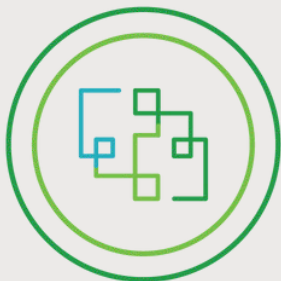


4th Annual Workplace GREEN UP



Green Economy
London

October 2023

Workplace GREEN UP



Workplace Green Up is an employee engagement program for Green Economy London members to provide employees with fun sustainability activities! All activities can be done both in the workplace and/or at home.

Members can earn points over the four weeks of Workplace Green Up by completing different activities. Each week focuses on one of Green Economy London's target areas: **waste reduction**, **GHG emissions reduction**, **water conservation**, and **environmental stewardship**.

Week 1 - GHG Emissions Reduction: October 2nd to October 8th

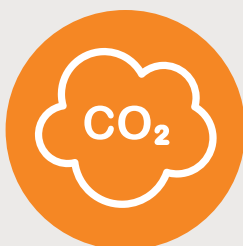
Week 2 - Environmental Stewardship: October 9th to October 15th

Week 3 - Waste Reduction and Diversion: October 16th to October 22nd

Week 4 - Water Conservation: October 23rd to October 29th

In addition to empowering businesses to set and achieve sustainability targets, Green Economy London aims to embed sustainability in the work culture of our members. Whether the action is a small individual change or large organizational commitment, they all contribute to our mission of making London one of the greenest and most resilient cities in Canada.

Please note that some Workplace Green Up activities may count as projects towards your organizational targets.



RULES

1. Distribute the Workplace Green Up guide to your team.
2. Email Allison at **allison@londonenvironment.net** to indicate that employees from your organization will be participating
3. We encourage as many employees as possible to participate; businesses with more than five employees need a minimum of 2 participating employees.
4. Bonus point activities should be completed by **October 31st**
5. Activities should be completed during their assigned weeks:
 - **GHG Emissions Reduction:** Oct 2nd - Oct 8th
 - **Environmental Stewardship:** Oct 9th - Oct 15th
 - **Waste Reduction & Diversion:** Oct 16th - Oct 22nd
 - **Water conservation:** Oct 23rd - Oct 29th
6. Points are tallied per organization, not individually.
7. To earn points, share activities on Facebook, Twitter, LinkedIn, or Instagram. You **must tag Green Economy London** and use the hashtag **#WorkplaceGreenUp2023** to ensure we can track activity submissions. You can also submit activities through email.



PRIZES



Prizes will be distributed to organizations based on the sum of the points earned from activities completed.

1st Place

- **\$1,500** in Green Project Support to go towards implementing a sustainability project involving emissions reduction, water conservation, waste diversion and reduction, environmental stewardship, or consultant/ audit fees
- **\$250** in gift cards to a Green Economy London member of choice
- A physical award to display at your workplace

2nd Place

- **\$200** in gift cards to a Green Economy London member of choice
- A physical award to display at your workplace

3rd Place

- **\$150** in gift cards to a Green Economy London member of choice
- A physical award to display at your workplace

Top Environmental Steward

- This prize goes to the organization that participates in the most environmental stewardship activities throughout Workplace Green Up
- Receive Worm Castings from The Wormery. These worm castings are made through vermicomposting practices and can be used to enrich your gardens!



BONUS POINTS

Complete these bonus activities throughout the month to earn extra points. There may be more opportunities to complete bonus activities throughout the month, so keep an eye out for emails from us!

200 POINTS - Send an organization-wide email sharing that you're participating in Workplace Green Up. It is also acceptable to share on the homepage of your organization's intranet. Ensure to include this guide!

To earn points: Forward the email or screenshot of the post to allison@londonenvironment.net

200 POINTS - Share your own sustainability employee engagement activity. Share an activity not found in this guide that your business does or did this month to promote emissions reduction, water conservation, or waste reduction and diversion.

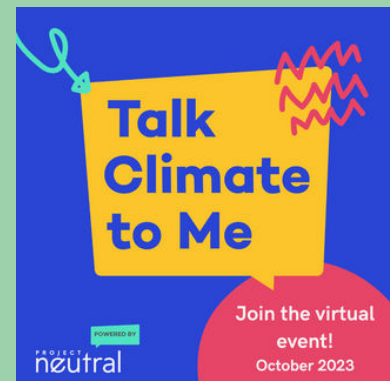
To earn points: Post your team doing the activity on socials and use the hashtag [#WorkplaceGreenUp2023](#)

200 POINTS - Have your employees take [Project Neutral's Carbon Footprint Calculator](#). Learn what your estimated individual household impact is on the climate.

To earn points: Have 2 or more employees take the calculator and share the results on socials using the hashtag [#WorkplaceGreenUp2023](#)

500 POINTS - Take the Talk Climate to Me course. It's a free, virtual climate education experience for women (but inclusive to all) in Canada powered by Project Neutral. This course is packed with climate knowledge and tools to engage in climate conversations and spark climate action. Register [here](#).

