement to equipment disposal, every stage of Fuji Xerox's value chain is assessed, with measures taken to improve the energy efficiency of the product portfolio and raise the level of awareness on environmental responsibility amongst customers. In FY2013, all 95 of Fuji Xerox's printer models were endorsed by Singapore Environment Council's Singapore Green Label to have met the stringent standards of environmental friendliness.

Fuji Xerox has also rolled out the **RealGreen concept**, with technology and energy conservation measures combined with user-friendly functionality to create economical, efficient and new technologies built into the products. This includes **Smart WelcomEyes** and **Smart Energy Management**, all of which speed up device use for customers and help increase energy-efficiency.

Through its holistic approach towards going green, from internal to external initiatives, Fuji Xerox hopes to bring the commitment to sustainability to its customers and more, as Fuji Xerox is committed to building a sustainable organization based on resilience, adaptability and innovation.

*In the following page, read on to find out how to create a greener, smarter and more efficient workplace...*

# Greener, Smarter, and More Efficient Workplace



With increased awareness of dwindling natural resources, businesses are on a quest to ensure they are equipped with sustainable business practices that generate profits in a greener, and more efficient manner. **Willie Lim, Go Green Evangelist and Senior Manager of Technology and Innovation Professional Services and Technology Group at Fuji Xerox Singapore** shares more about the definition of a greener, smarter and more efficient workplace, as well as some of the business challenges that the solutions helped to combat.

A typical approach to going green in most workplaces emphasize on CO<sup>2</sup> reduction and the 3Rs – reduce, reuse, recycle. However, Fuji Xerox takes on a more holistic approach to build a greener workplace and smarter workforce with its Greener, Smarter and More Efficient workplace strategy with more efficient processes being implemented. For any businesses wanting to be successful in creating a greener working environment is dependent on three factors: People (who), Processes (how) and Technology (what).

## What is a Greener and Smarter Workforce?

- **Greener Workplace**  
Cultivating a workforce that is environmentally responsible and resource efficient, with a common goal of creating a healthy working environment, focused on conserving energy and reducing their carbon footprint. For instance, Fuji Xerox has implemented an internal environmental management system (EMS) covering recycling, waste management and carbon emissions. Fuji Xerox’s employees are also involved in diverse green campaigns to instill the green culture belief among employees.
- **Smarter Workforce**  
Equipping a workforce with the knowledge and tools that enable them to achieve better results in less time, at less costs with less human effort. In going green, it is pertinent to have a smarter workforce savvy enough to leverage technology to achieve productivity and operation efficiency, gaining the company competitor advantage over its competitors.
- **More Efficient Work Processes**  
By leveraging technology to achieve greater results with less human effort, time and cost, in which maximizes ROI, leading to cost reduction, improved efficiency, productivity and time for quality customer services.

Fuji Xerox’s green solutions addresses the four P’s in going green – saving the **P**lanet by creating caring, responsible and smart **P**eople in the workforce who work along efficient business **P**rocesses, which lead to increased **P**rofits – adding business value to companies.

## Key Strategies for A Greener, Smarter and More Efficient workforce

- **Getting Staff To Embrace And Support Green Initiatives**  
Through staff training and awareness (eg. FXS’ Go Green workshop), changing the mindset of employees within the organization and involving the company in Go Green activities all as one.

- **Reduce Paper Consumption**

Companies can eliminate high usage and wastages of paper by leveraging technology and digitizing documents, adhering to paper usage guidelines and selecting duplex printing.

- **Reduce Energy Consumption**

Replace copiers or printers with MFDs and seek office equipment designed for remanufacturing or recycling. (eg. Fuji Xerox MFDs have unique Smart Energy Management and Smart Welcome Eyes technologies).



Companies need to recognize the role that businesses play in leading the way for social change. With a greener, smarter and more efficient workforce, companies are able to create a healthier environment for employees and a more sustainable strategy for business growth in today's digital age.

*In the following page, read on to find out more about how En-trak help companies to achieve lower energy costs more efficiently...*

# Using Real-Time Data to Manage and Reduce Energy Cost

Every month, up to 30% of energy costs could be saved with proper management and reduction of energy cost. While every organization accounts for external costs such as a stationary, meal expenses, and cab fares down to the zero, surprisingly the breakdown of energy costs are rarely taken into account.

