

for more information, visit www.carleton.ca/sustainability

Carleton University

Employee Sustainability Guide



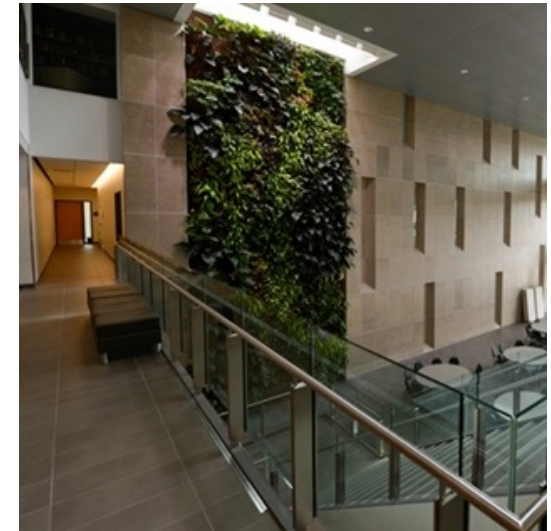
WORKING TOGETHER TO MAKE CARLETON A SUSTAINABLE PLACE TO WORK AND LEARN.

We believe Sustainability means to live, learn and grow within our campus, to both protect and strengthen our physical and social environments to ensure that future generations can continue to develop and enjoy our campus community.

As a staff member you can contribute to this aim and demonstrate your environmental commitment, which will truly make a difference and encourage others to do the same.

You can play a part through switching off devices and lighting when not in use, keeping heating and cooling to reasonable levels, taking advantage of recycling facilities to reduce waste to landfill and through exploring sustainable transport options such as cycling, car sharing and public transport.

This guide is designed to introduce you to simple actions you can take in your workplace and on campus that will help drive sustainability at Carleton.



DID YOU KNOW?

In 2013, Carleton University released a comprehensive strategic plan for embedding environmental sustainability in all university operations, including a campus wide building assessment program. This represents one of the most ambitious plans in Canada to reduce a university's environmental footprint.



DID YOU KNOW?

Carleton has introduced a \$1 million Green Revolving Fund to support and implement the best sustainability projects and ideas as suggested by our community.

GET INVOLVED

TAKE THE PLEDGE

At Carleton we are committed to the environment and our role as an environmental steward. The Sustainability Pledge is your opportunity to commit personally to a more sustainable university and every member of the community is encouraged to consider participation. Take the pledge at carleton.ca/sustainability

BECOME AN ECO REP

Eco Reps are a network of staff volunteers with an interest in sustainability issues. The program provides staff members with opportunities to promote positive changes in their workplaces and support sustainability practices across the campus.

SUBMIT YOUR IDEA TO THE GREEN REVOLVING FUND

The Green Revolving Fund has been established with a value of \$1 million to invest in sustainability-related projects across campus. Submit your idea, with estimations of costs and annual saving projections, at greenfund@carleton.ca.

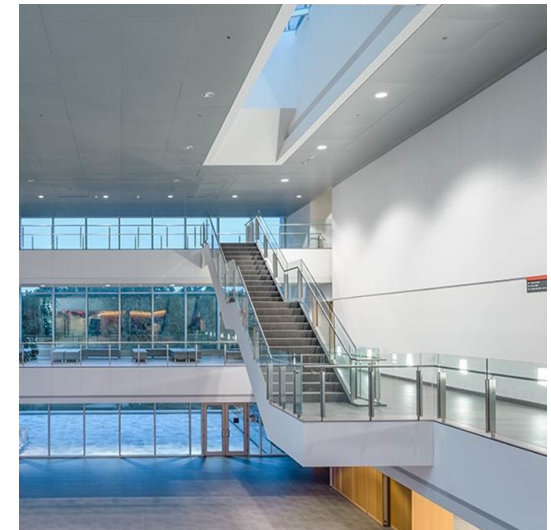
SUSTAINABILITY IN PRACTICE

ENERGY

- **Switch off your lighting.** Whenever possible, turn off the lights when not required. Lighting an office overnight wastes enough energy to heat water for 1000 cups of tea!
- **Only use what you really need.** If you have a desktop, enable the power management functions on your computer: screen savers do not save energy.
- **Pull the plug.** Turn off all electrical items at the end of the day. This could include computers, cell phone chargers and shared electrical equipment such as printers and coffee machines. Leaving a PC monitor on all night wastes enough energy to microwave six dinners!
- **Heating and cooling.** Avoid personal heating and cooling devices. If the workplace seems too hot or cold, please contact the Facilities Management and Planning Service Centre (FMP.Service.Centre@carleton.ca) to resolve the problem. Be sure to close all windows, blinds and curtains before leaving the room.

WASTE

- **Special Waste.** Recycle all your batteries, cell phones and printer cartridges/toners (from work or home) through the Carleton Special Waste depots. There are numerous locations across the campus, where you can bring your waste for free disposal.
- **Mixed Paper, Plastic, Metal and Glass recycling.** Carleton offers a three stream recycling system, with glass bottles and jars, plastic containers, pop cans, tins, coffee sleeves, cardboard and paper bins located across campus.
- **Organic Waste.** Carleton collects organic waste from kitchen areas in Dining Services operations and within residence shared kitchens.



DID YOU KNOW?

Carleton university has committed to ensuring that all new construction and major renovations are assessed against the Green Globes sustainability assessment system, an internationally recognized, third party, certification and building environmental design and assessment tool. The Canal building received 5 out of 5 Globes.

SUSTAINABILITY IN PRACTICE



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.

TRANSPORT

- **Take your bike to work.** Bike racks are available across campus, this includes a covered facility at University commons and a secure bicycle storage compound located at the Athletics complex. The area has space for over 200 bikes and costs only \$10 a year. A free bike pump and repair station is also located at the northwest side of the Architecture building.
- **Car pool.** To help find carpool partners coming from your home location to Carleton University register for ride matching within the City of Ottawa area at eRideShare.com or at OttawaRideShare.com. Membership is free. Parking services provide commuters who regularly car pool to work with a reliable ride home via cab when an emergency arises.
- **Car share.** Carleton University has partnered with Vrtucar and Student CarShare to make car-sharing available for staff and students alike.

PAPER REDUCTION

- **Electronic Filing.** Organize and save your documents in your shared drive. You will save space, and paper. If you share your files with other people or departments, use online software options, like Dropbox and reduce the number of printed versions produced, until the final document is agreed upon.
- **Double Sided Printing.** Set your computer to print double sided by default.
- **Previously Used Paper.** Where possible use previously used paper for notes, minutes, etc and avoid using new paper.

