

Carleton University

Eco Reps program orientation

BACKGROUND

The Eco Reps program is a network of staff volunteers with an interest in sustainability issues. Located within different departments across the University, Eco Reps facilitate positive changes in their workplaces and support sustainability practices across the campus.

Eco Reps encourage their peers to adopt sustainable behaviours in energy conservation, waste and recycling, green purchasing, green event planning, carbon emission reduction and sustainable transportation alternatives.

Eco Reps can also help to coordinate their workplaces to achieve Green Workplace certification, documenting that their workplace or department is sustainable.



Sustainability
CARLETON UNIVERSITY

WHY AN EMPLOYEE FOCUSED SUSTAINABILITY PROGRAM?

Sustainable operations have a long history at Carleton University. Since the early 1990s, waste reduction and recycling programs have been in place and the ongoing implementation of major energy conservation measures have contributed to sustainability goals.

With the launch in 2013 of the Sustainability Strategic Plan, Carleton has embraced sustainability as a way of doing business, integrating it into operations and set a mission to strengthen a culture of sustainability on campus. One key aspect of this is an effective network of individuals that are engaged in sustainability initiatives in different departments. This network is believed critical to engage the university's community in all facets of sustainability.

HOW THE ECO REPS PROGRAM WORKS

The Sustainability Office at Carleton offers resources, training and educational opportunities to give Eco Reps the skills and knowledge needed to promote sustainability in the workplace.

'Lunch and Learn' meetings take place on a quarterly basis and focus on priority sustainability initiatives and current programs on campus.

Eco Reps can also coordinate their workplace to implement the Carleton Green Workplace checklist and achieve certification for best practice, making the campus 'Green' one workplace at a time!

Finally Eco Reps have the support of the Sustainability office if they have any questions, feedback and/or suggestions.



PROGRAM GOALS

- Create a network of engaged staff, Eco Reps, across Carleton who have the capacity to foster sustainable behaviours and practices in their own departments and work places.
- Continually develop tools and resources to increase awareness, support and adoption of resource conservation practices within the Carleton community.
- Recognize and celebrate Eco Reps contributions to fostering a culture of sustainability across Carleton.

THE ECO REP ROLE

Eco Reps help Carleton achieve its sustainability goals and targets by promoting sustainable behaviours in their workplace and/or department.

The complete Eco Rep role is outlined below. Please read through it to ensure you have a clear understanding of what the position entails.

RESPONSIBILITIES:

- Eco Reps principally raise awareness towards sustainability best practice.
- Eco Reps act as a liaison between the Sustainability office, their workplace and/or department, and others in the campus community.
- Eco Reps encourage staff, faculty and students in their workplace and/or department to:
 - Reduce energy use
 - Consider sustainable transport alternatives
 - Reduce material waste, and re-use supplies and resources whenever practical and possible
 - Promote sustainable procurement principles and practices
 - Promote and foster engagement in Carleton's recycling programs
- Work through the Green Workplace checklist to gain certification.
- Email sustainability updates and event initiatives to colleagues
- Participate, promote and engage peers in sustainability campaigns (e.g. Earth Day) and monthly sustainable themes.
- Identify opportunities to implement sustainable changes within their workplace.
- Orientate new Carleton employees in their departments and/or workplace to Carleton's sustainability policies and best practice.
- Participate in Sustainability 'Lunch and Learns' to exchange ideas.
- Bring concerns and suggestions to the attention of the Sustainability office so we can learn from each other.

DID YOU KNOW?

61%: the percentage of waste diverted from landfill in 2013.

27%: the percentage of food purchased by dining services, which is either 'local, fair-trade or organic.'

8: the number of buildings certified as 3 Green Globes or better on campus.

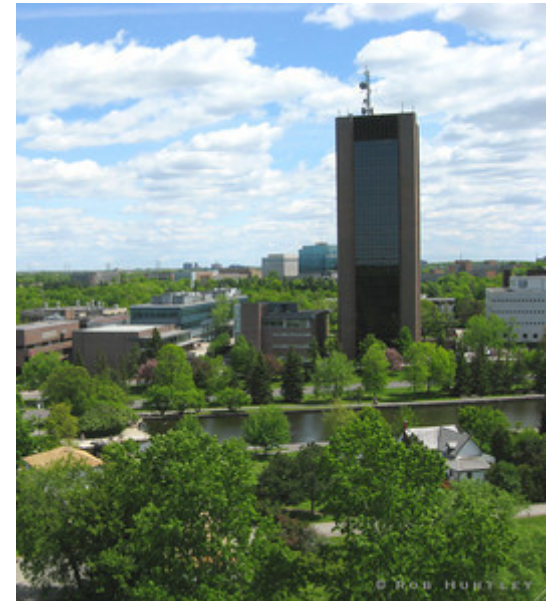


TIME COMMITMENT:

- An average of 2-4 hours per month.

BENEFITS:

- Engage the Carleton community to become more sustainable and enjoy the benefit personally, by greening your own lifestyle.
- Network with peers with similar interests, including quarterly lunch meetings.
- Access Carleton specific tools, tips and resources on sustainability topics.
- Forge closer working relationships with colleagues while working towards a common goal.
- Gain useful skills for the future while receiving recognition for your efforts and achievements.
- The sense of wellbeing you'll feel by doing 'something good' for the environment.



PROGRAM RESOURCES

WORKPLACE CERTIFICATION CHECKLIST

The Eco Rep program provides a workplace certification checklist with a series of actions and ideas to be implemented based on the key sustainability themes of Waste, Purchasing, Energy, Water, Indoor Air Quality and Transportation.

EMAIL UPDATES

You will receive regular email updates that include:

- Monthly sustainability topic.
- Information on upcoming sustainability related events at Carleton and across Ottawa.
- Requests to forward email updates to colleagues in your workplace.

EMPLOYEE SUSTAINABILITY GUIDE

This guide is intended as a tool you can use to orientate new employees to Carleton on sustainability actions, policies and engagement opportunities. The guide provides an overview of the simple actions that we can all take and behaviours that can be adopted to ensure the Carleton community is sustainable.

GREEN REVOLVING FUND

Carleton University has established a \$1-million Green Revolving Fund as part of our campus-wide Sustainability Strategic Plan. The fund allows for investment in sustainability-related projects that are submitted by Carleton faculty, staff and/or students. The main criteria for consideration include a positive environmental impact and a solid financial plan. Other criteria will also be considered.

For more information about the fund, please go to carleton.ca/fmp/energy-and-sustainability/green-revolving-fund/.



DID YOU KNOW?

Staff and students can hire both bikes and cars on campus, meaning that you don't always need to bring the car to campus to still get around.