The question is why don't we manage energy dollars, which can amount to tens of thousands of dollars, like our other dollars? **Vincent Chow, General Manager at En-trak**, explores the need to lower energy costs and how En-trak works to help companies achieve this efficiently.

## Importance of Saving Energy Costs for Listed Companies



Sustainability reporting is set to become mandatory for Singapore listed companies by 2017 or 2018. This means that companies, in line with the Global Reporting Initiative (GRI)'s deadline, have to report using the latest G4 standards by 31 December 2015.

Singapore Exchange's 'comply-or-explain' ruling on Sustainability Reporting will mean stronger focus on Materiality for listed companies. However, according to the IS Chartered Accountant Journal (June 2014), Singapore is the lowest ranked in terms of Environmental, Social and Corporate Governance (ESG) disclosure compared to its regional counterparts such as Japan, Australia and Hong Kong.

ESG disclosure scores are dependent on four key aspects: Workplace quality, Environmental Protection, Operating Practices and Community Involvement. A company's ESG disclosure score can affect the performance of investment portfolios to varying degrees and it is thus an important for listed companies to comply and keep their ESG scores high.

Below, we delve deeper into Environmental Protection and how real-time energy monitoring can help to keep energy costs low.

## How En-trak Works

With rising energy costs and pressure from regulators and stakeholders to reduce energy costs and improve sustainability while remaining profitable, it is important to start with accurate energy data and information. En-trak is an award-winning real-time energy monitoring system proven to help organizations and schools optimize energy efficiency, reduce utility costs and enhance green efforts.

En-trak sensors automatically collect and send data reports to energy meters which then measure, analyze and track energy consumption in real time. This data is then stored in a cloud—based analytical engine which analyzes the company's energy data, providing visibility into energy usage segregated by areas, zones or types, all in real time. All energy data reports are accessible anytime, anywhere across multiple platforms and devices. En-trak consulting services is available to help companies in their journey to optimize energy efficiency.

## Benefits of Using En-trak For Your Organization

### 1. Powering Up Energy Efficiency

En-trak allows companies to easily detect a faulty air-conditioner timer at a remote site or identify office lights left on overnight, resulting in optimum operational efficiency and productivity.

**2. Intuitive Interface Designed for Everyone**

En-trak uses interpretative concepts to visualize energy consumption in an engaging and informative way, expressed in everyday units.

**3. All Energy Data In One Simple Report**

En-trak enables companies to create comprehensive and easy-to-read reports, allowing for quick and accurate analysis of energy consumption information.

**4. Showcase Green Efforts**

With En-trak, companies can customize their dashboards to suit their corporate identity and showcase their green initiatives to stakeholders

**5. Measure and Prioritize Green Initiatives**

En-trak's real-time energy data gives companies the visibility on energy wastage, turning energy intelligence into a key performance indicator.

**6. Real-time Instantaneous Alerts**

En-trak alerts keeps companies updated via email or SMS when a machine is using excessive energy, equipping individuals with the information necessary to react quickly and effectively in times of energy wastage.

**7. Motivate Employees with Green Initiatives**

En-trak's engaging and informative energy data speaks to every employee and provides easily digestible proof points of green initiatives, effectively informing, inspiring and aligning employees with energy policies.

To conclude, En-trak is able to equip companies the ability to gain more control over their energy consumption by providing analysis and insights, turning data into actionable intelligence. Businesses should start looking at ways to reduce their energy costs in order to remain competitive and be successful.

# Contact Us

Fuji Xerox Singapore is the leading provider and trusted partner for quality document services and communications, enabling businesses to share information effortlessly across various platforms, and accelerating businesses with innovative technology.

For more information about Fuji Xerox Singapore's product offerings and solutions as well as En-trak\* Energy Management Solutions, please visit <http://www.fujixerox.com.sg/> or call us at 6766 8888 for a consultation. Follow Fuji Xerox Singapore's [Facebook](#) and [Twitter](#)'s page to find out more about the latest news announcements and product updates. To be updated with Fuji Xerox's latest events and products, join our mailing list at [blog@sgp.fujixerox.com](mailto:blog@sgp.fujixerox.com).

\*Fuji Xerox Singapore is the exclusive reseller for En-trak\* in the document services industry.

For further enquiries, please contact:

**May Pay**  
Manager, Conference & Media Relations  
Fuji Xerox Singapore  
[May.Pay@sgp.fujixerox.com](mailto:May.Pay@sgp.fujixerox.com)  
[67611801](tel:67611801)