

MAKE RESPONSIBLE PURCHASES

- → Adopt a responsible purchasing policy to buy local, sustainable products, for example, used toys or toys that are made in Quebec.
- → Feed children using organic, local ingredients.
- > Educate your suppliers about reducing packaging.
- → Look into making group purchases with other companies in your sector.
- > Look into partnering with a family farm.
- Look into Petits ambassadeurs certification, which is offered by the Tables de concertation bioalimentaire du Québec.

MANAGE YOUR WASTE EFFICIENTLY

- → Hire an expert to produce a report on the waste generated by your organization and develop a waste action plan.
- Implement the 5 Rs (rethink your needs, reduce, reuse, recycle and reclaim).
- Set up sorting areas with clear posters to promote proper materials management.
- Set up compost bins if your municipality doesn't offer composting services.
- → Get ICI on recycle + certification.
- Replace disposable items with reusable alternatives, like washcloths and rechargeable batteries (if you can't use alternatives, look into solutions provided by private recycling businesses such as TerraCycle boxes).
- > Buy bulk hand soap and dish soap.
- → Use recycled materials for crafting, like toilet paper rolls, cardboard boxes, plastic containers, etc.*

USE LESS ENERGY

- → Hire an expert to assess your energy consumption, and learn more about alternative energy solutions.
- ightarrow Install electronic thermostats and set them to drop the temperature after hours.
- → Learn how to use new technology to optimize your water heater on the Québec Energy Transition website.
- → Choose energy efficient appliances (e.g., *Energy Star*).
- → Swap out your lightbulbs for more energy-efficient models, like LEDs.
- → Limit the use of air conditioning by using alternative solutions such as sun shading devices, shades and open windows.

SAVE WATER

- → Install devices to reduce water flow during renovations (e.g., showers, toilets, faucets)
- → Use environmentally friendly, phosphate-free cleaning products.
- Collect rainwater with a rain barrel and use it to water your plants and other landscaping elements.
- → Educate employees and children about water as a finite resource that needs to be used responsibly.
- Prohibit single-use water bottles and encourage the use of reusable bottles.
- $\,
 ightarrow\,$ Install a water dispenser with washable glasses.



REDUCE YOUR GREENHOUSE **GAS EMISSIONS (GHG)**

- → Hire an expert to assess your carbon footprint and draw up a plan to cut and offset emissions.
- > Install charging stations for electric vehicles.
- → Encourage collective and active transportation by installing bike racks and incentivizing carpooling.
- → Offset GHG emissions from outings and use public transit when possible.
- > Offer a mainly vegetarian menu.
- → Plant a learning garden.

IMPROVE WORKPLACE WELLNESS, **HEALTH AND SAFETY**

- → Make sure your facility is equipped with a high-quality airflow system and provide employees with personal protective equipment for their health.
- > Keep a defibrillator and first aid kit accessible onsite.
- → Have a first aider present at all times (as required by the CNESST).
- > Review the ergonomics of different workstations and implement recommendations.
- → Discuss your sustainable development practices with your employees or colleagues to raise awareness.
- ightarrow Respect your employees' and coworkers' right to disconnect.

INCREASE CUSTOMER SATISFACTION AND **COMMUNITY INVOLVEMENT**

- > Share your sustainable development successes.
- > Ensure that physical access and services are tailored to customers with reduced mobility.
- ightarrow Plan and promote environmentally friendly events.
- → Sponsor sports and cultural events.
- → Get involved in causes.
- Set up partnerships with local businesses, artists and artisans (e.g., consignment products, local artists' works, etc.).
- → Develop intergenerational activities.
- → Plan environment-themed activities for Earth Day or Arbor Day.

NOTES				
For more infor SADC or CAE	mation, rea	ch out to	your local's	5
sadc-ca	e.ca			

Canada Conomic Development offer a financial support to the SADCs and CAEs.