


Establish a Green Team

adaptations for small & mid-sized
businesses



A high-angle, top-down photograph of three business professionals in an office. The man at the top is wearing a light pink shirt and a dark tie, sitting in a black office chair and writing in a notebook. The man at the bottom is wearing a light blue shirt and a dark tie, sitting in a black office chair and typing on a laptop. The man on the left is wearing a dark purple shirt and a dark tie, sitting in a black office chair and holding a white coffee cup. They are all sitting on a light-colored wooden floor. The text is overlaid on the right side of the image.

"Alone we can do so
little, together we
can do so much."
- *Helen Keller*

OVERVIEW

development

audit

goals





DEVELOPMENT

development

DETAILS

- create an enthusiastic group
- try to have representation from all departments

RESPONSIBILITIES

- researching
- auditing
- planning
- execution of plan
- feedback

sections



Energy
Efficiency



Green
Transportation



Water
Conservation



Waste
Management



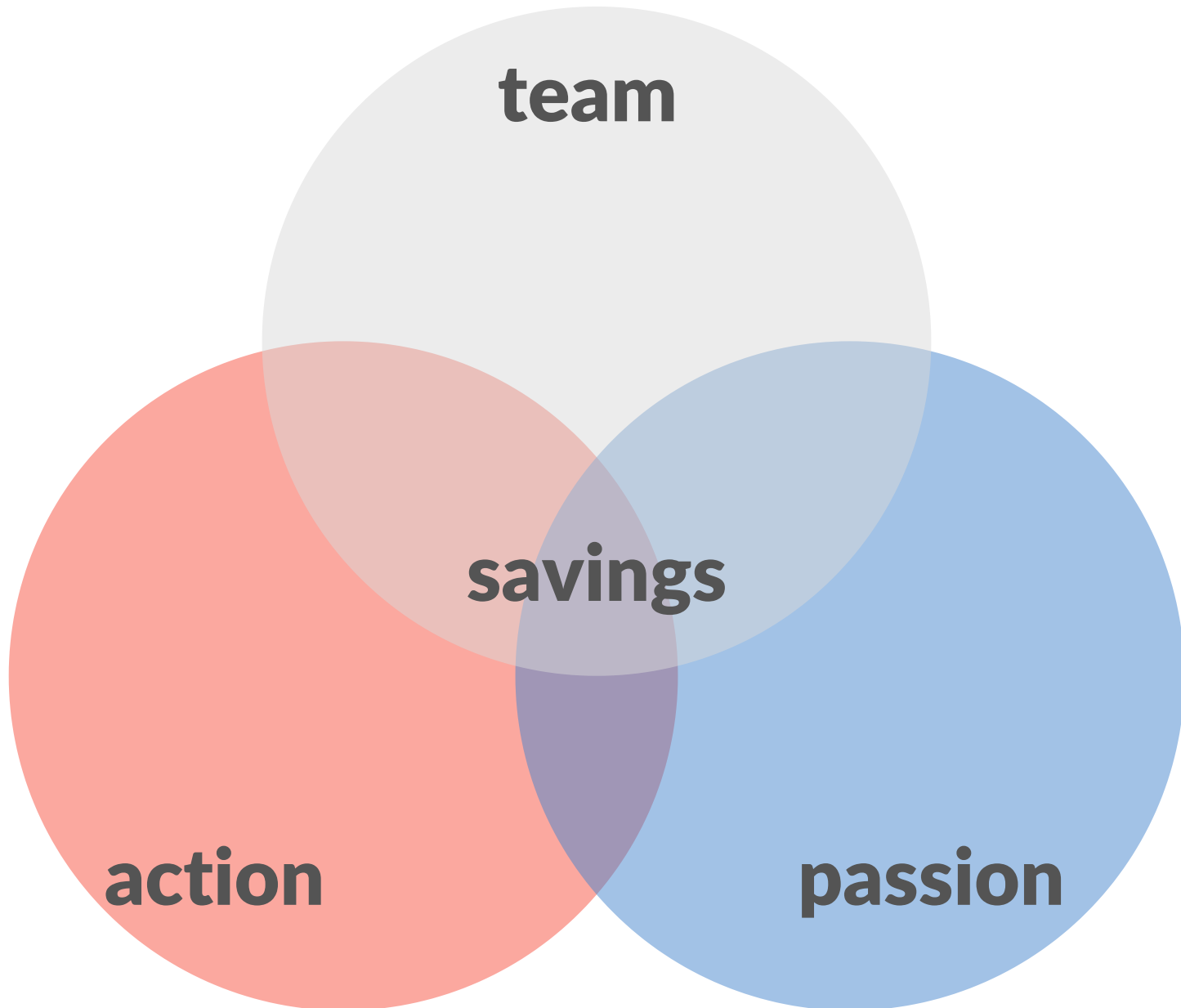
Employee and
Community
Engagement

AUDITING

01 prepare

02 perform

team power



01

prepare

Schedule

Find a day that fits the availability of
your team



Collect

**Collect building and appliance records
or administer surveys to employees.**



Research

Each section will require research of the facility and appliances or a survey of people and practices.



Consult section audits for guidance.

02

perform

audit



Use the appropriate audit to guide you through your evaluation

This can be a tedious process but it is one of the most important steps in improving your company

GOALS

03 creating goals
04 planning action
05 feedback
06 rewards



03

creating goals

goal setting



1. Assess your audit, find areas that need improving



2. Create measurable, attainable, relevant goals.



3. Set a time frame for each goal

examples



1. Reduce water consumption by 20% in the next 6 months.



2. 75% zero waste in 2 years.



3. Incorporate first ever "Green Week"

04

planning action

a goal without a plan

is just a wish



sustainability teams



**use your
sustainability team
to organize and
initiate planning
and execution of
your company
goals**

be creative

**Ask staff for their ideas
and involvement in
making solutions**

**There is no one way to
solve a problem.**



EXAMPLES



**Annual green
business week!**



**Office
sustainability
challenges!**



**Organize team
building around
sustainability!**



action

**Specific actions are
necessary to achieve
goals.**

**Delegate sustainability
teams and leaders to
execute your plans.**

05

feedback

set markers

How often are you checking improvement

1. Monthly
2. Quarterly
3. Semi-annually
4. Annually

report



give frequent reports
at staff meetings or in
staff updates and
discuss with
employees on what
they are experiencing

make adjustments

**are your goals still
attainable? too attainable?**

1. What is working?
2. What is not working?
3. Make changes

06

reward

reward

recognize those in your company who go through extra effort to adapt to the changes

Give incentives



Examples:

- recognition
- financial reward
- promotion
- prize

Thank You

FOR BEING A PIONEER OF
CHANGE AND CREATING A
WORLD THAT IS KIND TO ITS
PEOPLE AND ITS HOME

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