REUSABLE WORKPLACE PROGRAM PLAN TEMPLATE

This plan outlines the program goals and how to achieve them. It covers system logistics, employee and café engagement, data collection, and promotional activities, along with a detailed timeline of tasks.

# Program goals

*[Insert your program’s goals here. Make sure they are SMART - Specific, Measurable, Achievable, Relevant, and Time-Bound]*

# Program committee

|  |  |  |
| --- | --- | --- |
| **Name** | **Position** | **Contact details** |
| *[Name of committee member]* | *[Position/role in the committee]* | *[Contact email or phone number]* |
|  |  |  |
|  |  |  |
|  |  |  |

**Budget**

The total budget allocated to the program is [*insert $ amount*.

A breakdown of the budget is provided below. *[Insert your budget breakdown in table below]*

|  |  |  |
| --- | --- | --- |
| **Item** | **Details** | **Cost (inc. GST)** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **TOTAL** |  |  |

##

## **Timeline**

*[Insert your program timeline here. You can use the “*[*Program Timeline Template*](https://6a1af1d4-26ca-42e0-b119-d6cae0a4076b.usrfiles.com/ugd/6a1af1_f7919837b304480bba9b985607346167.docx)*” included in the ‘Planning’ section of the Guide.]*

# Data collection

This program will measure:

1. Quantitative changes in the proportion of food and beverages consumed in reusables vs single-use containers in [insert your workplace name here].
2. Qualitative data from employees [and/or] cafe owners to understand their thoughts, barriers, and behaviour changes associated with the program.

Baseline data will be collected during *[time period for baseline data collection phase]*, and implementation data will be collected through the implementation phase *[time period for implementation phase*].

Data collection will include [bin audits, observations of staff activities, employee surveys, and participating cafe POS data and surveys].

### **Waste audits**

Waste audits collect quantitative data through a count and mass of single-use coffee cups and other food ware items.

They will be completed monthly (where possible) with the assistance of property management and cleaning staff. A clean and safe sorting area has been identified and a JSEA (*You can find a* [*template JSEA*](https://6a1af1d4-26ca-42e0-b119-d6cae0a4076b.usrfiles.com/ugd/6a1af1_57b4d0f5598742d9840aa6d66aa30897.pdf) *in the ‘Data Collection’ section of the Guide)* has been completed for this location.

## **Observational surveys**

Observation surveys allow us to make a quantitative count of single-use vs reusable cups brought into the workplace, and monitor this change over time. They will be completed monthly (where possible) during a period of time when food and drink is normally brought into the building (e.g. lunch time).

Surveys will be conducted discreetly in the *[insert location here - likely to be the lobby]*, where the observer is unlikely to be identified, thus limiting their impact on subject behaviour. It is advised to not inform employees that surveys are taking place.

## **Employee surveys**

We will conduct an initial (baseline) and final staff survey to understand employee attitudes and behaviours.

The initial survey is planned for [insert date], with the final survey scheduled towards the end of the program in [insert date].

The surveys will be created in *[insert software here]* by *[insert name here]*. They will be distributed to staff via an email directly from a representative of each participating department. Responses will be recorded in [insert software] and documented by [insert name] to measure program success.

*(note: you can include the survey questions as Appendices to this Plan. Example* [*initial*](https://6a1af1d4-26ca-42e0-b119-d6cae0a4076b.usrfiles.com/ugd/6a1af1_bb18140a51474625b9c11c0da521fbca.pdf) *and* [*final*](https://6a1af1d4-26ca-42e0-b119-d6cae0a4076b.usrfiles.com/ugd/6a1af1_a430c3f0347d479caeccd784a1cd69fc.pdf) *surveys are included in the ‘Data Collection’ section of the Guide)*

## **Cafe engagement**

Cafes that workplace staff frequent are target participants of the program. Cafes will be approached by *[insert committee member name here]* directly and asked their policy on accepting reuse. This information can be communicated to staff to ensure their reusables will be accepted.

We may further liaise with supportive cafe owners/managers to participate in any discounts as part of the program, and record data in their POS system to provide a more robust data set for the program.

## **Reusable cup logistics**

### **Cups**

Employee access to cups and washing facilities needs to be ensured for program success. Reusable cups utilised by staff will be *[insert how staff will access cups, e.g.* *a combination of BYO cups, the existing mugs/cups available in the workplace kitchens, and a cup swap library].*

Messaging will include the encouragement of employees to utilise their own cups and simple instruction about the cup swap system/cup library. The cup swap system/cup library will be located at *[insert location here].* Monitoring of stock and cleanliness will be managed by *[insert name here].*

### **Washing**

Each floor has *[number of kitchens, dishwashers and sinks].* We will encourage employees to use a BYO cup, and/or cup swap system/cup library, and they have the option of putting it in the dishwasher or washing by hand. Each employee will be responsible for the cleaning and collection of their own cups.

## **Behaviour change initiatives**

The program will deliver behaviour change initiatives between *[insert start and end dates of program here]*.

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### **Key actions for employee behaviour change communications**

*[Insert table from your completed* [*Behaviour Change Initiatives Strategy*](https://6a1af1d4-26ca-42e0-b119-d6cae0a4076b.usrfiles.com/ugd/6a1af1_f08871f21c93462da0bd7a85c9470222.docx) *here. This is found in the ‘Behaviour Change’ section of the Guide ].*

**Timeframe for initiatives**

*[Insert your Initiatives Timeframe here. We have not provided a template as there are a number of ways to represent this information, but we have provided an* [*Initiatives Timeframe example*](https://6a1af1d4-26ca-42e0-b119-d6cae0a4076b.usrfiles.com/ugd/6a1af1_416225a3cb80429d9851578ed579c59f.pdf) *in the ‘Behaviour Change’ section of the Guide]*

## **Communications**

Communication with employees is the heart of this program, as the overall goal is to influence new habits and a new culture towards reusables.

### **Communication channels**

The primary communication channels available to the program include:

* *[insert communication channels here - this may include staff newsletters, noticeboards (digital or physical), the intranet, and staff meetings/morning teas]*

As multiple departments will be involved in the program, each will need a representative to share online communications through their intranet and email channels. The program will also identify and engage with ‘Reuse Champions’ from each department to distribute communications and inspire enthusiasm for change.

### **Key messaging**

The messaging used for all program communications will reflect the culture of our workplace and will inspire change. These are some key messages that will be used consistently across all program communications:

* *[Insert key messages here]*

**Communications Strategy**

*[Insert table from your completed* [*Communications Strategy*](https://6a1af1d4-26ca-42e0-b119-d6cae0a4076b.usrfiles.com/ugd/6a1af1_7399a97e90ed4e1c9c583c86d1c777cf.docx) *here. This is found in the ‘Behaviour Change’ section of the Guide]*

## **Program external promotion**

After the completion of the program, we plan to promote the positive results publicly to [demonstrate our commitment to sustainability]. A promotional strategy will be developed upon completion of the program.