“Let There be Light” Campaign

PURPOSE:
The purpose of the campaign is to allow natural sunlight to brighten our work day, produce energy savings, reduce our carbon footprint, and improve the office environment, overall staff health and concentration. We are foreseeing that turning the lights off on sunny days will reduce electricity costs vastly. Also, reducing electricity costs and the use of artificial lights, we can reduce our carbon footprint and help the environment. Allowing natural sunlight in can improve staff concentration and can reduce stress, mood, and productivity.

GOAL:
To bring awareness to all staff about energy savings so that they may bring it home and work collectively to become greener. By educating and actively conserving energy, we can improve our contribution to the environment on a daily basis, and therefore be part of a greener global community.

TIME FRAME:
This campaign will have a start date of May 1st and will continue daily until Monday, September 7 (Labor Day). The green team will then evaluate the results of the campaign and will discuss future plans.

RESPONSIBILITIES:
The Green Team along with several volunteers have been appointed a specific section of the office which they will be turning off. Each of these staff members will require the manager’s permission prior to May 1st. They will also provide desk lamps for people with visual needs or areas of the office where sunlight is not prominent.

PROCESS:
Every day upon arrival the assigned “Lights off Ambassador” will turn off the lights, and they will remain off for the rest of the work day. These ambassadors will use their discretion in relation to the weather; on dark days or when sunlight is not strongly illuminating, they will turn the lights on. They will also report back to the Kumon Green Team in order to assure that all staff members are pleased with the change, and to address any visual needs from specific staff members. If one person does not agree or wish to be excluded from this campaign, the entire section of the office will have to turn the lights back on. One person can veto an entire section. The Lights off Ambassadors will meet bi-monthly to discuss staff feedback and share suggestions.