

CIRCULAR ECONOMY CONSORTIUM MEMBERS CODE OF CONDUCT

March 30, 2023

Purpose of this document

This document provides an overview of purpose and expectations associated with participating as members in the Circular Economy Leaders Consortium (CEC) offered through Partners in Project Green (PPG) with the founding support of TELUS in 2022.

Background

The CEC aims to collaboratively engage an exclusive group of sustainability professionals to advance a sustainable, zero-waste, low-carbon circular economy. Member companies will be empowered to achieve measurable waste prevention, waste reduction and waste diversion goals focused on facility management and operations and maximize economic opportunities for all.

Program objectives:

- To create and empower an exclusive group of sustainability professionals to drive circular economy efforts individually and as a whole.
- Knowledge sharing on best-practices and innovative technologies in waste management related to facility management and operations and identify opportunities for continuous improvement.
- To facilitate education and actions that support waste reduction and diversion through waste prevention, extending the life of materials and resource recovery.
- To facilitate collective projects (collaborative projects) among the members of the consortium.
- To quantify the impacts of these efforts.

The participants will be made up of professionals with similar roles and who have similar waste management goals and targets within their organizations. The Consortium will meet on a regular basis to share experience and stay up to date on the best practices and innovative technologies in waste management. Direct, consistent support will be provided, and PPG will facilitate actions that are local, collaborative and promote standardized reporting. Collective Projects (collaborative projects) will be initiated, facilitated by PPG, and undertaken by more than one member of the group.

Mandate

Members of the CEC will demonstrate circular economy thought leadership and lead a contingent of sustainable industry professionals seeking to achieve measurable waste prevention and diversion goals, focused on facility management and operations.

To achieve the goals of the CEC, a minimum level of commitment is required by members to ensure active participation and a valuable consortium for all participants. The following table outlines the group commitment required from all members participating in the Circular Economy Leaders Consortium. There will be a combination of in-person and virtual roundtable and networking sessions and educational sessions with guest experts.

ANNUAL TIME COMMITMENT		
Commitment	Description	Approx. Time
Virtual Education Sessions with guest experts	Participate in the education series offering members access to expertise in best-practices and innovative technologies in waste management. Virtual Education Sessions will be recorded for future reference.	6 hours (4 x 1.5 hour)
Virtual Roundtable Discussions	Participate in Facilitated Member Roundtable discussions on experiences /challenges/successes on chosen topics. The roundtables will also allow each participant organization to briefly present the status of their waste management program and allow members to share funding opportunities, policy updates or solicit advice on projects. Roundtable discussions will not be recorded.	4.5 hours (3 x 1.5 hour)
Half-day On-site Sessions with roundtable discussions	Attend or host 3 half-day meetings over the course of the year following relevant COVID 19 guidelines. Each session will include a company presentation, facility tour, networking, and roundtable session.	10.5 hours (3 x 3.5 hours)
Mid-Year Feedback Check-in	Attend an online one-on-one meeting / complete a survey form to discuss program feedback.	30 min
Program Evaluation	Complete an evaluation of the overall program.	1 Hour
ANNUAL FINANCIAL COMMITMENT		
Membership	Member Plus or Member All Access membership is required to participate. To continue to access the CEC, membership must be renewed within 30 days of expiration.	Cost varies
ADDITIONAL COMMITMENTS		
Commitment	Description	
Waste Data Collection and Reporting	We recognize that many of our members are relatively early in their waste diversion journey and as such will focus on qualitative reporting metrics. As members gain more knowledge and confidence in their organization's waste reporting, a reporting template will be shared with members to collect waste generation and diversion data (by material stream) with PPG on projects completed during the period of the consortium. The data will be collected on an annual basis through the shared template and the aggregated impacts including GHG (Greenhouse	

