

Green Plus Diagnostic Survey for Businesses

GREEN PLUS

Diagnostic Survey for Businesses

Version 3.0

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Green Plus Diagnostic Survey for Businesses

PRE-SURVEY QUESTIONS

On my honor, I pledge that all information provided in this survey is accurate and factually correct to the best of my knowledge. (0 points, required to proceed)

Yes

Does your organization comply with all United States federal, state, and local laws and regulations in its operations both domestically and internationally to the best of your knowledge?* (0 points, required to proceed)

Yes

* Green Plus participants violating United States federal, state, and local laws and regulations are subject to removal from the program.

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PERFORMANCE

I. ORGANIZATIONAL PLANNING & DOCUMENTATION

1. Which of the following organizational planning documents exist in written form, are easily-accessible, and circulated in your organization, at least among your leadership/management team (check all that apply)?

- A business plan
- A marketing/communications plan
- A multi-year strategic plan
- No organizational planning documents created
- Not sure which organizational documents have been created
- Commit to creating organizational planning documents

2. Which of the following employee documents exist in written form, are easily-accessible and circulated in your organization (check all that apply)?

- Employee handbook
- Job descriptions
- Structured work plans for employees
- No employee documents created
- Not sure which employee documents have been created
- Commit to creating employee documents

3. Which of the following commitments has your organization integrated into its written mission, vision, or values statements (check all that apply)?

- An explicit commitment to positive social or community impact
- An explicit commitment to environmental stewardship
- An explicit commitment to employees
- None of the above commitments integrated
- No written mission, vision, or values statements
- Not sure which commitments have been integrated into mission, vision, or values statements
- Commit to integrating explicit commitments into mission, vision, or values statements

4. Which of the following metrics does your organization collect and monitor on at least an annual basis (check all that apply)?

- Number of injuries/safety-related incidents
- Retention/turnover
- Diversity
- Employee satisfaction
- Employee promotions
- Other (please describe)
- None of the above collected and monitored
- Not sure which metrics are collected and monitored
- Commit to creating ethical planning documents

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II. FINANCIAL PRACTICES

5. Which of the following standard financial practices has your organization implemented (check all that apply)?

- System (paper or software) in place for record keeping of financial data
- Use of Generally Accepted Accounting Practices (GAAP) in accounting
- Annual review of previous year's fiscal performance and deviations from budget
- Preparation of yearly operating budget projecting expenses and revenues before each new fiscal year
- Monthly budget maintained that includes cash flow projections
- System in place for tracking accounts payable and accounts receivable
- Balance Sheet financial statement prepared at least annually
- Profit and Loss financial statement prepared at least annually
- None of the above financial practices in place
- Not sure which financial practices have been implemented
- Commit to financial practices

III. STAKEHOLDER ENGAGEMENT

6. Does your organization have an assigned employee or employee working group to oversee its social and/or environmental performance (e.g. a dedicated Green Team or Sustainability Committee)?

- Yes
- No
- Not sure if there is an assigned employee or working group to oversee sustainability performance
- Commit to assign an employee or working group to oversee sustainability performance

7. Does your organization have an open line of communication to gather feedback from external stakeholders such as clients, funders, the government, or the community in the form of any of the following: surveys, suggestion boxes, online forums, or annual meetings?

- Yes
- Other (please describe)
- No formal external stakeholder engagement
- Not sure which practices are in place to engage external stakeholders
- Commit to engage external stakeholders

8. Has your organization formally engaged suppliers, business partners, industry groups, customers, the government, or the community specifically to reduce its environmental impact or increase its social/community impact?

- Yes
- No
- Not sure if there is an assigned employee or working group to oversee sustainability performance
- Commit to assign an employee or working group to oversee sustainability performance

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IV. SUSTAINABILITY MANAGEMENT

9. Does your organization have a written, comprehensive sustainability plan that includes key objectives, indicators and timelines for achieving sustainability outcomes?

