



## Sustainability check criteria

The following is a summary of the criteria at each level of the Sustainability Check scheme. Further information to help organisations meet the requirements is provided upon registration.

### **1. Bronze**

1.1. Appoint a sustainability champion who will serve as the sustainability contact within your organisation.

1.2. Either have a single policy in place or individual policies which cover the following areas

- 1.2.1. Health & safety
- 1.2.2. Human rights
- 1.2.3. Anti-corruption
- 1.2.4. Diversity & equality
- 1.2.5. Non-discrimination
- 1.2.6. Sustainability

*\* Sample policies will be provided upon registration for the scheme*

1.3. Annually record the following data on the following metrics:

- 1.3.1. Number of workplace accidents.
- 1.3.2. Gas consumption
- 1.3.3. Electricity consumption
- 1.3.4. Water consumption

1.4. Set 12 month target for reducing each of the above metrics

1.5. Establish an action plan to achieve each of the stated targets

1.6. Monitor and annually report progress on each target to top management

1.7. Have a system in place for staff to report safety concerns, have these recorded and responses made available.

### **2. Silver**

2.1. Have your sustainability champion complete the sustainability short course. This course is provided upon successful completion of the Bronze level criteria and takes approximately 20 minutes.

2.2. Undertake an anonymous staff satisfaction survey once per year and record the results. Example questions will be provided upon registration to the scheme.

2.3. Actively communicate the sustainability policy internally to staff e.g. through posters, events and newsletters etc.

2.4. Make the sustainability policy publicly available e.g. on your website

2.5. Annually monitor the following extra metrics:

2.5.1. The number of staff disputes

2.5.2. The amount of waste produced

2.6. Implement a waste recycling scheme for at least one waste stream e.g. paper, plastics, glass etc.

2.7. Establish a target for waste reduction with an associated action plan

2.8. Hold at least one fundraising or volunteering event per year for a charity of your choice

2.9. Hold at least one event per year to promote sustainability within your organisation, the following materials should be available at this event as a minimum:

2.9.1. The latest sustainability action plan

2.9.2. Performance data for all monitored metrics covering the last 3 years

2.9.3. Promote the Loreus sustainability short course to your staff

2.9.4. Promote the policy or policies described in clause 1.2.

### **3. Gold**

3.1. Have the ability for staff to make anonymous suggestions to top management regarding social, environmental or economic factors. Have these presented to top management, responded to and record the annual number of suggestions.

3.2. Undertake a supplier sustainability questionnaire using the score card provided as part of the scheme (this scorecard is provided upon successful achievement of the Silver award).

3.3. Include a sustainability section within your annual report which includes the following disclosures:

3.3.1. Waste produced

3.3.2. Recycling rate

3.3.3. Water consumption

3.3.4. Gas consumption

3.3.5. Electricity consumption

3.3.6. Number of workplace accidents

3.3.7. Number of staff disputes

3.3.8. Staff satisfaction survey results

3.4. Update the sustainability policy with a commitment to publicly disclose the above and to publish figures from the two pre-ceding years for comparison

3.5. Calculate the organisations carbon footprint from energy consumption and establish a 12 month reduction target

3.6. Monitor progress towards your targets / action plan and report every six months to top management