



UNIVERSITY OF  
CALGARY

# Sustainable Offices Meetings Badge Checklist



# Sustainable Offices Meetings Badge Checklist

## Welcome to the Sustainable Offices Meetings Badge Checklist!

When we make small changes in how we conduct our meetings on a daily basis, we create a more environmentally conscious, socially responsible and inclusive workplace culture. We can also help realize several of UCalgary's sustainability goals at once:

**We strive for a holistic approach to integrating, supporting and empowering individuals to ensure positive healthy lifestyles, and work, study and living environments.**

**We aim to be a leader in sustainable and healthy dining service practices.**

**We strive to be a zero waste community; by 2020 80 per cent of our waste will be diverted from landfill.**

— Institutional Sustainability Strategy ([Administration and Operations Framework](#), pp. 13, 16, 19).

For additional tools and resources to certify your next event as a Sustainable Event, consult [UCalgary's Sustainable Events program](#).

### How to use this Checklist

- Lead your colleagues to complete all required action items on the Energy and Emissions Badge Checklist over a period of at least three months. There is a section on the completion form to enter the start and end date.
- Use the checklist to keep track of your successes and new habits as you go, checking off all action items that you have completed.
- **To learn more about how and why to achieve each action item listed in the Checklist, click the icon in the "How/Why?" column. Use the supporting documents in the appendix as needed.**
- To earn the Energy and Emissions Badge, complete all six required action items.
- To earn a gold Energy and Emissions Badge, complete the six required items and the exemplary action item.
- When you are ready to submit your form, please collect brief testimonials from three different members of your office to illustrate the impact of your efforts on your office. Use the testimonials page in this PDF document or attach a separate word document to your final email to [sustain@ucalgary.ca](mailto:sustain@ucalgary.ca)
- A representative from the Office of Sustainability will review your checklist within one week. When it is approved, you will be sent a confirmation email with the virtual badge, and your physical Meetings badge decal will be made available for pickup at the Sustainability Resource Centre.

### Certification levels



Meetings Badge:  
All Required actions



Gold Meetings Badge:  
All Required and Exemplary actions



### Need more information?

For more information, tools and supporting resources, consult the [Sustainable Offices website](#). If you have any questions or comments about the Sustainable Offices program, please contact [sustain@ucalgary.ca](mailto:sustain@ucalgary.ca).

# Sustainable Offices Meetings Badge Checklist

## Required action items

Complete these nine action items to earn a Meetings Badge.

<b>1. We make catering choices to support sustainable food systems.</b>	Why/How?
<ul style="list-style-type: none"><li>• When we serve food and/or beverages at our meetings, we always serve one or more of the following options:<ul style="list-style-type: none"><li>◦ locally grown or sourced food</li><li>◦ organic food</li><li>◦ third-party (i.e. Fairtrade, Marine Stewardship Council)-certified foods</li><li>◦ humanely raised meats and/or animal products</li><li>◦ vegetarian or vegan food</li></ul></li></ul>	
<b>2. We provide accessible food options that all meetings participants should enjoy.</b>	Why/How?
<ul style="list-style-type: none"><li>• When we serve food at our meetings, we ensure that there are equivalent options available for participants who follow faith diets or who have allergies or other dietary considerations.</li></ul>	
<b>3. We do not purchase or serve water in plastic bottles at our meetings.</b>	Why/How?
<ul style="list-style-type: none"><li>• At our meetings, we serve tap water in refillable pitchers. We do not purchase or serve water in plastic bottles.</li></ul>	
<b>4. We minimize the waste created by single-use and disposable items at our meetings</b>	Why/How?
<ul style="list-style-type: none"><li>• At our meetings, we serve all milk, creamer, sugar and condiments in refillable containers. We do not serve plastic stir sticks, straws, cutlery or other single-use items.</li></ul>	
<b>5. We use reusable or compostable dishes and serving ware at our meetings.</b>	Why/How?
<ul style="list-style-type: none"><li>• When we serve food and drink at our meetings, we supply reusable or compostable dishes, cutlery and serving ware for all participants to use. When using compostable dishes, cutlery and serving ware, we remind all participants that these items are compostable.</li></ul>	
<b>6. We recycle and compost all waste produced during our meetings.</b>	Why/How?
<ul style="list-style-type: none"><li>• When we serve food and beverages at our meetings, we provide mixed recycling, refundable beverage container recycling and compost bins for all participants to use to dispose of their waste.</li><li>• We make a brief announcement at the beginning of our meetings to inform guests about the locations of all bins and how to dispose of their items appropriately.</li></ul>	

---

## 7. We prioritize accessibility in planning our meetings.

Why/How?