- Yes
- No
- Not sure if there is a comprehensive sustainability plan
- Commit to creating a comprehensive sustainability plan

10. Does your organization track the financial impacts of its environmental sustainability-related activities (e.g. payback periods on investments, savings, etc.)?

- Yes
- No tracking of financial impacts
- Not sure if financial impacts are tracked
- Commit to track the financial impacts of sustainability-related activities

11. Which of the following specific commitments are included in your organization's written purchasing policy, to be favored over other options when feasible (check all that apply)?

- Local vendors
- Vendors whose businesses are owned by women, minorities, or from low-income communities
- Environmentally-friendly products or services
- People/community-friendly products or services (e.g. Fair Trade)
- Bulk purchasing or products with minimal packaging
- Ground transportation over air for delivery
- Other (please describe)
- No sustainable practices included in purchasing policy
- Not sure which sustainable commitments are included in purchasing policy
- Commit to include commitments in purchasing policy

12. Does your organization have a written travel policy that includes a commitment to minimize environmental impacts when feasible (e.g. minimizing emissions and fuel consumed)?

- Yes
- No commitment to minimize environmental impacts in travel policy
- N/A: no written travel policy
- Not sure if there is a written travel policy in place
- Commit to creating a written travel policy

13. Which of the below statements is true of your organization's marketing of its sustainability?

- Has reviewed, understood, and not violated the [FTC's Green Guides](#) for environmental marketing
- Has reviewed, understood, and not violated any of the [Seven Sins of Greenwashing](#)
- None of the above resources reviewed
- Not sure if above resources have been reviewed
- Commit to reviewing above resources

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V. RAISING AWARENESS

14. Which of the following has your organization put in place for communicating your commitment to sustainability?

- A written internal communications plan (i.e. targeted to employees) for sustainability
- An employee training plan for sustainability
- Website content or print materials dedicated to sustainability
- Other (please describe)
- No sustainability communication strategies employed
- Not sure which of the above have been employed for communicating commitment to sustainability
- Commit to communicate sustainability externally

15. Have any of your organization's leadership/management participated in sustainability-focused seminars or training in the past two years (i.e. educational opportunities related to improving environmental or social performance)?

- Yes
- No
- Not sure whether the leadership participated in sustainability-focused seminars or training
- Commit to sustainability-focused seminars or training for leadership

16. Through which of the following channels has your organization fostered dialogue about sustainability topics internally during the past year (check all that apply)?

- Meetings
- Employee training
- Other (please describe)
- No awareness building activities
- Not sure which of the above awareness building activities participated in during the past year
- Commit to participate in awareness building activities

17. Through which of the following communication channels has your organization encouraged employees to adopt good environmental and health and wellness habits (e.g. turning off lights, only running the dishwasher when full, taking the stairs, making healthy choices, etc.) (check all that apply)?

- Signs throughout the office
- Newsletters
- Bulletin boards
- Other (please describe)
- No reminders about good environmental and health and wellness habits
- Not sure which of the above methods are used to remind employees
- Commit to remind employees about good environmental and health and wellness habits

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PLANET

I. SITE SELECTION

18. Which of the following best describes your office location (please select one answer)?

- An average of 8 miles or fewer from where employees live
- An average of between 9 and 16 miles from where employees live
- An average of 17 miles or greater from where employees live
- Not sure what the average distance employees travel to office is
- Commit to find out average distance employees travel to office

II. ENERGY

19. Which of the following best describes how your organization monitors and records its energy usage (please select one answer)?

- Organization monitors energy usage at least monthly AND has set specific usage targets
- Organization monitors and records energy usage at least monthly (no reduction targets)
- Asked, but landlord will not provide energy usage information
- Organization does not currently monitor or record usage (and has not asked landlord, if applicable)
- Not sure how the organization monitors and records energy usage
- Commit to monitor and record energy usage (or ask landlord)

20. Has your organization (or your landlord) conducted an energy audit/assessment of organization-run facilities in the last three years?

