

GREEN THE OFFICE

Step-by-Step Program Outline

Green the Office is a turnkey single stream office recycling program that is based on four key actions, to: educate, engage, reinforce and reward. This easy step-by-step outline will guide you and your team to a more sustainable business.

- 1) Send an email announcement about your new office recycling service and Green the Office, the program that will help make it a success.
- 2) Create a volunteer 'Green the Office Team' consisting of dedicated employees who will help implement and monitor your Green the Office program.
- 3) Work with your 'Green the Office' team to:
 - a) **Educate:**
 - Organize a kick-off event with employees
 - Put signs up around the office – recycling, tips, etc.
 - Send kick-off email with program information to employees
 - b) **Engage:**
 - Email Green the Office Pact to employees and managers to be signed electronically
 - Organize lunchtime roundtable for program suggestions
 - Survey employees periodically
 - c) **Reinforce:**
 - Email recycling reminders and stories
 - Provide recycling bin content updates (results of monitoring activities) and communicate program progress
 - Organize employee games and contests
 - d) **Reward:**
 - Identify and reward 'recycling champions'
 - Set goals, i.e. increase recycling %, and provide rewards for achieving goals
- 4) Continue to monitor the success and make changes to tailor your Green the Office program to your business's specific needs.
- 5) Share your success stories with us!