



ON A MISSION

CARBON EMISSIONS REDUCTION HANDBOOK

2023

ON A
MISSION.

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MISSION



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ON A MISSION

A MESSAGE FROM **ON A MISSION.**



Hello Partners & Friends !

If you have arrived here, you are very probably conscious about the need to protect our Planet and reduce our impact. So, we are thrilled to introduce you to the **Emissions Reductions Handbook!**

At ON A MISSION, we strive to help companies become more sustainable by calculating, reducing their carbon emissions and supporting sustainable reforestation projects worldwide.

With this handbook, we go the extra mile to provide insightful and actionable emissions reduction measures to any company willing to engage in this meaningful journey!

Thank you so much for joining us on this mission! And don't hesitate to reach out if you have any questions. Rob will be happy to help you (rob@onamission.world).

The ON A MISSION Team

INTRO TO THE HANDBOOK

WHY AN EMISSIONS REDUCTION HANDBOOK?

Reducing our carbon emissions is truly vital to limit climate change. **Every organisation and individual should strive to reduce their carbon emissions to protect our planet for future generations.**

This handbook is specifically designed to help **organizations reduce their carbon emissions and footprint.** It **offers practical strategies** and tips for reducing carbon emissions in various areas, such as transportation, energy use, and consumption habits. By following the guidelines outlined in this handbook, we can all do our part to protect the planet and create a more sustainable future.



BENEFITS OF ACTING NOW

WHY REDUCE YOUR CARBON EMISSIONS?

PROTECT OUR
PLANET

MITIGATE CLIMATE
CHANGE

SAVE MONEY

PRESERVE
NATURAL
RESOURCES

ENHANCE
ENERGY
SECURITY

CREATE JOBS

HOW TO USE THE HANDBOOK

This handbook is designed to help you reduce your emissions through practical actions.

Each action has been conveniently rated from “do-able” to “some effort” to “some planning”.

Challenge your organisation to tick off as many as possible.

- | | |
|-----------|-------------------|
| 1. Office | 5. Energy |
| 2. Travel | 6. Supply Chain |
| 3. Waste | 7. The Extra Mile |
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EMISSIONS REDUCTION AREAS

OFFICE



REDUCING EMISSIONS THROUGH THE OFFICE

Reducing emissions within your office is an important step towards mitigating the impact of climate change. Every workplace, big or small, can take simple measures to reduce their carbon footprint and contribute to a sustainable future. Reducing office emissions not only benefits the environment but also promotes economic efficiency, enhances employee well-being, and enhances the reputation of the company. In this section, we present actions that can be taken by every employee to make the office a more sustainable place.

OFFICE	Do-able	Some effort	Some planning	Completed
Switch off the lights and electronic devices when leaving the room	x			<input type="checkbox"/>
Reduce the use of the aircon, switch it off when leaving the room	x			<input type="checkbox"/>
Dress in layers so you can adjust to the office temperature	x			<input type="checkbox"/>
Stay away from single use plastics - Bring your own mug / reusable water bottle to work, your own lunch in a reusable container	x			<input type="checkbox"/>
Reduce your meat consumption for lunch, consider plant-based foods	x			<input type="checkbox"/>
Use eco friendly/biodegradable cleaning products	x			<input type="checkbox"/>
Participate in the office recycling program	x			<input type="checkbox"/>
Make use of ethical brands for office supplies		x		<input type="checkbox"/>
Put up signage around the office ("switch off lights", "Be water conscious", etc.)		x		<input type="checkbox"/>
Reduce paperwork, limit printing and switch to online documents		x	x	<input type="checkbox"/>
Create a sustainability management plan			x	<input type="checkbox"/>
Provide your team with training about sustainable practices			x	<input type="checkbox"/>

EMISSIONS REDUCTION AREAS

TRAVEL



REDUCING EMISSIONS THROUGH TRAVEL

Reducing emissions during travel is an essential aspect of sustainable living. Transportation is a significant contributor to greenhouse gas emissions, and reducing them can have a significant impact on climate change mitigation. With the increasing availability of sustainable transportation options, individuals and organizations can take simple steps to reduce their carbon footprint while traveling. By choosing eco-friendly modes of transportation, such as walking, cycling, public transport, or electric vehicles, one can significantly reduce emissions. Moreover, reducing unnecessary travel, planning more efficient routes, and offsetting unavoidable emissions are other effective ways to minimize the environmental impact of travel.