- Yes
- No
- Not sure if the organization has conducted an energy audit/assessment
- Commit to an energy audit/assessment

21. Which of the following energy conservation/efficiency measures has your organization (or your landlord) implemented at your facility (check all that apply)?

- | | |
|--|--|
| ENERGY STAR appliances | Programmable thermostats or HVAC timers |
| Automatic sleep modes on equipment | Other (please describe) |
| After-hours timers on equipment | Asked, but landlord will not implement systems |
| Natural light | No systems implemented (and have not asked landlord, if applicable) |
| Compact fluorescents or LED bulbs | Not sure which systems the organization (or landlord) has implemented |
| Lighting occupancy sensors | Commit to implement energy conservation/efficiency systems (or ask landlord) |
| Task lighting | |
| Double-paned windows | |
| Sealed air leaks around doors and/or windows | |

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22. Has your organization purchased any renewable energy credits (RECs) or carbon offsets to offset emissions from business-related activities in the past year (e.g. events, employee commutes, air travel or other long distance travel, day-to-day operations)?

Yes

No

Not sure if the organization has offset emissions via RECs or carbon offsets

Commit to offsetting emissions via RECs or carbon offsets

III. WATER

23. Which of the following best describes how your organization monitors and records its water usage (please select one answer)?

Organization monitors and records water usage at least monthly AND has specific reduction targets

Organization monitors and records water usage at least monthly (no reduction targets)

Organization does not currently monitor or record water usage (and has not asked landlord)

Not sure how the organization monitors or records water usage

Commit to monitor and record water usage (or ask landlord)

24. Which of the following water conservation methods has your organization (or your landlord) implemented in the majority of your organization's facilities (check all that apply)?

Low-flow urinals/toilets

Low-flow faucets or showerheads

Other (please describe)

Asked, but landlord will not implement water conservation methods

No water conservation methods implemented (and have not asked landlord, if applicable)

Not sure which water conservation methods the organization (or landlord) has implemented

Commit to implement water conservation methods

25. Which of the following sustainable landscaping techniques has your organization (or your landlord) implemented at your facility (check all that apply)?

Added compost or mulch to soil

Reduced or eliminated chemical/fertilizer use needed to maintain landscape

Native plantings

Landscaped with drought tolerant plants, minimizing grass, or other practices that reduce watering

Other (please describe)

Asked, but landlord will not implement land use management techniques

No land use management techniques (and have not asked landlord, if applicable)

N/A: no land associated with office facility

Not sure which land management techniques the organization (or landlord) has implemented

Commit to implement land use management techniques (or ask landlord)

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IV. TRANSPORTATION

26. Which of the following methods does your organization employ to educate employees about viable alternative modes of transportation to the office (check all that apply)?

- Actively shares information about public transportation options
- Helps facilitate employee carpooling to work or meetings
- Actively shares information about best practices for biking to work
- Other (please describe)
- No education methods in place to educate employees about alternative modes of transportation
- Not sure which education methods the organization has put in place
- Commit to educate employees about alternative modes of transportation

27. Which of the following practices are in place for encouraging alternative transportation?

- Recognizes or rewards employees utilizing alternative transportation
- Participates in an annual organization-wide bike or carpool to work day or week
- None of the above alternative transportation practices in place
- Not sure if practices encouraging alternative transportation are in place
- Commit to encouraging alternative transportation

28. Has your organization invested in fuel-efficient cars or trucks?

- Yes
- No
- N/A: no vehicles
- Not sure if the organization has invested in fuel-efficient cars or trucks
- Commit to investing in fuel-efficient cars or trucks

V. WASTE REDUCTION & RESPONSIBLE DISPOSAL

29. Has your organization performed a solid waste audit in the past two years for the purpose of reducing waste production?