- We accommodate all known accessibility needs of our team members and external participants.
- When inviting external participants to our meetings, we ask them to identify their accessibility needs and provide accommodations.
- We schedule short bio-breaks into all meetings of 90 minutes or more.
- We use clear and accessible formats for all presentation materials and encourage external presenters to do the same.
- We prioritize accessibility when selecting off-site meeting venues. When a barrier-free venue is not available, we communicate clearly about potential barriers with all participants and offer appropriate accommodations as needed.



---

## 8. We take steps to minimize the resources we use during our meetings.

Why/How?

- We include meeting agendas as part of our calendar invitation for longer or more formal meetings. We do not print our meeting agendas for circulation.
- After our meetings are over, we turn off the lights and put all computer equipment to sleep.
- After our meetings are over, we return all chairs and tables to their original positions. We leave all meeting rooms clean and organized for the next group of people to use.



---

## 9. We dedicate time during our meetings to share information about safety, wellness and sustainability.

Why/How?

- We share safety, wellness and/or sustainability moments on a regular basis during our team meetings.



---

## Exemplary action items

Complete these two additional action items to earn a gold Meetings Badge.

---

### 10. We travel sustainably to all meetings. | Exemplary action item

Why/How?

- Our team members walk or cycle to on-campus meetings whenever possible.
- Our team members take public transit or carpool together to off-campus meetings whenever possible.



---

### 11. We use technology to minimize the environmental impact of vehicle travel to our meetings. | Exemplary action item

Why/How?

- Our office has access to the equipment necessary for video- and teleconferencing.
- Our office has discussed when it is appropriate for members of our team to use video- or teleconferencing to reduce our long-distance vehicle travel.



## Testimonies

---

Collect brief testimonials from three different members of your office to illustrate the impact of your efforts. To capture a diversity of perspectives, include a testimonial from one leader, one member of your Sustainable Offices Committee and one office member not involved in the committee's work.

Do you have comments, questions or stories to share from your office's efforts to earn your Meetings Badge? Would you like to recognize a team member for their sustainability leadership? Please share your feedback and stories with us below.

### **Testimony 1**

### **Testimony 2**

### **Testimony 3**

# Meetings Badge Completion Form

## Instructions

After your office has completed all of the required items in the Meetings Badge Checklist, please fill out the Completion Form below. Email your completed Checklist .pdf to the Sustainability Resource Centre at [sustain@ucalgary.ca](mailto:sustain@ucalgary.ca). We look forward to celebrating your office for its sustainability leadership!

## Sustainable Office details

Name of department or office:

Name of faculty or business unit:

Location of office:

Number of Sustainable Office participants:

Staff

Faculty

Students

Has any of the above information changed since you submitted your Sustainable Offices Registration Form? If so, please explain briefly below.

## Lead program contact details

Name:

Role, department/office, faculty/business unit:

Email and telephone number:

Date badge was started:

My signature below confirms that, to the best of my knowledge, all action items marked as "Complete" in this form have been practiced by at least 75 per cent of the people on our team/ in our office for at least three months.

Lead program contact signature:

Date badge was completed:

## Appendix: How/ Why Section

---

### 1. We make catering choices to support sustainable food systems.

---

#### Why?

Every time we serve food at a meeting, we have an opportunity to make more environmentally and socially responsible food choices. Depending on your budget and the nature of the meeting, there are multiple ways you can use your menu to help contribute to a more sustainable food system.

Locally grown or sourced food's shorter routes from farm or supplier to table help to support local farmers and business owners, while organic farming methods are carefully chosen to sustain ecological stability within the farm and its surrounding environment.

Third-party certification from reputable organizations helps to ensure that food products meet rigorous standards for sustainable food production.

Humanely raised meats and animal products promote animal welfare while limiting the use of antibiotics and growth hormones. Lastly, vegetarian and vegan meals featuring legumes and pulses require less water to produce than many meats, and can be eaten by people with many different dietary considerations.

#### How?

University Food Services (Aramark), Conference and Event Management (Aramark) and the MacEwan Conference and Event Centre offer their clients a variety of local, organic, certified, humanely raised, vegetarian or vegan food options at multiple price points.

As you place your catering orders for upcoming meetings, speak with your caterer about how you can incorporate more

sustainable food into your menu.

#### Supporting Resources:

Conference and Event Management (Aramark)

University of Calgary Food Services (Aramark)

MacEwan Conference and Event Centre

### 2. We provide accessible food options that all meetings participants should enjoy.

---

#### Why?

Providing food options that meet the faith and dietary considerations of all attendees shows respect for everyone that we work with and the diversity of our campus.

