



Sample Sustainability Moments

During your next meeting, take a few minutes to share one of the following education and discussion points with your colleagues. Including safety, wellness and sustainability moments as a regular feature of your meeting agendas is a great way to share best practices, build sustainability literacy and communicate your workplace’s shared values. A sustainability moment is also a useful way to introduce a new action item to other members of your office.

Feel free to use these examples as written or as models to draft your own sustainability moments as needed.

Action	Sustainability Moment
We use a drip coffee machine instead of disposable plastic coffee pods to brew our coffee.	“Did you know that Canadians purchased 1.5 billion coffee pods last year? That’s more than enough coffee pods to circle the earth – and because the vast majority of these pods are made out of single-use aluminum and plastic, almost all of them end up in the landfill. Using a drip coffee machine uses less energy and creates less waste than coffee pods. Coffee pods also cost four or five times as much as coffee beans or grounds on average, so using a drip machine saves us money, too.”
We have removed desk-side trash cans from our workspaces.	“We would like to discuss removing desk-side trash cans from our office spaces and using only desk-side mixed recycling bins to collect our waste going forward. When trash cans are the closest option for disposal, we throw many recyclable or compostable items in the trash out of convenience. Now that we have four-stream waste bins located in or near our office, it’s easier than ever to sort our landfill waste out using our office’s central bins.”
We have conducted a waste audit in our workspace and we are sharing the results with our office.	“Last week, we conducted a visual waste audit of three high-traffic trash cans in our office’s common areas. A waste audit gives a snapshot of the types of waste materials we produce on a given day and helps us understand how we’re doing generally when it comes to sorting our waste. We’re pleased to report that we found very little food waste in the trash cans in our kitchenette, which suggests that we’re all doing our part to compost our leftovers. However, we did find a lot of paper coffee cups in all three trash cans. To address this issue, we’d like to hold a reusable mug contest to minimize our cup waste next month...”

We use clear, accessible formats for our presentation slides and meeting materials.

“We’d like to take a moment to share best practices for making our presentation slides and meeting materials more accessible. Using high-contrast text and large fonts and ensuring that there is no visual- or slide-only content in your presentations makes our meeting materials more accessible for all participants, including people with disabilities. All Microsoft Office programs also include an Accessibility Checker tool, which you can use to flag potential accessibility concerns in your documents before sharing them.”

We make catering choices to support sustainable food systems.

“For today’s lunch, we’ve opted to go meatless and to provide a vegetarian meal. Legumes and pulses like beans, lentils and chickpeas are a great source of vegetarian protein that can be eaten by people with many different dietary considerations. They also require less water to cultivate than most meats. We are also supporting decent work and fair wages by serving Fairtrade-certified coffee and tea.”

We serve catered food and beverages using reusable dish- and silverware rather than disposable options made from Styrofoam, plastic or paper.

“At this meeting, we’re using reusable dish- and silverware rather than disposable options to serve our food and drinks. Over their life cycle, ceramic dishes and stainless steel cutlery require less energy and water to produce, ship, maintain, and dispose of than any single-use items on the market. Because they can be used over and over, reusable dishes will also generate less waste and fewer greenhouse gases throughout their life cycle than disposable alternatives.”
