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# how to be a sustainable employee

There are many ways to develop awareness and engage in sustainability at Arizona State University. Here are some actions you can take to satisfy the sustainability portion of the staff evaluation. This list of actions can be referenced by employees or supervisors. It can also be utilized for new employee orientations.

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## awareness

Participate in the **Sustainability Literacy Program** to obtain basic knowledge on how you can contribute to ASU's overall sustainability efforts.

Take a self-guided or guided ASU **Sustainability Initiatives Tour**.

Become familiar with ASU's **Sustainability Points of Pride**.

Learn about the fascinating use-inspired sustainability research being performed by ASU **Sustainability Scientists and Scholars**.

Hold an office lunch at the **Farmers Market @ the ASU Tempe campus**.

Support **Engrained Café**, a restaurant in the Tempe campus Memorial Union that serves locally grown and sustainable meals.

Recycle small electronics, used pens, rubber bands, and plastic tape dispensers through the **Campus Mail Recycling Program**.

Subscribe to the **Sustainability Digest**, a weekly e-newsletter with information about sustainability-related events and activities.

Follow the Global Institute of Sustainability and School of Sustainability on Twitter at **twitter.com/asugreen**.

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## engaged

Achieve level 1, 2, and 3 **Green Office Program** certifications for your office.

Utilize the **Green Event Program** guidelines to hold an eco-friendly event.

Use **alternative transportation** around campus and/or to and from work.

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## engaged *(cont'd)*

Attend the free **Wrigley Lecture Series** or **Sustainability Series** that typically occur at Wrigley Hall.

Go to the sustainability session offered during the annual Professional Development Conference sponsored by the Commission on the Status of Women and the Staff Council. To get first access to registration, join the CSW listserv by emailing "Join CSW List" to **asucsw@asu.edu**.

Learn how **ASU Decision Theater's** unique visualization center is connecting the science of ASU with the needs of the community. Email **cynde.garrett@asu.edu** if you would like to schedule a tour.

Encourage staff and co-workers to support and participate in ASU's sustainability programs and initiatives.

Send a **SUN Award**, which features "sustainability" as a pillar of excellence, to someone who made a significant contribution to advance sustainability at ASU.

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## committed

Collect and recycle coffee grounds for your office. Bring the grounds home to add to your own compost pile, garden, or potting soil.

Volunteer at the ASU **Homecoming Block Party** by assisting with set up, water stations, recycling, and information booths. If you have a tent site, adopt sustainable practices so that your group can submit for Green Event certification.

Volunteer with the ASU **Arboretum Campus Harvest** to pick Seville sour oranges or Black Sphinx dates. Check the **volunteer calendar** for upcoming Campus Harvest events.

Help students move out of their residence halls sustainably by volunteering with **Ditch the Dumpster**.

Follow Purchasing and Business Services' **Green Purchasing Policy** in an effort to procure environmentally preferred products and services for your department or work group.

Educate your peers or spread the word by attending the monthly ASU Staff Council's Sustainability Sub-Committee meetings. Contact Betty Lombardo, Committee Co-Chair, for more information: **betty.lombardo@asu.edu**.

Be a Change Agent by demonstrating sustainability leadership through your unique role at ASU.

Apply for the **President's Award for Sustainability** that recognizes ASU faculty and staff teams who have demonstrated excellence in fostering sustainability at ASU.