



SUSTAINABLE IT PRACTICES CHECKLIST FOR LONDON SMALL BUSINESSES

ITGUYS delivers IT Freedom. We want to ensure Purpose Driven businesses are confident that they are safe and protected from the risks and complexity of IT. Free to focus on what matters, confident they have the strategy and tools in place that are right for them to proactively support their business growth free from the worry of IT while still reducing their IT impact on the planet.

Use this checklist to get a better understanding of what you're doing to be IT planet friendly.

1. Energy Efficiency

- Energy-Efficient Hardware: Do you use energy-efficient devices, computers, and peripherals (look for TCO Certified or equivalent certifications)?
- Power Management Settings: Have you ensured all devices have power-saving settings enabled, including automatic sleep mode and shutdown (hibernate) after inactivity?
- Energy-Efficient Data Centres: Do your third-party data centres or cloud services providers have strong commitments to energy efficiency and renewable energy use?
- Renewable Energy: Do you use renewable energy sources (like solar panels) or a green energy supplier (where possible)?

2. E-Waste Management

- E-Waste Recycling: Are you partnering with or using certified e-waste recyclers for the responsible disposal of old IT equipment?
- Donation Programs: Do you donate or resell old but functional IT equipment to charities or community organisations?
- Remanufactured Equipment: Do you purchase remanufactured or pre-owned IT equipment to extend the lifecycle of technology?

3. Cloud and Virtualization

- Cloud Computing: Do you use cloud services to reduce the need for on-premises hardware, reducing energy consumption?
- Virtualisation: Have you implemented server and desktop virtualisation to optimise resource use and decrease the physical hardware footprint?

4. Sustainable Procurement

- Green Suppliers: Do you choose IT suppliers and vendors who have strong sustainability practices and certifications?
- Lifecycle Analysis: Do you consider the full lifecycle impact of IT products when making purchasing decisions, including production, use, and disposal phases?
- Buy Less, Buy Better: Have you opted for higher-quality, durable IT equipment that will last longer, even if it costs more initially?

5. Software Efficiency

- Lean Software: Do you use software that is optimised for efficiency, reducing the load on hardware and energy consumption?
- Update Regularly: Do you keep software updated to ensure it runs efficiently and securely?

6. Digital Sustainability

- Data Storage Optimisation: Do you regularly clean up unnecessary files, optimise databases, and use efficient storage solutions to reduce data bloat, and thus less energy?
- Green Web Hosting: Do you use web hosting and services with providers that use renewable energy?
- Paperless Office: Have you implemented digital document management systems to reduce the need for paper and printing?

7. Employee Engagement

- Sustainability Training: Do you provide employees with training on sustainable IT practices, such as reducing energy use and proper e-waste disposal?
- Green IT Policies: Have you implemented IT policies that prioritise sustainability, such as turning off equipment when not in use?

***Gaps already? We offer a Carbon/energy IT Audit for just £99 + VAT.
Discover how to optimise your IT for sustainability.***

8. IT Governance and Strategy

- Sustainability Goals: Have you set clear sustainability goals and metrics for your IT department or strategy?
- Continuous Improvement: Do you regularly review and update your IT practices to incorporate the latest sustainable technologies and methods?
- Sustainability Reporting: Do you include IT sustainability metrics in your regular business sustainability reports?

9. Remote Work and Telecommuting

- Remote Work Policies: Do you support remote work to reduce the need for commuting, thus reducing the business's overall carbon footprint?
- Efficient Remote Work Tools: Do you provide efficient, cloud-based tools for communication and collaboration to reduce energy use and resource consumption?

10. Community and Collaboration

- Local Collaboration: Do you collaborate with local businesses and organisations to share best practices in IT sustainability?
- Community Engagement: Do you engage in or support local sustainability initiatives, particularly those focused on technology and innovation?

11. Compliance and Certifications

- Environmental Certifications: Have you attained certifications like ISO 14001 (Environmental Management) or ISO 50001 (Energy Management) for your IT operations?
- Compliance with Local Regulations: Do you ensure compliance with London's and the UK's regulations on energy use, e-waste, and sustainability?
- Regular Review Annual Sustainability Audit: Do you conduct an annual audit of your IT practices to ensure they align with your sustainability goals and identify areas for improvement?

Have questions? Reach out to us at anytime here and we'll do our best to help.



To live your values as a B-Corp or a purpose-driven business, ensuring you leverage best IT practices is critical in keeping your commitments to the planet as well as meeting your internal impact goals. Having an IT partner who is as equally invested in this approach is a game changer.

As a B-Corp ourselves, ITGUYS integrates sustainability and planet-friendly practices into every approach. At a minimum, your suppliers should be committed to providing the following services:

- **Environment IT assessment.** You should have clarity on which environmental initiative you can add to your overall IT roadmap. For clients, we provide this as free and ongoing support.
- **Hardware options that reduce your carbon footprint.** We partner with Circular Computing, a leader in remanufactured laptops, to provide the highest quality remanufactured laptops meeting the BSI 8887 standard. Remanufacturing a laptop reduces a carbon footprint by 70-80% compared to producing a new one.
- **Zero emissions couriers.** Ensuring any new hardware gets delivered in a planet-friendly way no matter where you're located.
- **Free e-waste recycling for all clients.** We partner with certified e-waste recycling companies to ensure responsible disposal and recovery of valuable materials to make it easy for you.
- **Tips, tools and training.** Ensuring your staff has the knowledge and tools to reduce their IT carbon footprint even when they are working from home.

Email Ben at ben@itguys.com or book a meeting online

Let's chat about how you work, what you like and how we can help you. We want to empower businesses of all sizes with the IT they deserve. If that sounds good to you, pick up your phone or send us a message.

Discover more at [ITGUYS.com](https://www.itguys.com)

"There is freedom in being able to leave my IT with ITGUYS when I'm running everything else. Having an operationally important element I get to ignore 90% of the time has been liberating. I've got the rest of my universe to run, so knowing this is in safe hands is priceless. It sounds wrong, but I love knowing I don't have to speak to them."

Steff Smith