TRAVEL	Do-able	Some effort	Some planning	Completed
Opt for video conferencing when possible to avoid traveling	x			<input type="checkbox"/>
If you use a vehicle, ensure that it is serviced and maintained properly	x			<input type="checkbox"/>
Compensate for your traveling through ON A MISSION	x			<input type="checkbox"/>
Consider staying in eco-friendly accommodations and supporting sustainable tourism	x			<input type="checkbox"/>
Take public transport / carpool with a friend or colleague / have a travel plan (3 days drive, 2 days use public transport) / use bikes when possible		x		<input type="checkbox"/>
Reduce work trip that require flying		x		<input type="checkbox"/>
Setup a work from home schedule			x	<input type="checkbox"/>
Encourage Public Transportation by offering incentives for employees to use public transportation, such as subsidized transit passes.			x	<input type="checkbox"/>
Provide bike facilities (bikes, bike storage, showers)			x	<input type="checkbox"/>
Choose fuel-efficient or electric vehicles as company vehicles			x	<input type="checkbox"/>

EMISSIONS REDUCTION AREAS

WASTE



REDUCING EMISSIONS THROUGH WASTE

Reducing emissions through sustainable waste management is a crucial aspect of environmental stewardship. Improper waste management practices, such as landfills and incineration, can contribute significantly to greenhouse gas emissions, negatively impacting the environment and human health. Therefore, reducing waste, reusing and recycling materials, and promoting composting are essential steps towards reducing emissions. By adopting sustainable waste management practices, we can reduce the amount of waste sent to landfills, conserve natural resources, and reduce greenhouse gas emissions.

WASTE	Do-able	Some effort	Some planning	Completed
Reduce, Reuse, Recycle mindset : Try to reduce the amount of waste generated, reuse items when possible, and recycle anything that cannot be reused	x			<input type="checkbox"/>
Choose products with minimal packaging or packaging made from recyclable materials	x			<input type="checkbox"/>
Reduce and stop using single use plastic	x			<input type="checkbox"/>
Encourage the use of reusable items like coffee mugs, water bottles, and lunch containers instead of disposable ones	x			<input type="checkbox"/>
Start recycling (separate bins allocated), use a compost for organic waste		x		<input type="checkbox"/>
Repair and maintain items rather than replacing them. Donate items to employees or charities		x		<input type="checkbox"/>
Set up a waste management plan for the organisation			x	<input type="checkbox"/>
Dispose of hazardous or electronic waste responsibly			x	<input type="checkbox"/>
Create a list of waste that is generated and monitor it on an annual basis			x	<input type="checkbox"/>

EMISSIONS REDUCTION AREAS

WATER



REDUCING EMISSIONS THROUGH WATER

Reducing emissions through sustainable water management is a critical aspect of environmental sustainability. Water is a finite resource, and improper water management practices can lead to increased greenhouse gas emissions, pollution, and water scarcity. Therefore, reducing water consumption, reusing water, and promoting sustainable water management practices are essential steps towards reducing emissions. By adopting sustainable water management practices, such as using water-efficient appliances, harvesting rainwater, and promoting water-saving habits, we can reduce water usage and minimize the environmental impact of water use.

WATER	Do-able	Some effort	Some planning	Completed
Ensure taps are switched off when not in use	x			<input type="checkbox"/>
Set a 5 minute time limit when taking a shower	x			<input type="checkbox"/>
Water plants at cooler times and consider using drip irrigation systems	x			<input type="checkbox"/>
If greening, select plants that are drought friendly	x			<input type="checkbox"/>
Use biodegradable soap	x			<input type="checkbox"/>
Inform employees about the importance of conserving water and provide tips on how they can help, such as not leaving the faucet running.		x		<input type="checkbox"/>
If possible, consider systems that reuse rainwater and grey water (waste water from sinks, showers, etc.) for purposes like flushing toilets or watering plants.		x		<input type="checkbox"/>
Track your water usage and take measures to reduce it			x	<input type="checkbox"/>
Install low flow fixtures (faucets, showers, toilets, etc.)			x	<input type="checkbox"/>
When buying new appliances, ensure that they are water-efficient			x	<input type="checkbox"/>

EMISSIONS REDUCTION AREAS

ENERGY



REDUCING EMISSIONS THROUGH ENERGY

Reducing emissions through sustainable energy management is a critical step towards combating climate change. Energy consumption is a major contributor to greenhouse gas emissions, and reducing energy consumption and transitioning to renewable energy sources is essential for reducing our carbon footprint. By adopting sustainable energy management practices, such as implementing energy-efficient appliances, using renewable energy sources, and promoting energy-saving habits, we can reduce energy consumption and minimize our environmental impact.

