
GREENSTEP CERTIFIED SELF-ASSESSMENT CRITERIA





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A. Management Practices

1. Do you have a written sustainability or climate action plan, and if so what does it include?

| | |
|--|--|
| Carbon reduction targets | |
| Energy and fuel actions | |
| Water actions | |
| Waste actions | |
| Regenerative or restorative actions (e.g., tree planting, pollinator gardens, habitat restoration, and other nature based solutions) | |
| Climate change adaptation actions (e.g., climate related natural disaster preparation, risk mitigation and management) | |
| Other actions | |
| None, we do not have a sustainability or climate action plan | |

2. How are employees engaged in the ongoing development and/or implementation of your sustainability or climate action plan?

| | |
|--|--|
| We have a green team (or similar group) that meets regularly to review and discuss our environmental sustainability goals and/or actions | |
| We regularly review and communicate our environmental sustainability goals/actions/progress at staff meetings | |
| We include our environmental sustainability practices in new employee onboarding/orientation | |
| We offer employee reward programs or compensation incentives for environmentally sustainable practices and behaviors | |
| Other | |
| N/A, our entity does not have employees | |
| None, our employees are not engaged in our environmental sustainability efforts | |

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3. How do you educate customers about your environmental sustainability actions?

| | |
|--|--|
| On our website | |
| Onsite through signage | |
| Social media channels | |
| Staff educate customers | |
| Voluntary or mandatory fees for customers to support environmental initiatives | |
| Annual report | |
| Newsletter | |
| Other | |
| None, we do not do this | |

B. Low Impact and Low Carbon Transportation

4. What percentage of your owned or leased vehicles used for business purposes are low or zero emissions? i.e. electric, hybrid, or renewable fuel (e.g. renewable natural gas, clean hydrogen, biodiesel, ethanol, etc)

| | |
|---|--|
| None | |
| 1 - 20 % | |
| 21 - 40 % | |
| 41 - 60 % | |
| 61 - 80 % | |
| 81 - 100 % | |
| N/A, our entity does not use vehicles for business purposes | |
| I do not know / We do not track this | |

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- 5. What percentage of business travel in non-company owned or leased vehicles, is low or zero emissions? i.e. electric, hybrid, renewable fuel, public transit, walking or cycling**

| | |
|--------------------------------------|--|
| None | |
| 1 - 20 % | |
| 21 - 40 % | |
| 41 - 60 % | |
| 61 - 80 % | |
| 81 - 100 % | |
| I do not know / We do not track this | |

- 6. What do you offer, promote, or incentivize related to low carbon transportation for staff and customers?**

| | |
|---|--|
| Business location is in proximity to transit and cycling routes | |
| Bicycle parking | |
| Group shuttle service, rideshare or carpooling program | |
| Electric car charging stations | |
| Public and or active (biking, walking, etc.) transportation is subsidized or incentivized | |
| Other | |
| None, we do not offer, promote, or incentivize low carbon transportation | |

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7. What percentage of staff commute to work by bike, transit, shuttle, carpooling, EV, walking or work remotely?

| | |
|--------------------------------------|--|
| None | |
| 1 - 20 % | |
| 21 - 40 % | |
| 41 - 60 % | |
| 61 - 80 % | |
| 81 - 100 % | |
| I do not know / We do not track this | |

8. Do you have an idle free policy and signage for staff, customers, and suppliers?

| | |
|-----|--|
| Yes | |
| No | |

C. Building & Energy Conservation

9. What percentage of your total energy requirements (electricity, space heating and cooling, hot water, etc.) are fulfilled through renewable sources? e.g. hydro, solar, wind, geothermal, renewable natural gas, heat recovery, etc.

| | |
|--------------------------------------|--|
| None | |
| 1 - 20 % | |
| 21 - 40 % | |
| 41 - 60 % | |
| 61 - 80 % | |
| 81 - 100 % | |
| I do not know / We do not track this | |

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10. Do you provide training to staff to encourage energy conservation behaviour?

| | |
|-----|--|
| Yes | |
| No | |

11. Have you added insulation to hot water pipes and tanks?

| | |
|---|--|
| Yes | |
| No | |
| N/A, our entity does not have hot water pipes and tanks | |

12. Have you added new weather stripping and/or caulking to all windows and doors within the last three years?

| | |
|---|--|
| Yes | |
| No | |
| N/A, our entity does not have windows and doors | |

13. How frequently is your building's HVAC system maintained?

| | |
|--------------------------------------|--|
| More than twice per year | |
| Twice per year | |
| Once per year | |
| Less than once per year | |
| I do not know / We do not track this | |

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14. What percentage of your refrigeration equipment uses low global warming potential (GWP) refrigerants?

