

ORGANIZATIONAL SUSTAINABILITY AUDIT

Use this job aid to identify what green practices are occurring in your organization, business unit, or department. Hand this job aid out to several of your colleagues and have them fill it out independently. Later, compare their answers and prioritize actions.

Directions:

1. Decide whether you are rating your company, business unit, or department.
2. Rate the importance of each item for your organization from 0 (not important) to 5 (very important).
3. Rate the level of effort in your organization over the past year from 0 (none) to 5 (maximum).
4. Record a question mark (?) if you do not know or cannot make a rating, or N/A if not applicable.
5. Identify the biggest gaps. Compare your ratings with those of colleagues. Identify actions to take.

#	ITEM	IMPORTANCE	EFFORT
1.	Has a holistic, integrated vision, strategy, and implementation roadmap for green initiatives		
2.	Contributes to a sustainable global economy; is aligned with global environmental policy		
3.	Takes a leadership role in advocating sustainability performance		
4.	Has senior leadership that is committed to green values		
5.	Enrolls a broad group of stakeholders in green initiatives		
6.	Formalizes sustainability roles (such as, sustainability officers)		
7.	Develops employee culture that is committed to green values		
8.	Incorporates green objectives into employee roles and responsibilities		
9.	Provides employee recognition and rewards for green initiatives		
10.	Includes green- or sustainability-related items in employee surveys		
11.	Encourages telecommuting		
12.	Supports carpooling and mass transit programs for employees		
13.	Develops leadership capacity related to sustainability		
14.	Includes sustainability practices in employee orientation training		
15.	Offers courses that address green or sustainability-related topics		
16.	Conducts skill-building to support green objectives and initiatives		
17.	Has an Environmental Management System (EMS with ISO 14001 certification)		
18.	Conducts regular environmental audits		
19.	Establishes green metrics and measures progress		
20.	Complies with local, state, and federal regulations related to green practices		

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JOB AID

#	ITEM	IMPORTANCE	EFFORT
21.	Does regular corporate sustainability reporting		
22.	Conserves energy (for example, recommends turning off lights and computers)		
23.	Limits corporate travel; promotes video- or web-conferencing instead		
24.	Uses green power like renewable energy		
25.	Practices green purchasing		
26.	Advocates and monitors green practices for suppliers		
27.	Purchases fuel-efficient, alternate-fuel, or hybrid vehicles		
28.	Monitors carbon footprint and reduces greenhouse gas emissions		
29.	Prepares economic analyses of resource consumption and waste		
30.	Monitors and works to conserve energy, water, and materials usage		
31.	Reduces paper used in printing (through duplex printing or print-on-demand)		
32.	Recycles paper, glass, metals, plastics, and e-waste (from items like computers and cell phones)		
33.	Monitors and eliminates or reduces use of toxic materials; works to prevent pollution		
34.	Monitors janitorial chemical use		
35.	Does low-impact grounds landscaping and maintenance		
36.	Pursues eco-labeling or certification		
37.	Conducts life-cycle assessment of products and materials		
38.	Pursues a product stewardship strategy with cradle-to-cradle design		
39.	Offers product take-back programs		
40.	Pursues clean technology whether through investments, patents, or usage		
41.	Knows what resources are required for customers using the company's products		
42.	Knows what customers do with its products at their end-of-life		
43.	Uses LEED standards in building construction and renovation		
44.	Engages in land remediation and rehabilitation of buildings		
45.	Provides local or organic food in company cafeteria		