

Green Guidelines for new hires at WC

How to be a good steward of the environment while saving my new employer a lot of money?

Your work area:

- 1) Check your lighting in your office to be running on LED bulbs.
- 2) Make sure you do have a blue recycling bin for recycling paper products such as office paper, cardboard, newspapers, napkins, etc.
- 3) The College pursues a dual-stream recycling system which means that we separate paper products as well as cans, recyclable plastic bottles (plastics 1-7), and glass bottles. Please locate the nearest recycling container for these recyclables. Often you find them on your hallway or common areas shared by several departments.
- 4) Switch off your computer/lights and other devices when you leave your office/work space.
- 5) If you have several devices in your office you can request a energy-saving power strip that prevents “phantom loads” running while you are gone.
- 6) Bring your refillable water bottle with you to work and replenish it with the high quality water from our wells.
- 7) Contact the sustainability@wellesley.edu to get your Green Office Certification and collect a prize in from of a refillable water bottle and a surprise.

Transportation:

- 1) Make an effort to experience the beautiful landscape WC is renowned for. Plan in time accordingly for walking or biking to meetings instead of taking your car. Check out a bike for our Bike-Share program for a lunch in the ville!
- 2) Could you possibly share a ride with a colleague and help saving harmful GHG emissions?
- 3) Think about how you could get to work in an alternative way

Your health/wellbeing on campus:

- 1) Take advantage of our offerings in regards to work life/balance