| | |
|--------------------------------------|--|
| None | |
| 1 - 20 % | |
| 21 - 40 % | |
| 41 - 60 % | |
| 61 - 80 % | |
| 81 - 100 % | |
| I do not know / We do not track this | |

15. What percentage of your lighting is LED?

| | |
|--------------------------------------|--|
| None | |
| 1 - 20 % | |
| 21 - 40 % | |
| 41 - 60 % | |
| 61 - 80 % | |
| 81 - 100 % | |
| I do not know / We do not track this | |

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- 16. What percentage of your lighting is controlled by sensors or controls such as programmable timers, or motion/occupancy sensors, which have been properly programmed?**

| | |
|--------------------------------------|--|
| None | |
| 1 - 20 % | |
| 21 - 40 % | |
| 41 - 60 % | |
| 61 - 80 % | |
| 81 - 100 % | |
| I do not know / We do not track this | |

- 17. What percentage of your heating and cooling is controlled by sensors or controls such as programmable thermostats, timers, or occupancy sensors, which have been properly programmed?**

| | |
|--------------------------------------|--|
| None | |
| 1 - 20 % | |
| 21 - 40 % | |
| 41 - 60 % | |
| 61 - 80 % | |
| 81 - 100 % | |
| I do not know / We do not track this | |

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- 18. What percentage of your appliances and equipment are Energy Star (or equivalent third party verified) rated?**

| | |
|--------------------------------------|--|
| None | |
| 1 - 20 % | |
| 21 - 40 % | |
| 41 - 60 % | |
| 61 - 80 % | |
| 81 - 100 % | |
| I do not know / We do not track this | |

D. Waste Reduction & Pollution Prevention

- 19. What steps do you take to reduce solid waste upstream? (i.e. reducing materials used)**

| | |
|---|--|
| Purchasing products with returnable and reusable packaging | |
| Eliminating or significantly reducing single use plastics and other single-use items, such as paper towels, coffee pods, plastic cups, etc. | |
| Reducing use of paper in marketing and operations (e.g. flyers, receipts, forms, etc.) | |
| Purchasing office paper or stationery with high post consumer waste content | |
| Bulk buying (e.g. refillable dispensers, bulk products/supplies, etc. to reduce packaging) | |
| Other | |
| None, we have not taken any steps to reduce solid waste upstream | |

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20. What steps do you take to collect, divert and reduce solid waste downstream? (i.e. diverting waste efficiently and appropriately)

| | |
|--|--|
| Composting organic waste (e.g. food scraps, paper towels, etc.) | |
| Reusing and recycling waste paper | |
| Reusing and recycling cardboard | |
| Reusing and recycling plastics | |
| Reusing and recycling tin and aluminum | |
| Reusing and recycling glass | |
| Reusing, returning or donating refundable beverage containers | |
| Recycling scrap metal | |
| Managing, returning, or recycling hazardous materials | |
| Donating used or unused materials to charities | |
| Repair, reuse and refill policy and/or program | |
| Recycling policies, signage, staff training, bin placement | |
| Other | |
| None, we have not taken any steps to reduce solid waste downstream | |

21. What percentage of your cost of goods expenses are for items that are single-use? (e.g., bags, creamers, paper towels, water bottles, coffee pods, coffee cups, etc.)

| | |
|----------------------|--|
| None | |
| 1 - 20 % | |
| 21 - 40 % | |
| 41 - 60 % | |
| 61 - 80 % | |
| 81 - 100 % | |
| We do not track this | |

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22. What percentage of waste is diverted from the landfill?

| | |
|----------------------|--|
| None | |
| 1 - 20 % | |
| 21 - 40 % | |
| 41 - 60 % | |
| 61 - 80 % | |
| 81 - 100 % | |
| We do not track this | |

E. Water Conservation & Pollution Prevention

23. What steps do you take to conserve water?

| | |
|--|--|
| Water conservation policies | |
| Investments in water conservation equipment/technology | |
| Employee education/signage | |
| Rainwater or greywater harvesting | |
| Other | |
| None, we have not taken any steps to conserve water | |

24. What types of water conservation equipment have been installed?

| | |
|---|--|
| Low flow fixtures or aerators (e.g. toilets, faucet aerators, shower heads). | |
| Low flow certified appliances (e.g. dishwasher, washing machine), e.g. WaterSmart | |
| Low flow irrigation (e.g. drip irrigation) | |
| Other | |
| None, we have not installed any water conservation equipment | |

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25. What percentage of your water-consuming equipment is low flow (i.e. faucets, toilets, appliances, irrigation, etc.)?