To earn points: Participate in the program and share photos of you participating on socials [#WorkplaceGreenUp2023](#)



800 POINTS - Set an organizational reduction target in either GHG emissions, waste, or water conservation.

To earn points: Schedule a target setting meeting with Green Economy London to get started. Email allison@londonenvironment.net to get started.

50 POINTS - We have created a Workplace Green Up filter on Instagram for members to use for posts and stories when completing activities.

To earn points: Use this Instagram filter at least one time to receive these points and use the hashtag [#WorkplaceGreenUp2023](#)

SUBMITTING ACTIVITIES THROUGH SOCIAL MEDIA

- Post photos of your team completing activities each week on the social media platform of your choice
- And/or use our Instagram story filter to share photos
- In order for activities to be recorded and to earn points you **must tag us and use the hashtag #WorkplaceGreenUp2023**

If you or a member of your team is not comfortable sharing on social media, you may submit photos and a list of completed activities **via email to allison@londonenvironment.net by the Sunday of each week.**

How to Use Instagram Filter:

1. Go to the Green Economy London Instagram
2. Click on the 'filters' tab ✨
3. Find the Work Place Green Up Filter
4. Click 'Try it' 📷



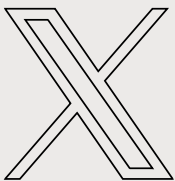
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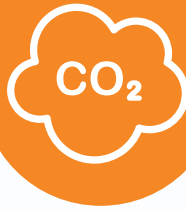
LinkedIn

[@GreenEconomyLondon](#)

Tag Green Economy London and use the hashtag
#WorkplaceGreenUp2023

GHG Emissions Reduction

October 2nd - October 8th



These are the activities for GHG emissions reduction week of Workplace Green Up. To earn points, do the activity or participate in the event and post pictures of your team completing the activity on social media. Use the last column to keep track of your points. Remember to tag Green Economy London and use the hashtag [#WorkplaceGreenUp2023](#)

Activity	Points	<input checked="" type="checkbox"/>
1. Take Action! After completing the Carbon Footprint Calculator by Project Neutral, select a home energy emissions action challenge to commit to for the week to help reduce your carbon footprint score.	250	
2. Clean up your digital footprint . The production, use, and data transfer of differential files and devices contribute to carbon emissions. Go through your digital files on your cloud service (e.g. Google Drive, Dropbox) and saved folders to delete documents you no longer need.	300	
3. Time for maintenance. Regular maintenance of your appliances, furnaces, and air conditioning can help them run more efficiently. Do a maintenance check or schedule one. This can include replacing furnace air filters, refrigerator coils, etc.	300	
Energy Efficiency Day is October 4th! Here are some ways to celebrate and get involved: <ul style="list-style-type: none"> 4. Adjust the thermostat of your office or home to optimal temperature. It's recommended to keep your space between 20 - 22 C during the day and 17 - 17 C when you're away or at night 5. When electronics are turned off but are still plugged in, they use 'standby' or 'phantom' power. Try to eliminate phantom power by using power bars and turning them off on evenings and weekends. 6. Attend the webinar hosted by Efficiency Canada and Toronto Metropolitan University on Building High Performance Teams for High Performance Buildings - October 4th from 6:30pm to 8:30 pm 	200 200 500	
7. Single-occupancy gas-powered vehicles contribute significant emissions. For this challenge, carpool with a coworker, take the bus or use active transportation to get to work this week (walking, biking) <ul style="list-style-type: none"> Bonus: Use active transportation or the bus to run errands this week 	500 200	
8. Go vegan! Research shows that eating a vegan diet can massively reduce contribution to climate emissions. Make a vegan team lunch.	400	

Environmental Stewardship

October 9th - October 15th



These are the activities for environmental stewardship week of Workplace Green Up. To earn points, do the activity or participate in the event and post pictures of your team completing the activity on social media. Use the last column to keep track of your points. Remember to tag Green Economy London and use the hashtag [#WorkplaceGreenUp2023](#)

Activity	Points	<input checked="" type="checkbox"/>
1.Citizen Science is helping to share information for research and monitoring programs. Participate in a citizen science program to earn points. Pick an activity from this list or find your own.	200	
2.Help shape London's Mobility Master Plan . Engage with the plan by either sharing your feedback about evaluating future projects, commenting on what the plan's mode share goals should be or let the City of London know more about your priorities.	200	
3.Add habitat for birds and bees by making or purchasing birdhouses, bee hotels, or nesting structures. Resources for making birdhouses here and bee hotels here .	300	
4.Get outdoors! Plan a hike/walk with employees in one of the many Environmentally Significant Areas (ESAs) throughout London and enjoy nature. Click here for a list and map of each location.	300	
5. Organize a litter clean-up around your community. Clean-ups are a great opportunity to involve all employees, family, and friends in climate action.	400	
6.Western's campus has many sustainability features including pollinator and rain gardens and LEED Certified green buildings. Tours of the sustainability initiatives on campus are available to the public. Book a tour in October or November to earn points.	400	
7.Hold a fall food drive and donate the food to the London Food Bank. Commonly needed food categories include: canned fruit, canned vegetables, pasta, rice and baby food . Review the London Food Bank's information package for help planning the drive.	500	
8.Make and throw seeds bombs for a fun way to restore an area back to native vegetation. Ensure to use native plants for the seeds bombs. Read about the benefits and learn how to make the seed bombs here .	500	