- Yes
- No
- Not sure whether the organization has performed a solid waste audit in the past two years
- Commit to performing a solid waste audit

30. Of which of the following materials does your organization regularly recycle at least 75% (check all that apply)?

- | | |
|-----------|---|
| Paper | Electronics/batteries |
| Cardboard | Other (please describe) |
| Plastic | None of the above |
| Glass | Not sure what materials the organization recycles |
| Metal | Commit to recycle materials |

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31. Which of the following practices are in place to reduce the use of natural resources (check all that apply)?

- Save and use the second side of scrap pieces of paper for note taking
- Use reusable cups, mugs, plates, or silverware
- Use second hand office furniture, equipment, or supplies whenever possible
- Donate or sell office furniture, equipment, or supplies rather than discarding to the landfill
- Other (please describe)
- No items reused
- Not sure which items the organization reuses, donates, or sells
- Commit to reuse

32. Which of the following environmentally-friendly printing habits have been implemented at the majority of your facilities on a regular basis (check all that apply)?

- Electronic sharing options in place of hard copy printing
- Use recycled printer cartridges
- Double-sided (i.e duplex) printing as the default setting
- Use of soy-based or other low VOC inks
- Other (please describe)
- No environmentally-friendly printing habits implemented
- N/A: organization does not use printers
- Not sure which of the above environmentally-friendly printing habits have been implemented
- Commit to implement environmentally-friendly printing habits

33. Which of the following pollution prevention practices has your organization completed?

- Identified possible sources of pollution (e.g. janitorial chemicals, manufacturing chemicals, excessive use of fertilizer/ pesticides, fryer oil, etc.)
- Formally educated employees about proper storage and disposal of possible sources of pollution
- N/A: organization does not possess any potential sources of pollution
- Not sure if the organization has identified possible sources of pollution
- Commit to identifying possible sources of pollution

VI. SUSTAINABLE PURCHASING

34. Which of the following products made from recycled/sustainable/renewable materials are purchased for office use (check all that apply)?

- Post-consumer recycled content paper
- Office supplies (pens, notebooks, plates, flatware, etc.)
- Office furniture
- Other (please describe)
- No recycled/sustainable office products purchased
- Not sure if organization purchases recycled/sustainable office products
- Commit to purchase recycled/sustainable office products

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35. Which of the following chemical reduction methods have been implemented at the majority of your organization's facilities on a consistent basis (check all that apply)?

Non-toxic janitorial products

Unbleached/chlorine-free paper products (e.g. office paper, toilet paper, etc.)

Other (please describe)

No chemical reduction methods implemented

Not sure if organization has implemented chemical reduction methods

Commit to implement chemical reduction methods

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PEOPLE

I. HUMAN RESOURCES & EMPLOYEE EFFECTIVENESS

36. Which of the following are written, easily-accessible, and circulated in your organization (check all that apply)?

- Equal opportunity hiring policy
- Discrimination/harassment policy
- Code of ethics/conduct
- None of the above human resources documents in place
- Not sure which of the above human resources documents are in place
- Commit to putting human resources documents in place

37. Which of the following workforce strengthening practices has your organization implemented (check all that apply)?

- A written new employee orientation plan and process
- An active employee mentorship program
- An employee representative(s) or process to mediate employee complaints, grievances or issues
- Other (please describe)
- No workforce strengthening practices in place
- Not sure which of the above workforce strengthening practices are in place
- Commit to implementing workforce strengthening practices

38. Which of the following are established aspects of employee performance evaluation and feedback (check all that apply)?

- Conducted on at least an annual basis
- Includes a self-assessment
- Includes peer and subordinate input
- Provides written guidance for career development
- Includes personal goals
- Includes social or environmental goals for the workplace
- No formal process for providing performance feedback
- Not sure which processes are used when providing performance feedback
- Commit to performance feedback processes

39. Whenever feasible, which of the following flexible work options are offered (check all that apply)?

- Part-time work schedules at the request of workers
- Flex-time work schedules (allowing time to vary daily start and stop times)
- Telecommuting options (working from home one or more days per week)
- Other (please describe)
- No flexible work options offered
- Not sure which flexible work options are offered
- N/A: retail or service business where flexible work options are not feasible
- Commit to offer flexible work options

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40. Which of the following activities does your organization offer to build team or community spirit (check all that apply)?

