

## **Abstract**

This business guide will provide an overview of what employees at any business can do to work toward sustainability. Examples are given for employees starting from the general office associate, to middle management, and lastly, CEOs and company heads. It will also help any employee to understand sustainability efforts that you can use to help create ideas for developing a sustainability goal for your business. Lastly, it will provide you with the resources needed to make sustainability part of the main business plan for your company, your office and even your company building(s). The paper provides information on:

- forming a green team,
- proper communication of sustainability issues,
- working to improve office and energy waste,
- sustainable purchasing,
- taking on personal and business sustainability goals,
- rewarding sustainability, and
- sustainable buildings.