

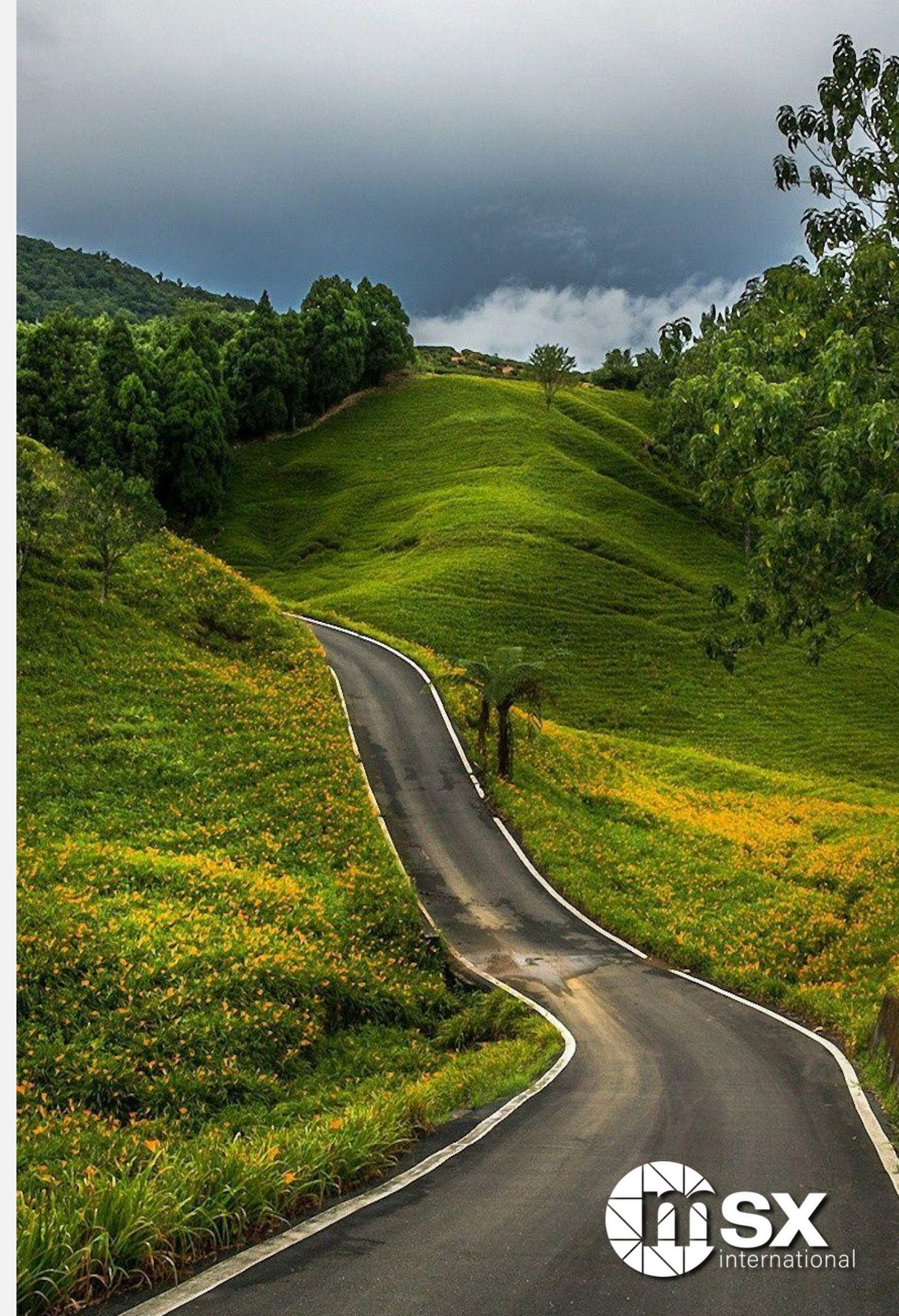


MSX GREEN SHIFT: SMALL HABITS, BIG CHANGE

Sustainability

Sustainability refers to meeting the world's **needs of today and tomorrow** by creating systems that allow people to live well and **within the limits of our planet**.

