

**HR & ADMINISTRATION OBJECTIVES & TARGETS**

	2013-2015 OBJECTIVES	TARGETS 2013-2015	INDICATORS	DEADLINE
1	ENERGY: Reduce Electricity Consumption 12% by 2015	1. Assist in pre-setting all office equipment to energy saving modes (includes printers, computers etc.) 2. Encourage & facilitate Installation of motion sensors for tenant office spaces	1. Office equipment set to energy saving modes 2. Reduced electricity consumption in tenant spaces	1. December 2014 2. December 2015
2	WASTE: Achieve 75% Diversion Rate by 2015	1. Ensure all office employees have recycling receptacles within 25 feet of their workspace 2. Facilitate the expansion of food composting in office kitchens where space allows	1. Receptacle(s) available 2. Receptacle(s) available	1. December 2013 2. December 2015
3	WASTE: Increase Diversion of Hazardous and Universal Waste	1. Assist Operations with implementation of a 5-min Hazardous and Universal Waste training to be integrated into annual training and department meetings	1. Training Material (handout or PPT) and Training Records	1. December 2014
4	SUSTAINABLE PURCHASING: Increase Sustainable Purchasing: Consumable Goods & Technology	1. Establish and implement a simple office supplies and office equipment purchasing guide based on AEG's Environmentally Preferable Purchasing (EPP) Guidelines 2. Where possible, Eliminate disposable food service items purchased through purchase of reusable mugs and glasses for kitchens	1. Sustainable office supplies guide and increase in supplies that meet AEG's EPP Guidelines 2. Reusable products distributed/reduction in disposable items purchased	1. December 2014 2. December 2015
5	EDUCATION: Increase Environmental Education to 100%	1. Integrate Green Team and EMS updates into monthly staff meetings 2. Increase frequency of updating environmental communications to employees. i.e. New Hire Orientation, Eco-Info Wall 3. Assist Sustainability Programs Manager in developing a mandatory, yearly training for Full-Time Staff	1. Environmental update included on monthly management meeting agenda 2. Up-to-date environmental updates included in New Hire orientation and Eco Info wall 3. Training Materials/PPT & training log	1. December 2013 2. December 2014 3. December 2015
6	EDUCATION: Increase Emergency Preparedness to 100%	1. Implement refresher training for Emergency Preparedness	1. Tracked emergency preparedness training	1. December 2014