#### Supporting Resources:

Faith and Spirituality Centre: Kosher, Halal and Vegetarian Diets

#### How?

When sending meeting invites, ask participants if they have any dietary considerations requiring accommodation. Gathering this information ahead of time will help you to plan ahead to provide food that all participants can enjoy.

Work with your catering consultant to ensure that you are providing desirable meal options that fit the faith and dietary considerations of your guests. For more information about religious dietary considerations, consult the Faith and Spirituality Centre's fact sheets about kosher, halal and vegetarian diets.

### 3. We do not purchase or serve water in plastic bottles at our meetings.

---

#### Why?

By serving tap water in a refillable pitcher, you will avoid the packaging waste and shipping emissions associated with serving water in plastic bottles. Even when bottles are recycled, less than 10 per cent of them are turned into new plastic bottles -- meaning that most bottled drinks are packaged in new plastic.

Bottled water costs up to 10 000 times more than tap water and its contents are largely unregulated. By contrast, the City of Calgary's water treatment and testing facilities continue to meet or perform better than all federal and provincial health guidelines, and our water is tested more than 110 000 times annually. By serving tap water, you will save money and serve your colleagues cleaner water.

#### How?

Invest in refillable pitchers and water glasses to use during meetings. Encourage guests to bring their own water bottles whenever possible. Avoid pre-pouring and let participants fill their own glasses as needed. Whenever possible, pour leftover water into plants.

---

#### **4. We minimize the waste created by single-use and disposable items at our meetings.**

---

##### **Why?**

Most single-use items cannot be recycled or composted and create unnecessary landfill waste. By replacing these items with full-sized or reusable alternatives, you can reduce the daily packaging waste that your office sends to the landfill.

##### **How?**

Purchase milk, creamer, sugar, salt and condiments in bulk containers. Wherever possible, serve these items from reusable containers (i.e. a sugar bowl or salt shaker) rather than as single servings. Use reusable spoons instead of plastic stir sticks for coffee. Keep a set of reusable straws in your kitchenette for staff to borrow as needed.

---

#### **5. We use reusable or compostable dishes and serving ware at our meetings.**

---

##### **Why?**

Over its lifecycle, a ceramic mug needs less energy to produce, sends less waste to landfill and produces fewer greenhouse gases than using a new disposable paper cup every day. Keeping reusable dishes, cutlery and serving ware in your office for use during meetings will ensure you minimize as much waste as possible over time.

Because food contamination makes it hard to recycle used paper and plastic dishes, using compostable alternatives is the best way to keep paper and plastic waste out of the landfill when reusable dishware is not

an option.

##### **How?**

If you have space to store and wash reusable dishes in your office or kitchenette, invest in reusable dishes, cutlery and serving ware for communal use.

Conference and Event Management (Aramark), University of Calgary Food Services (Aramark), and MacEwan Conference and Event Centre provide compostable dishes, cups, cutlery and napkins with all delivery/drop-off orders.

If you are not working with campus caterers to provide food for your meeting, purchase compostable dishware and cutlery instead of paper or plastic alternatives.

---

#### **6. We recycle and compost all waste produced during our meetings.**

---

##### **Why?**

Almost 90 per cent of the daily waste we produce on campus is recyclable or compostable when sorted correctly. By making mixed recycling, refundable beverage container recycling and compost bins more accessible than trash bins in your meeting space, you will make it easier for participants to sort their waste properly. Reminding participants of the bins' locations and explaining which items served at the meeting are recyclable and compostable will help to simplify this decision even further.

##### **How?**

Four-stream waste stations containing mixed recycling, refundable beverage container recycling and compost bins are located near or within all offices and kitchenettes. For more information about the nearest four-stream waste station to your office, please contact the Facilities Customer Care Team at [myfacilities@ucalgary.ca](mailto:myfacilities@ucalgary.ca).

If there is no four-stream waste station near your meeting location, you may wish to bring temporary bins or bags to collect recyclable and compostable items and transport them to the nearest waste station.



---

## 7. We prioritize accessibility in planning our meetings.

---

### Why?

We work alongside our colleagues every day. Making an effort to learn more about our coworkers' unique accessibility needs and taking steps to remove barriers from our physical and social environment shows that we respect everyone's contributions to the workplace and that we value their inclusion.

Even if a member of your team has not disclosed a disability or made a formal request for accommodation, remember that circumstances can change and that some disabilities are temporary, situational or invisible. Taking action to make your meeting schedule, materials and venue as accessible as possible every time you meet will contribute to a more welcoming and engaging environment for all participants.