Individuals have a **significant impact** on sustainability. Our **daily actions** can either contribute to environmental degradation or help protect and preserve our planet. **Simple actions** like minimizing waste by reducing consumption, reusing items, and recycling materials help **conserve resources and reduce pollution**.



Driving Change

In recent years, **sustainability** has gained significant **global importance**. As the world faces **increasing environmental challenges**, the need for sustainable practices has become more urgent. Governments, businesses and individuals are recognizing the critical role sustainability plays in ensuring a **healthy and viable future for our planet**.

Individuals' actions and ethics are the grassroots of business sustainability.

This is why the ***MSX People & Sustainability Team***, and the members of the ***MSX Sustainability***

Changemakers Community collaborated on designing this **Sustainability Guide**, with the aim to **empower individuals** to adopt sustainable practices.

Through this comprehensive guide, MSX aims to provide **actionable insights** and **practical strategies** that can be easily implemented in daily life and business operations using a **bottom-up approach**. By fostering a deeper understanding of sustainability from individuals' perspective, MSX employees seek to inspire **positive change** and encourage a **collective effort towards a greener future**.

MSX GREEN SHIFT: SMALL HABITS, BIG CHANGE



Our Statement

We aim to become a **high performing, learning, engaged and inclusive** organization.

Our goal is **to set the industry standard in ESG, generating value and making a positive impact on stakeholders in the world of mobility**

MSX Triple Bottom Line Strategy (3P)

PEOPLE



Championing **Diversity, Inclusion, Equity** and **belonging**, promoting wellbeing, Health & Safety and Growth

PLANET



Embracing **Green Initiatives** and Environmental Passion, **reducing** our **Carbon Footprint**

PROSPERITY



Enabling our **Industry** to **Succeed**, impacting on our **Value Chain** and **Local Communities**

MSX GREEN SHIFT: SMALL HABITS, BIG CHANGE



Active Sustainability Initiatives at MSX

1

Improving out
hybrid and full
electric cars in the
company fleet park

3

Increasing the
Efficiency of
Business Travels

2

Increasing the use
of clean energy
from renewable
sources

4

Implementing an
initiative for proper
recycling in work
areas and reusing
assets where possible

**Where do you begin?
What steps should
you take?**

**Our guide will
help you!**

We analyzed the **impacts** of our daily activities on the environment and proposed **practical tips** to contribute to a more sustainable planet.



1 Office & Clients



2 Business Trips



3 Food



4 House



5 Buying



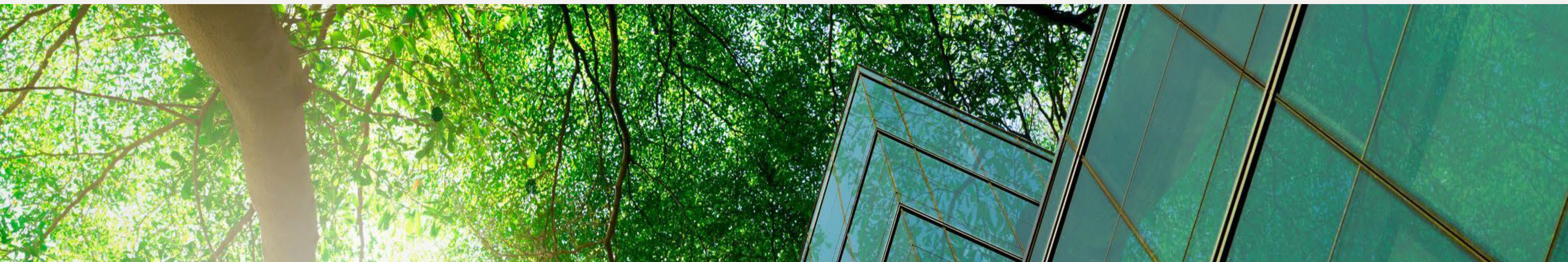
1 Office & Clients - Impacts for the planet

When considering **transitions and movements between offices** - whether internal shifts or client-facing interactions - it is crucial to think about how these changes affect both our immediate work environment and the planet.

