



# INDIVIDUAL GREENING PLAN

## 1 GENERAL INFORMATION

### **COUNTRY:**

Luxembourg

### **ORGANISATION:**

Novel Group, Small and Medium Enterprise (SME)

### **YOUR RATIONALE FOR GREENING YOUR ORGANISATION:**

NOVEL Group aims to address environmental challenges, reduce its ecological footprint, and contribute to a more sustainable future. We recognize the significance of efficient resource use, and the social challenge of promoting sustainable practices among our staff and clients.

### **YOUR VISION FOR YOUR ORGANISATION:**

NOVEL Group aspires to be a leader in sustainable business practices, setting the standard for green initiatives in Luxembourg. The organization strives for excellence in promoting environmental responsibility, maximizing efficiency, and contributing positively to the community. The vision is to be nationally recognized for innovative, environmentally conscious practices and to lead by example in the field of entrepreneurship, vocational training, and new technologies.



Co-funded by  
the European Union

Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or the European Education and Culture Executive Agency (EACEA). Neither the European Union nor EACEA can be held responsible for them.



## 2 INDIVIDUAL GREENING INITIATIVES OF YOUR ORGANISATION

### WHICH GREENING INITIATIVE/MEASURE ARE YOU PLANNING?

"Eco-Friendly Workplace Transformation"

### WHICH AREA DOES THIS INITIATIVE TARGET?

Greening the campus

Greening the curriculum and training

Greening the community and workplace ✓

Greening the organisational culture ✓

### OBJECTIVE:

To promote environmental awareness and significantly reduce the company's carbon footprint by implementing sustainable practices within our workplace.

### DESCRIPTION:

This initiative aims to create a more sustainable workplace by adopting energy-efficient technologies, reducing waste, and encouraging sustainable behaviors among employees. The importance lies in fostering a culture of sustainability, reducing operational costs, and setting a positive example for clients and the community.

### TARGET GROUP:

NOVEL Group staff and clients.

### LEADERSHIP AND STAFF

#### INVOLVED:

Facilities management, HR, IT  
Specialists and volunteers for maintenance.



# 3 IMPLEMENTATION PHASE

## Planning of Implementation:

*Details on planning, including timelines and task assignments. Description of specific activities to be carried out, outcomes, and execution methods*

| <b>What (Tasks/Activities)</b>                | <b>Who is responsible?</b> | <b>How? (Execution Method)</b>                       |
|---|----------------------------|--|
| Waste reduction and recycling program         | Facilities Management      | Implement recycling bins, reduce single-use plastics |
| Digitalization to reduce paper use            | IT Specialists             | Introduce digital tools and reduce paper usage       |
| Employee training on sustainability practices | HR                         | Conduct workshops and training sessions              |
|   |                            |  |





# INDIVIDUAL GREENING PLAN

NOVEL GROUP

## 3 IMPLEMENTATION PHASE

### Resources:

*Make a list of all resources you need. Give information on how necessary resources will be gathered/acquired, such as funding, materials, human resources and stakeholders involved, etc.*

| Type of resource (money, time, material,...) | How much do you need? Who will secure this resource?       |
|--|--|
| Funding                                      | Company budget allocation for energy upgrades and training |
| Materials                                    | Energy-efficient equipment, recycling bins, digital tools  |
| Staff  | Internal staff and potential external consultants          |



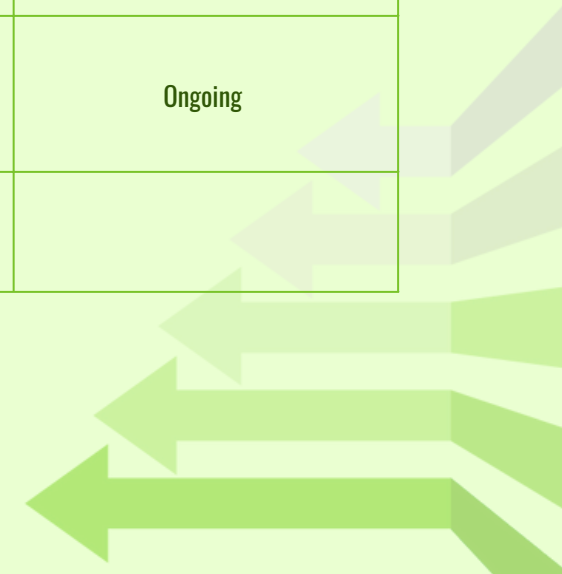


# 3 IMPLEMENTATION PHASE

## Engagement and Awareness:

*Strategies for engaging and raising awareness among the school community and/or the external community about the initiative*

| Who do you want to engage/communicate to? | What is the goal of engaging this person/group? | What do you need to communicate?             | How do you want to engage them/communicate (channel)?                        | When? (Timeline) |
|---|---|--|--|------------------|
| All NOVEL Group staff                     | Encourage sustainable practices                 | Benefits of sustainability, specific actions | Internal communications through emails, posters, and in-person announcements | Ongoing          |
| Digitalization to reduce paper use        | Showcase our commitment to sustainability       | Our initiatives and successes                | Newsletters, website, meetings   | Ongoing          |
|   |   |  |  |                  |





# 4

## MONITORING AND ASSESSMENT OF YOUR INITIATIVE

**In which areas should the initiative bring benefits and improvements?**

- *Social (e.g. Awareness, behavioural changes, improved equality, diversity, well-being...)*
- *Environmental (e.g. less carbon emissions, better air quality, ...)*
- *Economic (e.g. financial savings, innovation opportunities through workers with sustainability competences, )*

**Remember: The KPI is formed by a current value, a target value, and the metric (variable that will be measured).**

**How will you monitor and assess the success of your Initiative?**

| What are the goals of your initiative? Which impact should your initiative generate? (Topic) | What is your current value? (It is not necessary to have one in some cases) | What is the target value and timeline for completion? | What variable will be measured? | Key actions to achieve the target value  | How do you want to measure it? (Monitoring instrument, e.g., surveys, energy bills, etc.) |
|--|---|---|---------------------------------|--|---|
| Increase Employee Awareness and Engagement   |   | 80% of employees actively participating               | Employee engagement rate        | Regular communications, and feedback sessions                                  | Participation rates   |
| Reduce Waste Generation  |   | 50% reduction in office waste                         | Amount of waste produced        | Introduce recycling programs, reduce single-use items, encourage digital tools | Waste collection data, recycling rates  |
| Promote Well-Being and Behavioral Changes  |   | Employees reporting improved well-being               |                                 | Provide sustainable workplace resources  | Employee well-being surveys   |
| Financial Savings through Sustainability   | Current operational costs   | 15% reduction in operational costs                    | Operational costs               | Optimize energy use, reduce waste, implement cost-saving sustainable practices | Financial statements  |