Waste Reduction and Diversion

October 16th - October 22nd



These are the activities for waste reduction and diversion week of Workplace Green Up. To earn points, do the activity or participate in the event and post pictures of your team completing the activity on social media. Use the last column to keep track of your points. Remember to tag Green Economy London and use the hashtag [#WorkplaceGreenUp2023](#)

Activity	Points	<input checked="" type="checkbox"/>
1.No more paper towels. Replace paper towels in your kitchen and bathroom with reusable options. You can make your own from scraps of old fabric and clothes.	200	
2.Time to learn a new skill. Instead of throwing out ripped clothes or other material items, learn how to mend and sew to bring those items back to use.	200	
3. Take Action! After completing the Carbon Footprint Calculator by Project Neutral, select a waste emissions action challenge to commit to for the week to help reduce your carbon footprint score.	250	
4.Shop zero waste by using containers and reusable bags on your next grocery trip. Try to buy products that don't have single use plastic. Check out shopping at Reimagine Co. and On The Move Organics .	300	
5.Have waste free lunches this week. Use reusable containers, reusable utensils, and reusable cups/ water bottles for meals. Promote zero waste lunches throughout the workplace and share educational materials/posters.	300	
6. Host a recycling collection drive at your workplace. This can include the collection of clothing, electronic waste, household textiles, and more! After the end of the drive, the items can be brought to an EnviroDepot found throughout London.	500	
7.Cigarette butts are some of the most littered items in the world. Join TerraCycle's UNSMOKE program to help collect and recycle cigarette waste on your property.	600	
8. TerraCycle offers a range of free recycling programs. These programs offer recycling solutions for typically hard-to-recycle waste streams. Choose a collection program to join or join as many as you'd like. Share photos of you collecting the items for the particular recycling program. Click here for the available recycling programs.	600	

Water Conservation

October 23rd - October 29th



These are the activities for water conservation week of Workplace Green Up. To earn points, do the activity or participate in the event and post pictures of your team completing the activity on social media. Use the last column to keep track of your points. Remember to tag Green Economy London and use the hashtag [#WorkplaceGreenUp2023](#)

Activity	Points	<input checked="" type="checkbox"/>
1.Be a leak detective. Leaks can account for over 10% in your yearly water usage. Check for leaks in toilets, faucets, shower heads, pipes, valves, and hoses. If you find a leak, ensure to fix it yourself or get it fixed by a professional.	200	
2. It isn't always feasible to upgrade to a new low-flow toilet. Put a weighted bottle in your toilet tank to help reduce the amount of water used for each flush.	200	
3. Watch the documentary SHORELINE: The Paddle Against Plastic individually or as a team. The story highlights the problem of plastic pollution in Lake Ontario. Screen it here .	100	
4.Fats, oils, and grease (FOG) can block sewer systems when poured down sinks and toilet. To protect our waterways, collect your fats, oils, and grease in a cup or can. Once it is full, it can be thrown into the garbage. Free FOG cups can also be picked up at the City of London EnviroDepots and at London Public Library locations . When these cups are returned, it will be used to generate green energy.	350	
7. Show us how you conserve water or connect with water through photography. Share your water themed pictures.	300	
5.Add aerators to faucets around your workplace and at your home. Aerators can significantly reduce flow rate while maintaining pressure. These can be purchased at most home improvement stores.	400	
6.Collect rainwater. Install a rain barrel under your workplace or home's downspout to reduce the amount of water used for watering gardens and landscaping. Check out this resource for how to set up a rain barrel .	500	
8. Attend the concert Tempo! presented by the Don Wright Faculty of Music and the Western Academy for Advanced Research. This event combines a concert with a discussion of the increasing natural disasters coming from climate change and what we do to adapt our changing reality. Taking place Oct 27th at 12:30pm.	500	

Workplace GREEN UP

Don't forget to share your pictures using the hashtag **#WorkplaceGreenUp2023** and tag us to earn points!

Facebook: @GreenEconomyLondon

Instagram: @GreenEconomyLdn

LinkedIn: @GreenEconomyLondon

Twitter: @GreenEconomyLDN

For questions and to indicate participation please contact Allison Morgan at allison@londonenvironment.net



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