Planning office transitions should involve considering factors like **energy consumption, waste production, and transportation emissions**. This holistic approach ensures we meet business goals and protect the environment for future generations. Adopting sustainable practices in office

transitions **positively impacts** both our local environment and the planet.

As we connect with **clients**, whether through digital channels or face-to-face meetings, the atmosphere we cultivate reflects **our commitment to sustainability**. By fostering a positive and sustainable atmosphere in all aspects of our work, we build **stronger, more trusting relationships** with our clients while contributing to a **healthier planet**.





1 Office & Clients - Impacts for the planet

1. Reduce Paper Consumption

Go Digital: Whenever possible, use digital documents instead of printing. Share files via email or cloud services.

Print Wisely: If you must print, use both sides of the paper and opt for smaller fonts and margins to reduce paper use.

Recycled Paper: Use recycled paper for printing and note-taking to minimize the demand for new paper.

2. Efficient Recycling Practices

Separate Waste: Set up clearly labeled recycling bins for paper, plastic, glass, and electronic waste.

E-Waste Recycling: Dispose of electronics through certified e-waste recycling programs to prevent harmful materials from entering landfills.

3. Energy Conservation

Smart Thermostat Use: Set the thermostat to energy-efficient temperatures and turn off air conditioning or heating when the office is empty.

Switch Off Devices: Encourage turning off computers, printers and other devices when not in use.

Energy-Efficient Lighting: Use LED bulbs and take advantage of natural light whenever possible. Install motion sensors in less frequently used areas to automatically turn off lights.

4. Sustainable Commuting

Public Transport: Use public transportation, carpool, bike or walk to work when feasible.

Remote Work: Use remote work options to reduce the need for commuting altogether, as established by our policies.

5. Reduce Plastic Usage

Eliminate Single-Use Plastics: Phase out the use of single-use plastic bottles, cups and utensils in the office. Bring your own reusable water bottles, coffee mugs, and cutlery.

Use Tap Water: Drink tap water. This can reduce the reliance on bottled water and the associated plastic waste.

Bulk Purchases: If bottles water is still necessary, consider buying larger containers and using them with refillable dispensers rather than individual bottles. This approach reduces the overall amount of plastic used.

6. Spread the Word!

Educate Teams: Talk about sustainability with your colleagues and customers and encourage them to develop corporate sustainability goals. Set the example!



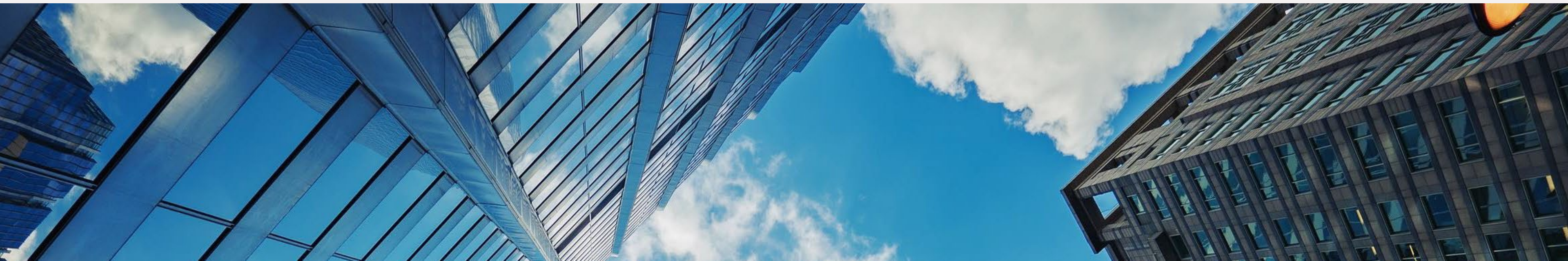


2 Business Trips - Impacts for the planet

Business trips are vital for **fostering relationships, securing deals,** and **expanding networks.** However, they also come with significant **environmental costs:** the carbon emissions from **air and ground travel** and the **energy** consumed in **hotels** and **conference centers** contribute to our overall environmental footprint.

