



Green Noticeboard

A green noticeboard is a communication tool whose purpose is to engage employee's attention and keep them informed of sustainable activities the hotel is engaged in. The noticeboard should be positioned so that a majority of staff have to pass by it at some stage during their working day.

It should be informative and kept up-to-date and also allow employees to make suggestions. It should not be part of another noticeboard and could be the colour Green to draw attention to it.

In this day and age of social media where many businesses have internal staff social media streams a link to them could be considered and tags published to enable staff to communicate ideas, suggestions, etc. (If this is implemented these messages must be monitored)

Most noticeboards will have information that repeats and is updated and staff can become blind to the messages. To avoid this the board needs to be updated regularly and the use of pictures, etc. can draw attention. Personal stories from staff can also attract regular attention. A monthly competition can also improve readability.

What should be on the Noticeboard?

Environmental/Sustainability Policy

- No more than one page – the hotel's commitment and what employees should be supporting

This year's overall targets and objectives

- Including Key Performance Indicators that are relevant to staff – Litres of water used, Carbon Footprint (maybe per employee), Waste weights

Monthly Information

- Publish graphs showing energy, water, waste data comparing this year/last year

Pictures and Colour

- Do not have lots of black and white printed sheets – use pictures and colour
- Don't clutter the board

Activities that are taking place in the hotel

- Keep staff informed of good practices that are ongoing...Green Hospitality certification, the Clean the World programme, GREENClean, GREENFootprint, the minimisation of single plastics – Plastic Smart, etc.



Sustainable things employees could be doing outside the hotel/at home – and /or general sustainability information

- Encourage them to implement sustainable actions in their day-to-day activities – saving energy, reducing waste, etc.
- News items about sustainability
- Offers the hotel is making – e.g: Sell LED bulbs to employees at trade prices.

Suggestion Corner

- Create a culture where employees are encouraged to make suggestions
- Publish implemented suggestions and identify staff – and reward them

These are some suggestions for your staff noticeboard – let the Green Committee add/improve but ensure that there is a structure to it and that the overall company message is also delivered.

There should be a strong link between it and the company's environmental/sustainability webpages.