

**Institute for Ethical Leadership Workshop
– SmartSteps Scorecard Exercise**

Action	Examples	Details	Score My business does this... (sometimes, always, never)
1) Engage Your Employees	Employee Suggestion Box Green Training Policy	<ol style="list-style-type: none"> 1. Ask your employees for suggestions on how to improve efficiency and reduce waste 2. Encourage employee support of initiatives by communicating goals 3. Provide employee training and education 4. Enlist a leader to promote your program 5. Recognize employees for their ideas and support of organizational goals 	
2) Maintain or upgrade equipment	Policies and Procedures Equipment Specs	<ol style="list-style-type: none"> 1. Practice routine maintenance on all mechanical and electrical systems 2. Maintain or upgrade process equipment (heating and ventilation systems, motors & compressed air systems) for maximum energy savings 3. Insulate heating systems to promote energy saving 4. Watch for leaks 5. Lubricate regularly to prevent wear 	
3) Re-invigorate your Recycling program	Audits	<ol style="list-style-type: none"> 1. Ensure all paper and cardboard is recycled 2. Recycle at least one other high volume material 3. Reuse materials whenever possible 4. Reduce all types of garbage 	
4) Conserve Water	Leak Detection Program	<ol style="list-style-type: none"> 1. Implement a routine leak detection program 2. Conduct a water audit to determine where and how water is consumed 	

	<p>Review of Bills</p> <p>Tracking Seasonal/Operational Variation</p>	<p>3. Review water and wastewater bills, track usage, and identify seasonal variations</p>	
5) Be Energy Efficient	<p>Review of Bills</p> <p>Tracking Seasonal/Operational Variation</p>	<p>1. Turn off lights when not in use</p> <p>2. Engage energy saver features on computers and office equipment</p> <p>3. Purchase Green Power Certificates</p> <p>4. Review energy consumption and track over time/season</p>	
6) Reduce SOV trips to work	<p>Ride Share Program</p> <p>Transit Incentives</p>	<p>1. Promote the use of public transportation for office business</p> <p>2. Offer discounted transit tickets or passes for commuting</p> <p>3. Promote carpooling</p> <p>4. Provide bike racks, lockers & shower facilities for staff</p> <p>5. Offer flexible work hours, a compressed work week & telecommuting options</p>	
7) Purchase products and services that have reduced environmental impacts	<p>Green / Sustainable / Ethical Purchasing Policy</p>	<p>1. Buy only the amount of product you need</p> <p>2. Consider the environmental attributes of the products you buy.</p> <p>3. Look for products that are:</p> <ul style="list-style-type: none"> ▪ Designed to minimize waste ▪ Energy efficient ▪ Less polluting than other competing products ▪ Free from hazardous compounds ▪ Made from recycled materials, especially post-consumer waste ▪ Durable, with a long service life. 	
8) Manage your Supply Chain	<p>Just-In-Time Inventory Management</p>	<p>1. Practice just-in-time inventory management.</p> <p>2. Identify opportunities to:</p> <ul style="list-style-type: none"> ▪ Minimize packaging ▪ Reduce or eliminate hazardous materials 	

	Green Purchasing	<ul style="list-style-type: none"> ▪ Implement a product take-back program ▪ Assess suppliers' environmental performance 	
9) Consider the Total Cost of Your Investment Decisions	Total Cost Assessment/ Accounting Life Cycle Assessment	<ol style="list-style-type: none"> 1. Integrate Total Cost Assessment (TCA) into financial decision-making 2. Use Life Cycle Assessment to consider the impacts of products from cradle to grave: <ul style="list-style-type: none"> ▪ origin ▪ raw materials ▪ transportation ▪ use ▪ reuse/recycling/disposal 	
10) Policies and Practices	Environmental / Sustainability Policy/Zero Waste Policy	<ol style="list-style-type: none"> 1. Establish an Environmental Champion amongst senior management 2. Consult staff and customers 3. Establish goals and objectives 4. Develop an environmental policy and implementation plan 5. Communicate commitment to shareholders 6. Monitor results & track progress 	
TOTAL			