SUSTAINABILITY FRAMEWORK STEPS

TEMPLATE FOR SUSTAINABILITY & CO2E MAPPING. 12 STEPS TO GREENING UP YOUR ORGANISATION



STEP 1:



Identify your team and champions. Get top level support and mandate if possible.

STEP 2:

Assign roles and a timeline (who, when, how).



STEP 3:

Brainstorm a vision. mission or statement that shows your commitment to sustainability, or make it a policy.

Get up to speed with terminology, what the key issues are, what customers want, expectations, legislation, what is important to your organisation and staff. Survey or ask staff what they value and what their concerns are.



Identify and visually map all of your Co₂e emitting activities, your inputs and outputs from your operations, supply chain etc. Also consider programmes, projects and other areas that may have emissions associated.

STEP 6:

Gather data on the following areas; Waste (kg's), water (KL or L), electricity (kWh), gas (GJ), travel flights and car (km), (if over 1% of emissions include accommodation, gases, couriers/freight, refrigerants). Try Toitu, Ekos or MfE

carbon calculators.

STEP 7:

Track your emissions and understand them. Set goals and targets for each area. Write action plans for key areas. Set a benchmark and report annually.



STEP 8:



Pull together into a Sustainability Plan. Include other areas; engagement, biodiversity, social and cultural aspects, investment, diversity. Set targets/aims.

STEP

Communicate:

Report on your progress and results. Be transparent. Decide if you want to offset things that you cannot reduce. Look at certification.



STEP 10:

Welcome ideas, offer sustainability training, support, competitions, engagement/ messaging, roll out reduction programmes, newsletter, showcase what people are doing, tell your customers and stakeholders, get feedback.

STEP 11:

Review, track and assess

regularly.

STEP 12:

Celebrate!

QUESTIONS TO ASK:

What are the gaps?

Where will the information come from?

Do we need to do a waste

QUESTIONS TO ASK:

What helps or hinders the process?

Are our targets achievable? SMART?

Do we want to align our work with the Sustainable Development Goals?