- Annual staff and family gathering
- Open recognition for employees' personal and professional successes
- Peer bonuses or recognitions for excellent efforts nominated by employees
- Regular staff birthday or other celebrations
- Other (please describe)
- No activities offered for building team or community spirit
- Not sure which activities to build team or community spirit are offered
- Commit to offer activities for building team or community spirit

41. Do all full-time, part-time, and temporary workers, and independent contractors (excluding interns) earn at least 200 percent of the state minimum wage?

- Yes
- No
- Not sure
- Commit to paying 200 percent of minimum wage

42. Which of the following health care and leave options does your organization offer employees (check all that apply)?

- The opportunity for all full-time employees to participate in employer-sponsored healthcare plan
- The opportunity for dependents of full-time employees to join in employer-sponsored healthcare
- Paid or unpaid leave time for the birth or adoption of a child
- Paid or unpaid leave time for dependent care for a child or family member
- Other (please describe)
- No healthcare or leave options offered
- Not sure which of the above health care and leave options are offered
- Commit to offer healthcare or leave options

43. Which of the following health and wellness practices have been implemented for employees (check all that apply)?

- An environment that meets all safety code requirements
- Weekends or two days off per week for all employees
- Natural daylight for the majority of the work day
- Use of indoor plants to aid in improving indoor air quality
- Other (please describe)
- No health and wellness practices employed
- Not sure which of the above health and wellness practices have been implemented
- Commit to implement health and wellness practices

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44. Do you provide funding for employees to pursue further education? (Check all that apply)

- Yes, we provide tuition for further education upfront
- Yes, we provide paid-time off
- Yes, we then require the employee to commit a certain amount of time working for the organization
- Yes, we reimburse the employee for tuition
- Yes, we provide loans for tuition
- No
- Not sure
- Commit to provide funding for employees to pursue further education

45. Do you have programs in place to diminish employee turnover? If so, how has turnover diminished?

- Yes
- No
- Not sure
- Commit to creating programs to diminish employee turnover

46. Which of the following open book management practices do you use?

- Share financial information and metrics with employees
- Teach employees how to read and manage balance sheets and other financial documents
- Allow employees how to track progress on critical numbers through regular meetings and scorecards
- Allow employees to share in organization's success through a profit-sharing program
- Engage employees in financial decision making
- Other (please describe below)
- Not sure if organization follows open book management practices
- Organization doesn't follow open book management practices
- Commit to following open book management practices

47. Do you communicate new job openings internally before sharing them publicly?

- Yes
- No
- Not sure
- Commit to sharing jobs internally

48. Is your organization's Human Resources Manager part of the Executive Management Team?

- Yes
- No
- Not sure
- Commit to making HR Manager part of Executive Management Team

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II. COMMUNITY ENGAGEMENT

49. Which of the following community engagement measures does your management/leadership team review at least annually?

- Total hours volunteered by employees
- Total financial charitable contributions made
- Total in-kind donations made
- Other (please describe)
- None of the above measures reviewed
- Not sure if leadership team reviews community engagement annually
- Commit to leadership team reviewing community engagement annually

50. Which of the following community service, charitable giving, and community engagement practices does your organization have in place (check all that apply)?

- Paid time off for employee volunteering
- Employees invited to provide input into selection of organization's charitable donation recipients
- Committed partnership with a service/charitable organization to provide promotional, volunteer or financial support
- Sponsored community/charitable events within the last year
- Offered internship and/or mentoring opportunities for local youth or other individuals
- Other (please describe)
- No community service or charitable giving practices employed
- Not sure which of the above community service and charitable giving practices are employed
- Commit to community service or charitable giving practices

51. In which of the following civic engagement activities do members of your senior management/leadership team engage (check all that apply)?