ENERGY	Do-able	Some effort	Some planning	Completed
Switch off lights and aircons	x			<input type="checkbox"/>
Unplug electronic devices and appliances when not in use to avoid standby power consumption	x			<input type="checkbox"/>
Reduce boiling the kettle multiple times buy investing in a flask	x			<input type="checkbox"/>
Replace bulbs with energy saving bulbs (LED)		x		<input type="checkbox"/>
Use natural light and ventilation rather than artificial light and air conditioning whenever possible		x		<input type="checkbox"/>
Conduct an energy audit to identify areas where you can reduce energy consumption (external consultant)			x	<input type="checkbox"/>
Install energy saving systems - Renewable energy			x	<input type="checkbox"/>

EMISSIONS REDUCTION AREAS

SUPPLY CHAIN



REDUCING EMISSIONS THROUGH SUPPLY CHAIN

Reducing emissions in the supply chain is a crucial aspect of corporate sustainability. Supply chain emissions account for a significant portion of global greenhouse gas emissions, and taking steps to reduce emissions throughout the supply chain can have a significant impact on mitigating climate change. By implementing sustainable supply chain practices, such as promoting sustainable sourcing, reducing waste and emissions during transportation, and implementing energy-efficient practices in production, companies can minimize their environmental impact and contribute to a more sustainable future.

SUPPLY CHAIN	Do-able	Some effort	Some planning	Completed
Optimize transportation routes, choose fuel-efficient vehicles, and encourage your suppliers to adopt sustainable transportation methods to reduce emissions from transportation			x	<input type="checkbox"/>
For packaging, use sustainable packaging materials that are recyclable and biodegradable to reduce waste and emissions			x	<input type="checkbox"/>
Work with suppliers that are committed to using use energy-saving technologies, reducing waste, conserving energy and water, using recycled materials where possible			x	<input type="checkbox"/>
Collaborate with suppliers to find ways to reduce emissions together and encourage them to adopt sustainable practices in their operations			x	<input type="checkbox"/>
Monitor and track emissions from your supply chain regularly, and set targets for reducing emissions over time			x	<input type="checkbox"/>
Choose suppliers that have a demonstrated commitment to sustainability and reducing their carbon footprint			x	<input type="checkbox"/>
Support carbon projects to compensate for the remaining emissions from your supply chain			x	<input type="checkbox"/>

EMISSIONS REDUCTION AREAS

THE EXTRA MILE



REDUCING EMISSIONS BY GOING THE EXTRA MILE

Reducing emissions by going the extra mile is about taking additional steps beyond the standard sustainability practices to further reduce our environmental impact. While basic sustainability practices such as recycling, reducing waste, and conserving energy are essential, going the extra mile means taking additional steps to make a significant impact. Taking steps like compensating for your emissions through reforestation, planning stay-cations and planting a garden, are all part of going the extra mile.

THE EXTRA MILE	Do-able	Some effort	Some planning	Completed
Let ON A MISSION calculate your carbon emissions for free	x			<input type="checkbox"/>
Compensate for your remaining emissions by supporting ON A MISSION's reforestation projects	x			<input type="checkbox"/>
Support local farmers and businesses by shopping at farmers' markets and locally-owned stores	x			<input type="checkbox"/>
As a company, participate in a community clean-up event to help keep your neighborhood clean and reduce litter		x		<input type="checkbox"/>
When organising team retreat or company offsites, explore your local area rather than traveling far		x		<input type="checkbox"/>
Start a garden and grow your own fruits and vegetables to reduce food miles and packaging waste			x	<input type="checkbox"/>

LET'S GET STARTED!



WHERE TO FROM HERE

Like the old saying: “Rome was not built in a day”. You are not expected to doing everything at once, so set your organisation a goal to implement actions that are do-able. Come back in 6 months and implement the next actions.

The Team at ON A MISSION is here to assist you in reducing your emissions as much as possible. On the next page, you will find the steps that ON A MISSION will take you through if you wish to calculate, reduce and compensate for your emissions.

HOW WE WORK

OUR PROCESS

1

**CALCULATE
EMISSIONS FOR
FREE (PRODUCT
AND/OR
OPERATIONS)**

2

**REDUCE
EMISSIONS. THIS
HANDBOOK WILL
GUIDE YOU IN
REDUCING YOUR
EMISSIONS**

3

**COMPENSATE
REMAINING
EMISSIONS
THROUGH A
PORTFOLIO OF
SUSTAINABLE
REFORESTATION
PROJECTS**

4

**EVALUATE IMPACT
THROUGH
REPORTING A
COMMITTED
EMISSIONS
REDUCTION AND
COMPENSATION**

WE'RE HERE TO HELP



Website: www.onamission.world

Email: hello@onamission.world

Reforestation Projects:

<https://www.onamission.world/projects>

Annual Reports:

<https://www.onamission.world/transparency>

Carbon Calculator:

<https://www.onamission.world/companies-carbon-calculator>