As companies increasingly recognize the importance of sustainability, it becomes crucial to consider the **environmental impact of business travel** and **how to**

minimize it. By adopting more sustainable travel practices, we can **reduce our carbon footprint** while still **achieving our business objectives.** This not only aligns with global efforts to combat climate change but also demonstrates our commitment to **corporate social responsibility.**





2 Business Trips - Impacts for the planet

1. Choose Sustainable Transportation

Opt for Train Travel: Where feasible, choose trains over flights. Trains generally produce lower carbon emissions, especially for short to medium distances.

Direct Flights: When flying is unavoidable, book direct flights to reduce the number of takeoffs and landings, which are the most fuel-intensive phases of air travel.

Public Transportation: Use public transport, such as buses or subways, instead of taxis or rental cars when traveling within a city.

2. Limit Unnecessary Travel

Virtual Meetings: Use video conferencing tools for meetings that do not require physical presence. This reduces the need for travel altogether.

Consolidate Trips: Plan business trips strategically to combine multiple meetings or events into one trip, minimizing the number of journeys taken.

3. Sustainable Accommodation Choices

Eco-Friendly Hotels: Stay at hotels that prioritize sustainability, such as those with energy-efficient systems, waste reduction programs, and water conservation practices.

Conserve Energy: When staying in hotels, reduce energy use by turning off lights, air conditioning, and electronics when not in the room. Reuse towels and linens to cut down on water and energy use. Do not waste free product samples.





3 Food - Impacts for the planet

Food production and consumption significantly impact the environment. Greenhouse gases emitted during farming and transportation, along with the resources required for packaging and waste disposal, contribute to our ecological footprint. Meat and dairy products disproportionately contribute to deforestation, water scarcity and pollution.

It is important to consider how our dietary choices affect the planet. By making more sustainable food choices,

we can reduce our environmental impact while promoting health and well-being. This involves not only what we eat but also how we source, prepare, and dispose of food. Adopting eco-friendly practices in food consumption is a crucial step toward a more sustainable lifestyle and a healthier planet.





3 Food - Impacts for the planet

1. Prioritize Plant-Based Foods

Eat More Vegetables and Fruits: Whenever possible, use digital documents instead of printing. Share files via email or cloud services. Incorporate more plant-based foods into your diet, such as fruits, vegetables, grains and legumes. These foods generally have a lower environmental footprint compared to animal products.

Reduce Meat Consumption: If you eat meat, try to limit it to a few times a week. When you do eat meat, choose sustainably sourced options, such as grass-fed or pasture-raised animals, which have a lower impact on the environment.

Go Meatless on Certain Days: Consider adopting practices like "Meatless Mondays" to reduce your overall meat consumption and its associated environmental impact.

2. Choose Local and Seasonal Foods

Support Local Farmers: Buy food that is grown locally to reduce the carbon emissions associated with long-distance transportation. This also supports local economies and often means fresher produce.

Eat Seasonally: Consuming seasonal foods reduces the need for energy-intensive storage and transportation. Seasonal foods are also often more nutritious and flavorful.

3. Reduce Food Waste

Plan Meals Carefully: Plan your meals in advance and buy only what you need to prevent over-purchasing.

Store Food Properly: Properly store leftovers and perishable items to extend their shelf life. Use clear containers to easily see what you have in your fridge, reducing the chance of forgetting about it and wasting food.

Compost Organic Waste: Compost food scraps and organic waste to reduce the amount of waste that ends up in landfills, where it can produce harmful methane emissions.

4. Sustainable Sourcing

Organic and Sustainable Labels: Look for organic, Fair Trade, and sustainably sourced labels when purchasing food. These certifications often indicate practices that are better for the environment and for the people who produce the food.

Avoid Overpackaged Products: Choose foods with minimal packaging or opt for packaging that is recyclable or biodegradable.

Eat Less Processed Foods: Focus on whole, unprocessed foods, which typically require less energy and resources to produce compared to highly processed products.