- Serve on the board or committee of a community organization other than your own
- Serve in a civic leadership role in local government or schools (i.e. planning board, conservation commission, school board, etc.)
- Other (please describe)
- No civic engagement activities
- Not sure which of the above civic engagement activities the senior management team engages in
- Commit to engage in civic activities

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BONUS POINTS

Below, you have an opportunity to earn bonus points for your business via advanced sustainability practices. These practices are encouraged, but do not count against you if they are not in place. If you have already mastered the fundamentals of sustainable business, the practices below provide a good roadmap for deepening your commitment to sustainable practices.

Each practice counts for one point. Your business may earn a total of ten bonus points per category (Performance, Planet, and People) and points increase your score in each category. If your organization has implemented the practice listed, check the box next to the practice and provide a description if requested.

PERFORMANCE – BONUS

I. Organizational Planning & Documentation

Risk Management and Future Planning

- A risk management plan
- A succession plan

Marketing Sustainability

- A written external marketing/communications plan for sustainability

Sustainability Organization & Documentation

- Have binders or digital repository where all information related to organizational sustainability performance is organized and centralized

IV. Sustainability Management

External Communication

- Press releases announcing or incorporating achievements in sustainability
- Sustainability information/performance included in an annual report to shareholders

Sustainability Reporting

- A written and publicly-available corporate sustainability report prepared in the last two years
- Organization prepared and completed a GRI-checked sustainability report

Accounting for Sustainability

- Total carbon footprint has been quantified within the past three years
- Total carbon footprint has been reported to the Carbon Disclosure Project
- A life cycle analysis has been completed for one or more of organization's manufactured products

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Environmental Management Systems

An environmental management system in place that includes ALL of the following:

- policy statement documenting the organization's commitment to the environment
- assessment of the environmental impact of the organization's business activities
- stated objectives and targets for environmental aspects of the organization's operations
- programming designed, with allocated resources, to achieve these targets
- periodic compliance and auditing to evaluate environmental programs conducted

Organization is ISO 14001 Certified

Organizational Sustainability Certifications

Organization is a Certified B Corporation

Organization is certified by a body other than Green Plus or B Corporation

Supplier Sustainability Scorecards

Organization has formally completed a supplier sustainability scorecard for supply chains in which it Operates (e.g. Walmart, P&G, Kaiser Permanente, etc.)

Product Sustainability Certifications

One or more of the organization's manufactured or retailed products are:

ENERGY STAR certified

WaterSense certified

LEED certified

Cradle to Cradle certified

Green Seal certified

Certified USDA Organic

Fair Trade certified

Rainforest Alliance certified

Forest Stewardship Council (FSC) certified

Sustainable Forestry Initiative (SFI) certified

Certified by a sustainability label not listed above (please describe)

Business Model Impact

An element of operations (e.g. supply chain sourcing, products or services offered) specifically addresses A social or environmental need

V. Raising Awareness

Sustainability Networks

Organization is a member of a local, national, or international association/network/consortium that fosters sustainable business practices in your industry or more broadly (other than Green Plus)

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Fostering Sustainable Practices at Home

A strategy for engaging employees in sustainability-related activities at home or in their personal lives

PLANET – BONUS

I. Site Selection

Building or Lot Revitalization

Adaptive reuse of a building: an old building that originally served another purpose and has been restored (e.g. building was an abandoned warehouse and is now an office)

Office facility is located on a restored brownfield: a location that was previously contaminated and has been restored

Green Building Practices

External shading for sun-exposed walls

Window tinting installed

Increased building insulation added in renovations within last two years

Daylight dimmers for lighting

Occupancy sensors for HVAC

Low or no volatile organic compound (VOC) paint used in renovations within last three years

