Dear Human Resources:

This month we want to share some insights about the ‘Green Movement’ in the Workplace. By working in a green building, you are not only making a positive impact on the environment, you are benefiting your employees as well.

“Going green” in the workplace does not just involve recycling paper or putting computers on sleep mode to conserve electricity; the movement also concerns the overall working environment. In fact, creating a green working atmosphere increases the overall health condition of the office and has been shown to reduce costs and heighten employee productivity.

To roll out this information to your employees:

* Copy and send the following in an email to your coworkers
* Post the PDF version of these documents to your intranet or HR portal for employees to review
* Print out the PDF version of these documents and post them in common areas

**Green Movement in the Workplace**

Did you know that working in an office with increased sunlight as opposed to an office with unnatural lighting, you can become less depressed and able to refocus more quickly and easily? There are many benefits to working in a green environment.

Here are a few earth-friend tips that can be implemented to increase workforce productivity:

* Avoid using noxious plastics, paints and adhesives while doing design and construction.
* Place indoor gardens and/or lots of natural foliage around the office. This will also increase air quality.
* Use window blinds that capture and reflect light into office spaces.

For additional earth-friendly tips on how to increase workforce productivity, click here.