

Sustainability Checklist

This sustainability checklist aims to support you and your business in getting started on your environmental journey.

The checklist will allow you to highlight critical areas for action and monitor your progress.

Just pledge your business to make a change by ticking the appropriate boxes to get started.

Company and Staff

	I pledge to take action on...	Getting There	Review	Opportunity
Sustainable policies have been created.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Your senior staff and board are committed to the change.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The staff understands the sustainability policies and targets.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A sustainability strategy has started rolling out across your departments/teams.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Updates are regularly shared internally.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sustainability targets have been set to improve internal operational efficiency.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Establish a recycling collection and ensure that everyone using your site knows what can be recycled.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Promotion and Marketing

	I pledge to take action on...	Getting There	Review	Opportunity
Sustainable thinking has begun within your marketing and product development teams.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
You've started engaging with your customers on how they can be more sustainable at home.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communicate your efforts and targets publicly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Using local print solutions and sustainable materials.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communicate your actions and targets publicly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Using alternatives to printed materials.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Energy

	I pledge to take action on...	Getting There	Review	Opportunity
Switched to a renewable energy tariff supplying and investing in low carbon electricity and/or gas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sustainability data (energy, landfill weight, water, etc) is being reported/tracked.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Energy, landfill weight and water etc, reduction targets have been set.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Install electric vehicle charging points for staff and customers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Tomorrow. Together

Production and Operations

	I pledge to take action on...	Getting There	Review	Opportunity
To regularly check suppliers and materials against your sustainable agenda and goals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Switching to local suppliers where possible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Product packaging/single-use materials are minimised.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Energy-efficient lighting has been installed across all working spaces.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Workplace equipment (high powered machines, heaters, aircon etc) is audited for a potential switch off policy for all equipment when not in use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensuring that work vehicles are full and their usage optimised.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensure staff know how to use airconditioning units, making use of timers and thermostats.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Identified one or a handful of sustainable champions who will support your team and business in actioning and monitoring these changes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Going paperless wherever possible by introducing receipts and invoices.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provide reusable cups and water bottle refill stations for your staff and customers to use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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