



Environmental Awareness Month

Staples has designated April as “Environmental Awareness Month” to communicate and celebrate the company’s commitment to environmentally responsible operations and increase associate participation in environmental activities. This is a great opportunity for all Staple facilities to promote environmental initiatives along with energy conservation and highlight accomplishments.

We know that most of our facilities are already doing a lot to conserve energy and preserve the environment, but do your associates know what you are doing? Do your customers? Why not take this opportunity to celebrate your facilities achievements, recruit new members to your environmental committee, or perhaps launch a new initiative?

Suggested Activities

It will be the stores or warehouses responsibility to organize events and activities with an environmental theme. Below are a few suggested examples of activities that would benefit the environment and raise awareness among associates, customers and the general public.

- Make a discussion of your buildings and “home tips” for energy savings to be part of a morning stand-up meeting.
- Contact your local utility company and request a free supply of energy conservation promotion materials such as buttons, pens, stickers, posters or tip sheets.
- Log onto www.energystar.gov/ and download free Energy Star “Bring Green to Work” fact sheets, posters and energy saving tip sheets.
- Create a quiz in which associates or customers are challenged to find out how many Energy Star products your property has for sale.
- Conduct a dark building test after you close your facility and look for energy savings opportunities.
- Establish energy saving goals for departments with prizes awarded to those who meet their goals.
- Create a bulletin board display of environmental programs your property is actively engaged in.
- Prepare an “Environmental Fact Sheet” with information about your facility, your region and Staples. Highlight one fact each day in April and talk about it as part of a morning stand-up meeting.

- Organize a neighborhood clean-up campaign. This could be linked with Earth Day on Friday April 22, a global day to celebrate earth and our responsibility toward it. For more information visit www.earthday.net
- Have a tree planting or replanting indigenous plant species on your property

Getting Started

- Identify what your facility will be doing and how long their activities will last and obtain approval from your regional VP.
- Communicate plans to your associates and let them know how they can get involved.
- Plan the project (s) and assign responsibility.
- Seek local publicity if appropriate.