| | |
|--------------------------------------|--|
| None | |
| 1 - 20 % | |
| 21 - 40 % | |
| 41 - 60 % | |
| 61 - 80 % | |
| 81 - 100 % | |
| I do not know / We do not track this | |

26. What percentage of your cleaning products are eco-certified?

| | |
|--------------------------------------|--|
| None | |
| 1 - 20 % | |
| 21 - 40 % | |
| 41 - 60 % | |
| 61 - 80 % | |
| 81 - 100 % | |
| I do not know / We do not track this | |

F. Local Purchasing and Community Environmental Support

27. Do you have a documented purchasing policy that prioritizes local and environmentally sustainable suppliers and products?

| | |
|-----|--|
| Yes | |
| No | |

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28. Which aspects of sustainability are included in your purchasing behaviours?

| | |
|--|--|
| We have a supplier screening checklist | |
| We work with suppliers to reduce their waste, packaging, carbon, etc. | |
| We choose suppliers with low carbon transportation | |
| We purchase Fair Trade products and services or similar certification | |
| We purchase organic products or similar certification | |
| We prioritize local purchasing, including locally grown goods and/or products | |
| We purchase environmentally certified capital goods and building materials, including equipment, appliances, etc. | |
| We consider the method and origin of growing/production in case of non-availability of certified products or suppliers | |
| We purchase reusable, returnable, and recyclable goods | |
| We purchase recycled, upcycled or used products, capital goods and building materials | |
| Other | |
| None, we do not include aspects of sustainability in our purchasing policy and behaviours | |

29. What percentage of spending on goods and services is with local suppliers that are headquartered within 300 km of your location?

| | |
|--------------------------------------|--|
| None | |
| 1 - 20 % | |
| 21 - 40 % | |
| 41 - 60 % | |
| 61 - 80 % | |
| 81 - 100 % | |
| I do not know / We do not track this | |

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- 30. What percentage of the goods and services purchased by your entity are environmentally sustainable/sustainably sourced, as certified by a third party or other recognized standard?**

| | |
|--------------------------------------|--|
| None | |
| 1 - 20 % | |
| 21 - 40 % | |
| 41 - 60 % | |
| 61 - 80 % | |
| 81 - 100 % | |
| I do not know / We do not track this | |

- 31. Within the last 12 months, what percentage of capital goods (physical assets such as machinery, equipment, or furniture) purchased by your entity were used, refurbished, or made with recycled materials?**

| | |
|--------------------------------------|--|
| None | |
| 1 - 20 % | |
| 21 - 40 % | |
| 41 - 60 % | |
| 61 - 80 % | |
| 81 - 100 % | |
| I do not know / We do not track this | |

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- 32. How many volunteer hours does your entity contribute to community environmental projects or activities each year?**

| | |
|---|--|
| 4 hours or less per employee | |
| 5 to 8 hours per employee | |
| 9 to 15 hours per employee | |
| 16 hours or more per employee | |
| None. We do not currently volunteer staff time to community projects or activities. | |

- 33. What value of cash or in-kind contributions, expressed as a percentage of gross revenue, do you donate to community environmental projects or activities each year?**

| | |
|---|--|
| Greater than 10% | |
| 6 to 10% | |
| 1 to 5% | |
| None. We do not currently make contributions to community environmental projects or activities. | |

G. Carbon & Energy Offsets

- 34. What percentage of your carbon footprint do you offset?**

| | |
|--------------------------------------|--|
| None | |
| 1 - 20 % | |
| 21 - 40 % | |
| 41 - 60 % | |
| 61 - 80 % | |
| 81 - 100 % | |
| I do not know / We do not track this | |

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35. For what percentage of your total energy requirements do you purchase Renewable Energy Credits?

| | |
|--------------------------------------|--|
| None | |
| 1 - 20 % | |
| 21 - 40 % | |
| 41 - 60 % | |
| 61 - 80 % | |
| 81 - 100 % | |
| I do not know / We do not track this | |

36. What percentage of gross revenue is allocated to verified tree planting projects or other verified projects?

| | |
|---|--|
| 0 % | |
| < 1 % | |
| 1 - 5 % | |
| Greater than 5 % | |
| We do not track this, but we do invest in or contribute to verified carbon sequestration projects | |

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H. Bonus Points

37. In what ways has your entity taken action on social and cultural sustainability?

| | |
|--|--|
| Accessibility assessment or certification | |
| Diversity, Equity & Inclusion assessment or certification | |
| Rainbow registered assessment or certification | |
| Commitment and action toward Truth and Reconciliation | |
| Staff training related to DEI, accessibility, Truth and Reconciliation, etc. | |
| Other | |

38. Share any additional actions or environmental sustainability initiatives.