### Supporting resource(s):

[Office of Diversity, Equity and Protected Disclosure's Accessibility Resources](#)  
[Inclusive Events Checklist](#)

### How?

If a colleague has shared an accessibility need with you or anyone else on your team, discuss with them which accommodations would be helpful and take steps to implement them in all meetings.

Similarly, when inviting external participants to your meetings, ask them to identify any accessibility needs so that you may provide reasonable accommodations. Schedule short breaks into your meeting agenda in advance and encourage all attendees to participate in them. Share best practices for accessible presentations (i.e. high contrast text, large print, no visual- or slide-only content, captioned videos) with your team.

Use the Accessibility Checker tool included in all Microsoft Office programs to flag and resolve potential accessibility issues in your presentations, handouts and meeting materials before sharing them. Whenever possible, make these materials available to participants in advance. You may wish to consult the [Office of Diversity, Equity and Protected Disclosure's Accessibility Resources](#) for more information. If you are planning an off-site meeting, you may wish to consult the venue section of the Sustainability Events Checklist to familiarize yourself with common barriers to accessibility and to develop a plan to address them before the meeting begins.

---

## 8. We take steps to minimize the resources we use during our meetings.

---

### Why?

Circulating your agenda in advance allows all participants equal time to prepare for the meeting. Sharing your meeting agenda as part of your calendar invitations also allows you to avoid printing hard copies for all participants.

Turning off the lights and putting all computer equipment to sleep at the end of every meeting helps your office reduce unnecessary electricity use, while returning all chairs and tables to their original positions saves your coworkers the time needed to rearrange the room at the beginning of their next meeting.

### How?

Attach a brief outline of the meeting agenda to all calendar invitations for longer or more formal meetings. Share a resource from our [Take Action Page](#) encouraging your coworkers to do the same during a team meeting.

Use the resources from the [Take Action Page](#) as an opportunity to discuss your office's communal norms for meeting room etiquette during a team meeting.

### Supporting Resources:

[Take Action Page](#)

---

## 9. We dedicate time during our meetings to share information about safety, wellness and sustainability.

---

### Why?

Taking time during our meetings to highlight safe and sustainable workplace practices that promote wellbeing creates opportunities for learning and discussion, reinforcing sustainability as a core value in our workplaces.

### Supporting Resources:

[Take Action Page](#)

[Environmental Health and Safety: Safety Moment Topics](#)

[Wellbeing and Worklife: Wellness Advocates mailing list](#)

### How?

Use our [Take Action Page resources](#) to guide discussion with your colleagues about sustainable action that you can take in the workplace. If you are planning a sustainability initiative or working towards a particular badge, sharing a relevant sustainability moment is a great way to build awareness and encourage broader participation.

You can find sample safety moment topics on UCalgary's [Environmental Health and Safety website](#).

To learn more about workplace wellness and upcoming campus initiatives to share during a wellness moment, join WellBeing and WorkLife's [Wellness Advocates mailing list](#).

---

## 10. We travel sustainably to all meetings. | Exemplary Action

---

### Why?

Studies recommend just 30 minutes of moderate exercise per day to improve our mood and mobility and lower our risk of chronic disease. Walking or cycling between meetings is a great way to get up and moving throughout the workday. Taking transit or carpooling for longer trips helps reduce the emissions, fuel and parking costs and traffic congestion associated with single-occupant vehicle use. If you're headed to an important meeting, you might also appreciate having extra time to collect your thoughts on the C-train before arriving!

### Supporting Resource(s):

[Take Action Page](#)

### How?

Sharing a resource from our [Take Action page](#) about the benefits of walking or cycling during a team meeting can help start a conversation about the environmental, economic and health impacts of on-campus travel.

During the summer months, consider renting or purchasing a bike. Sharing a bike with your team members will help you save time, stay active and support students and cycling infrastructure on campus.

When you are travelling with a coworker to a meeting, walk, cycle, take transit or carpool together.

---

## 11. We use technology to minimize the environmental impact of vehicle travel to our meetings. | Exemplary action item.

---

### Why?

Using video- or teleconferencing equipment to conduct meetings instead of driving or flying long distances will dramatically reduce the greenhouse gas emissions, fuel use and expenses associated with your office's business travel.

### How?

If your office participates in frequent meetings involving offsite clients, colleagues or presenters, consider investing in video and/or teleconferencing equipment and using it to minimize short- and long-distance travel wherever possible. You may wish to discuss, develop and share a set of criteria to determine which forms of business travel are necessary within your office. Doing so will help to establish communal norms around video and teleconferencing and encourage your coworkers to use these technologies more often.