Use of recycled, reused, or sustainably-sourced building materials used in building or renovations

Green/Sustainable Building Certifications

One or more office facilities is LEED certified

One or more office facilities is ENERGY STAR certified

One or more office facilities has a sustainability certification not listed above

Encouraging Biodiversity

Office facility landscaping sets aside or respects corridors or vegetative cover for wildlife

Organization has a landscaping strategy in place to increase local biodiversity

II. Energy

Energy Monitoring

Real time total energy monitoring for facilities with visual display or data logging capabilities

Energy monitoring for largest loads (e.g. HVAC)

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Renewable Energy Installed

- Solar panels at one or more facilities
- Solar thermal energy systems at one or more facilities
- Geothermal energy systems at one or more facilities
- Wind energy systems at one or more facilities

Carbon Neutrality

- Carbon offsets purchased to offset all carbon emissions (i.e. carbon neutral)

Energy Management Systems

- Organization is ISO 50001 Certified

III. Water

Water Capture & Reuse

- Grey-water usage in toilets or in other non-potable uses
- Rainwater harvesting for landscaping

Stormwater Runoff Management

- Rain gardens in landscaping at facilities
- Vegetated swales in landscaping at facilities
- Riparian buffers in landscaping at facilities
- Permeable paving at facilities
- Green roofs on office facilities

IV. Transportation

Alternative Transportation Facilities Practices

- Bike racks at facilities
- Showers at facilities
- Designated parking places for fuel-efficient vehicles

Advanced Alternative Transportation Incentives

- Subsidized public transportation
- Membership with or provide employee access to car-sharing service (e.g. Zip Car)

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V. Waste Reduction & Responsible Disposal

Advanced Waste Reduction & Responsible Disposal Practices

- Recycling stations on site at facilities for electronics or batteries
- Retired office electronics are donated for reuse
- Food scraps or yard material are composted

Zero Waste to Landfill

- Achieved Zero Waste to Landfill at one or more facilities

PEOPLE – BONUS

I. Human Resources & Employee Effectiveness

Professional Development

- Paid time off or sponsorship for employee participation in professional development opportunities
- Some or complete reimbursement of employee tuition from education opportunities

Financial Benefits, Incentive Pay & Profit Sharing

- 401(k), IRA or other employee retirement match
- Bonuses awarded to employees at least annually
- Profit sharing policies with employee base (e.g. equity or stock options, ESOPs)

Flexible Work Options

- Flexible work weeks (e.g. four, ten hour work days in place of five, eight hour work days)
- Job-sharing

Team Building

- Annual all-staff off-site retreats

Responsible Suppliers

- Organization has a written code of conduct/ethics in place for suppliers

Advanced Health & Wellness Practices

- The option for part-time employees to enroll in an employer-sponsored healthcare plan
- Healthy snacks or beverages provided
- Ergonomic equipment or assessments provided
- Subsidized gym memberships

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Free flu shots provided
Health or diet consultations provided
Smoking or other addiction cessation support
Organized activities such as walking groups or athletic teams
Private rooms/space for rest or breastfeeding
Office community garden or livestock maintained to promote local food

II. Community Engagement

Advanced Volunteerism Practices

20 or more hours paid time off offered per year for employee volunteerism

Advanced Charitable Giving Practices

Employee gift-matching policy in place

Written policy designating a set financial commitment for charitable giving (e.g. 1% of revenues)

BONUS OTHER

Advanced sustainable practice(s) not listed above (please describe)

QUALITATIVE

1. What are the biggest challenges, barriers or hurdles your organization faces when it comes to adopting more sustainable practices?
2. What is your organization most proud of when it comes to your current sustainable practices?
3. Do you feel that your organization has saved money, made money, attracted and retained more talented employees or become more competitive through your sustainability initiatives? If so, how?
4. Please share any other comments or feedback with our team.