5. Choose Sustainable Seafood

Certified Seafood: Opt for seafood that is certified by organizations like the Marine Stewardship Council (MSC) or Aquaculture Stewardship Council (ASC), which promote sustainable fishing and aquaculture practices.

Limit High-Impact Species: Avoid consuming fish species that are overfished or have a high environmental impact, such as certain types of tuna, shrimp, and salmon.

6. Stay Hydrated Sustainably

Tap Water: Drink tap water where it is safe, instead of bottled water. This reduces plastic waste and the environmental impact of bottling and transporting water.

Reusable Containers: Use a reusable water bottle or mug instead of disposable plastic or paper cups.





4 House - Impacts for the planet

The way we consume resources in our **homes** profoundly impacts the environment. From the energy used to power **appliances** to the **water consumed daily**, every aspect of household living contributes to our ecological footprint. **Waste production**, the use of **non-renewable resources**, and the **consumption of goods** all play a role in environmental degradation, contributing to climate change, pollution, and resource depletion.

It becomes increasingly important to adopt **more sustainable habits at home**. By **making small changes** in how we consume energy, water, and other resources, we can significantly reduce our environmental impact and contribute to a healthier planet. These practices not only **benefit the environment** but also lead to **cost savings** and a **more mindful, intentional way of living**.





4 House - Impacts for the planet

1. Energy Efficiency

Switch to LED Bulbs: Replace incandescent bulbs with energy-efficient LED lights, which use significantly less energy and last much longer.

Unplug Appliances: Unplug devices and appliances when not in use to avoid "phantom" energy consumption, which occurs even when devices are turned off but still plugged in.

Energy-Efficient Appliances: When it's time to replace appliances, choose models with high energy-efficiency ratings (such as Energy Star-certified appliances) to reduce energy consumption.

2. Renewable Energy

Solar Panels: If feasible, consider installing solar panels to generate your own renewable energy, which can reduce your reliance on fossil fuels and lower your energy bills.

Green Energy Plans: Switch to a green energy plan with your utility provider, which sources electricity from renewable energy sources such as wind, solar, and hydroelectric power.

3. Sustainable Heating and Cooling

Insulate Your Home: Properly insulate your home to reduce the need for heating and cooling, which can significantly cut down on energy use.

Use Fans and Natural Ventilation: Use ceiling fans, portable fans and natural ventilation to cool your home instead of relying solely with air conditioning.

4. Waste Reduction

Composting: Look for organic, Fair Trade and sustainably sourced labels when purchasing food. These certifications often indicate practices that are better for the environment and for the people who produce the food.

Avoid Overpackaged Products: Choose foods with minimal packaging or opt for packaging that is recyclable or biodegradable.

Recycling: Set up a comprehensive recycling system in your home and ensure that you separate materials correctly to avoid contamination. Recycle paper, plastic, glass and metals according to your local recycling guidelines.

Reusable Products: Opt for reusable items, such as shopping bags, containers and cloth napkins, instead of single-use plastics and disposables. This reduces waste and conserves resources.

