

This checklist provides a process to help your business take steps to become more sustainable. The framework can also help you to identify what you could highlight in your tender submissions.

## Checklist

## Tell me more

## TEG's tips

<input type="checkbox"/> <b>I have upper-level commitment.</b>	<p>It may be necessary to find examples of similar businesses who have saved money whilst also improving their social and environment performance.</p>	<p>Make sure your business has a sustainability champion within its upper-level management to ensure sustainability efforts are sufficiently resourced and to report back to other managers on progress and successes.</p>
<input type="checkbox"/> <b>I have developed a sustainability policy.</b>	<p>A sustainability policy is a great way to demonstrate your commitment to being a sustainable business. See Inland Rails webinar on 'Preparing a Sustainability Policy'.</p>	<p>Making sure your sustainability policy is part of your staff inductions will help normalise sustainability. Also ensure it is publicly available to your suppliers and customers on your business website.</p>
<input type="checkbox"/> <b>I have sustainability champions.</b>	<p>While one person can drive sustainability, better results are usually achieved by forming a team. Encourage involvement from all areas of your business including accounts, maintenance and cleaning staff.</p>	<p>Choose a team leader who, if possible, has a strong commitment to sustainability, is a good communicator, organised and strong motivational skills to rally the troops.</p>
<input type="checkbox"/> <b>I have completed the Business Efficiency Checklist.</b>	<p>The Business Efficiency Checklist is part of this Inland Rail webinar series. See the webinar on how to 'Innovate and reduce costs through efficiency'.</p>	<p>This will step you through:</p> <ul style="list-style-type: none"> <li>• Measuring your footprint</li> <li>• Setting KPIs</li> <li>• Undertaking a site walkthrough</li> <li>• Identifying possible opportunities in energy, water and waste</li> <li>• Developing an action plan.</li> </ul>
<input type="checkbox"/> <b>I am part of a sustainable supply chain.</b>	<p>Create a supply chain map and know who your 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> tier suppliers are and consider if they hold the same sustainability values as your business. Identify hot spots where suppliers may pose a risk to your customers, investors or brand.</p>	<p>Prepare a green procurement policy and communicate your sustainability expectations to suppliers.</p>
<input type="checkbox"/> <b>I have added sustainability value to my products/services.</b>	<p>Look at your products and services and consider if there are opportunities to:</p> <ul style="list-style-type: none"> <li>• Use lightweight or more recyclable/biodegradable materials</li> <li>• Improve their end use efficiency for the customer</li> <li>• Make it more repairable</li> <li>• Make it multipurpose</li> <li>• Make it easier to disassemble and recycle.</li> </ul>	<p>Use eco-design, life cycle analysis and biomimicry tools to ensure your products and services have minimal impacts from cradle to grave.</p>

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<input type="checkbox"/> <p><b>I am encouraging innovation in my sector.</b></p>	<p>Encourage sustainability innovation in your sector by:</p> <ul style="list-style-type: none"> <li>• Publicly reporting your sustainability performance and efforts</li> <li>• Participating in government programs such as innovation hubs</li> <li>• Partnering with innovation labs or academics to develop sustainability challenges or opportunities.</li> </ul>	<p>Consider aligning your reporting with the Global Reporting Initiative or the Global Sustainable Development Goals including equality, climate change, peace, justice, poverty, and prosperity.</p>
<input type="checkbox"/> <p><b>I am giving back to society.</b></p>	<p>Give back to society by</p> <ul style="list-style-type: none"> <li>• Purchasing offsets and becoming carbon neutral</li> <li>• Giving your staff time to volunteer for an environmental or social cause</li> <li>• Supporting a social enterprise or raise funds for a charity</li> <li>• Taking action or supporting local action and community groups.</li> </ul>	<p>Attract and retain talent. Millennials are wanting to invest in, and work for, businesses that have embraced visible sustainable practices.</p>
<input type="checkbox"/> <p><b>I am promoting my sustainability initiatives.</b></p>	<p>You can tell your sustainability story in many ways including:</p> <ul style="list-style-type: none"> <li>• Keeping staff informed on progress of initiatives</li> <li>• Social media updates on your initiatives</li> <li>• Outlining your actions on your website</li> <li>• Putting together annual sustainability reports</li> <li>• Speaking out at industry forums.</li> <li>• Including details in your proposals.</li> </ul>	<p>Being sustainable is something to be proud of. Employees want to work in places that are doing their bit for sustainability.</p>

### So how sustainable is my business?

Check out The Ecoefficiency Groups FREE online Business Sustainability Assessment Tool

[www.ecoefficiencygroup.com.au](http://www.ecoefficiencygroup.com.au)