



SUSTAIN- ABILITY CASE STUDY

• PROJECT DESCRIPTION

- > LGM proposed to remove waste bins from desks in an effort to reduce waste and to promote and encourage conscious recycling. Paper waste is the most common waste material created in their office. As a result, each desk only needs a paper reuse collection tray and a recycling bin. The waste bin was relocated centrally in the office to provide access to the entire staff at once. The program was designed to educate and encourage staff to dispose of items in a way that supports sustainable and healthy living.

• OBJECTIVES

- > Reduce waste sent to the landfill, including organic waste (in accordance with the City ban)
- > Increase waste diversion from landfill
- > Encourage employee awareness about recycling and other sustainability efforts

• DETAILS

- > Each kitchen was equipped with properly labeled disposal bins for placing mixed recycling (plastic containers, cans, bottles, glass, cartons and tetra paks), organic materials, and garbage where they belong.
- > Large paper recycling bins (provided by Oxford) were placed beside each photocopier and properly labeled.
- > Each person was equipped with a proper recycling box at their desk and were required to empty their personal desk side paper recycling into the large paper recycling boxes beside the photocopiers.
- > The number of garbage cans throughout the office was reduced from everyone having a bin to an estimated 1 per 8 people.
- > There are only two small waste bins in the kitchens (per department) – a total of 10 waste baskets, between 2 floors, for 100+ people
- > Leadership from our Managers and Executive Team



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• COMMUNICATIONS



Inform and Educate

KEY GOALS Inform and educate our colleagues on the LGM Recycling Initiative.

ACTIONS Donna and Hazel to present the Recycling Initiative to groups in Vancouver Office. Donna and Hazel to meet with Davinder and Larry to brief them on sharing the initiative with their offices.

APRIL




Implementation

KEY GOALS Set up the offices with the required gear to effectively dispose of materials.

ACTIONS Donna and Hazel to set the offices up with required bins and signage.

MAY



KEY GOALS All employees are participating in the recycling program.

ACTIONS Social Responsibility Workgroup members support their colleagues with participating in the program.

JUNE

• COMMUNICATION TOOLS USED:

- > PowerPoint presentation
- > Interoffice email communication
- > Oxford's Waste Sorting Game

• OUTCOMES:

- > Garbage reduction = 4 bags per night to 1/3 of a bag per night (between two floors, with +100 employees total)
- > Within the 10 waste baskets, the majority of the evenings, there is NOTHING in them.
- > Staff has complied with the changes. We've made light of it, lots of laughter...and of course, we're always ready to answer questions such as, "which bin does this go in?"
- > Overall, it has been a positive experience within our office environment that has created a ripple effect. Some of the staff has told me that they are much more aware at home as well. Mission accomplished!

• NEXT STEPS

- > In 2013, 18 Million Keurig cups a week in the USA were thrown into landfills. LGM reviewed coffee options and a new setup to coincide with the Vancouver office from Marine Building to MNP Tower. Leadership from our Managers and Executive Team from Marine Building to MNP Tower.
- > As of November 2015, we no longer use K-cups. All coffee grounds are organic and Nespresso pods are recycled. We have even eliminated plastic stir sticks and use spoons for both our kitchenettes at MNP Tower.