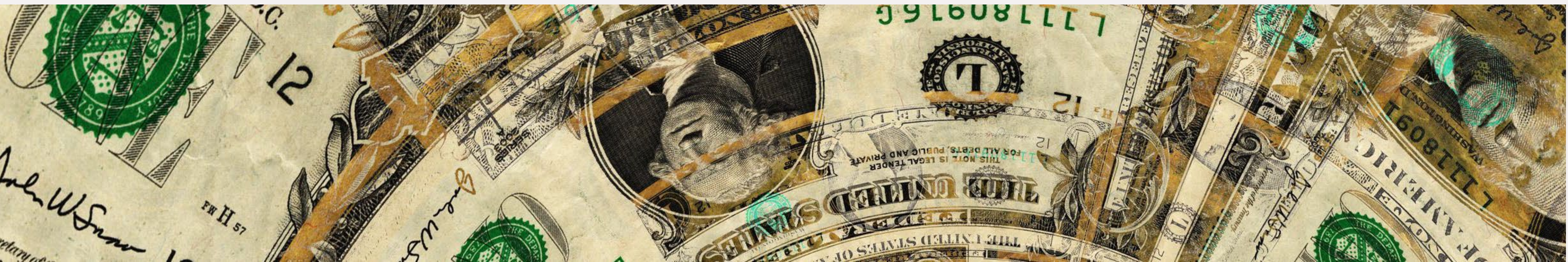




5 Buying - Impacts for the planet

The choices we make when **purchasing goods and services** significantly impact the environment. From **raw materials** used in production to **energy** consumed during manufacturing and **waste** generated by packaging and disposal, every purchase contributes to our ecological footprint. **Fast fashion**, is often associated with high levels of **pollution, resource depletion**, and **unethical labor practices**. Beyond fashion, our consumption habits across various sectors - **electronics, home goods**, and **personal care** - also play a critical role in environmental degradation.

As consumers become **more aware** of these issues, there is a growing movement towards **sustainable purchasing**, reducing environmental harm and promoting ethical business practices and community well-being. By making conscious choices about what we buy, we can drive demand for **more sustainable products** and contribute to a **more responsible and eco-friendly economy**.





5 Buying - Impacts for the planet

1. Choose Sustainable Brands

Research Brands: Before making a purchase, research brands to understand their environmental and ethical practices. Look for companies that prioritize sustainability in their sourcing, production and distribution processes.

Certifications to Look For: Opt for products that carry certifications like Fair Trade, GOTS (Global Organic Textile Standard) or B Corp, which indicate adherence to high environmental and social standards.

Support Ethical Brands: Favor brands that are transparent about their supply chains, pay fair wages and avoid exploitative labor practices. These companies often invest in sustainable materials and eco-friendly production methods.

2. Avoid Fast Fashion

Quality Over Quantity: Invest in high-quality, durable clothing that will last longer, reducing the need for frequent replacements. This reduces waste and the overall demand for new resources.

Second-Hand Shopping: Consider buying second-hand or vintage clothing, which extends the life of garments and reduces the demand for new production. Thrift stores, online resale platforms and clothing swaps are great options.

3. Support Local and Artisanal Producers

Buy Local: Purchasing goods from local producers reduces the carbon footprint associated with transportation and supports the local economy. Local products are often fresher and limitedly impact the environment.

Artisanal and Handmade Goods: Support artisans and small businesses that produce handmade goods using sustainable methods and materials.

4. Consider the Product Lifecycle

Durability: When purchasing any item, consider its durability and how long it will last. Avoid products that are designed for short-term use and are likely to break or wear out quickly.

Choose products that can be easily repaired or repurposed, extending their life and **Repair and Repurpose:** reducing the need for replacements.

End-of-Life Disposal: Consider how the product will be disposed of at the end of its life. Opt for items that can be recycled, composted or otherwise disposed of sustainably.

5. Reduce Packaging Waste

Minimal Packaging: Look for products with minimal or recyclable packaging. Some brands offer products in bulk or refillable containers, which can significantly reduce waste.

Avoid Overpackaged Products: Use reusable shopping bags, containers and produce bags when shopping to avoid single-use plastics.

Bring Your Own Bags: Use reusable shopping bags, containers and produce bags when shopping to avoid single-use plastics.



App-solutely Sustainable!

Here are some more suggestions from fellow colleagues



Too Good To Go helps saving good food from going to waste. Cafés, restaurants and supermarkets offer unsold good food at very low prices.



Vinted is a platform where you can buy and sell second-hand products, from clothes to tech products, from books to home accessories.



BlaBlaCar is the world's leading community-based travel app where drivers and commuters can match and share a car ride to save money and reduce CO2 emissions.



Refill is an app that connects people with locations where they can eat, drink and shop with less waste and helps users to find local refill stations near them.



Ecosia is a search engine and web browser that uses its profits to plant trees around the world.

MSX GREEN SHIFT: SMALL HABITS, BIG CHANGE



Celebrating Our Changemakers

With Gratitude: You Made It Happen!

A big **thank you to** all the members of our **Sustainability Changemaker Community** for your passion, ideas, and energy in shaping *MSX GameShift – Small Habits, Big Change*.
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