	Gas) emissions will be presented annually to CEC members. Anonymized data will be shared externally.
Safety + Security	Members will respect the safety and security requirements of the hosting business/facility.
Confidentiality	Members will respect the confidentiality of information shared by all participating members, hosts, and experts.
Respect + Participation	Members will respect each other during consortium meetings and actively participate in collaborative exercises and discussions
Attendance	Members are requested to attend all sessions. If a member is unable to attend a meeting, they will be encouraged to communicate this in advance and assign a designate. If they are unable to attend a virtual educational session, they are encouraged to view the recording.
Non-solicitation / No-hire	Members agree not to either directly or indirectly solicit, or recruit employees of Partners in Project Green or Consortium member organizations.

Mode of Operation

Partners in Project Green will be responsible for coordinating consortium logistics, guiding presentation content and agendas, and facilitating meetings. As members of the CEC, you can expect the following level of commitment by Partners in Project Green to ensure a valuable and enjoyable experience.

PPG Commitment	Description
Respect Privacy	Disclosure of any proprietary or sensitive information by the member organization will be kept confidential.
Company Profiling	Where desired, PPG will highlight the member organization’s waste management successes via social networking, corporate events, and news articles on our website or in our monthly newsletter. Exceptional projects may also be highlighted as PPG Case Studies. PPG will only promote a company’s participation, involvement, or case study associated with the CEC with their approval.
Valuable Meetings	PPG will develop valuable meeting agendas, maximizing relevance and applicability to all members while providing a rich technical learning experience. Where companies will be providing presentations, PPG will assist by providing templates and reviewing the presentation prior to meeting.
Coordinating Logistics	PPG will schedule meetings, facilitate member communications, distribute agendas and meeting minutes, and create resource packages.
Facilitation	PPG will facilitate a punctual, open, and optimal learning environment.
Access to Resources	Members will be provided access to PPG’s extensive network of businesses, utility companies, government organizations, and product and service providers to aid with the implementation of any waste management projects. Members will also be provided access to recordings of Virtual Education Sessions and presentation slide decks, along with any other relevant resources.

Member Recruitment	PPG will aim to recruit a range of companies with facility waste management goals who are passionate about advancing a circular economy and will actively participate in consortium meetings.
Recording	Virtual education sessions by guest experts and company presentations will be recorded and shared with all CEC members. They will not be available outside of the CEC. Roundtable discussions will not be recorded.

Equity and Anti-Discrimination

Partners in Project Green is committed to fostering an equitable, diverse, and inclusive Consortium environment that embraces and values individual contributions. Harassment and discrimination in the CEC will not be tolerated, condoned, or ignored.

We recognize that our differences make us stronger and encourage people who identify as a member of an equity seeking group to participate in the CEC on behalf of member organizations. Partners in Project Green will strive for diverse representation among CEC presenters and apply an equity lens to CEC content wherever possible.

All persons present in the CEC are expected to uphold and abide by this policy, by refraining from any form of harassment or discrimination.

Partners in Project Green have the additional responsibility to act immediately on observations or allegations of harassment or discrimination. Partners in Project Green is responsible for creating and maintaining a harassment- and discrimination-free environment and will address potential problems immediately.

Decision-making

The CEC will operate on the principles of consensus-building and open dialogue. Decisions of the members are reached by consensus of all members. Consensus will be defined as "a general agreement among a group of people that occurs when all of the group can support a decision without compromising important needs or values." If consensus is not achieved, differing perspectives and feedback will be recorded and reported in the meeting minutes.

Communication

Members can communicate with Partners in Project Green and each other at the CEC sessions and via email, phone, and meetings.

Meeting Minutes

Roundtable meeting minutes will be circulated to members following the session. If any member would like to adjust the minutes, they can do so by emailing PPG.

Facilitation

Partners in Project Green will facilitate the CEC. The responsibilities will include scheduling and chairing meetings, setting agenda, following up on action items, maintaining communication with members, monitoring sessions, and reporting back to the members.

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