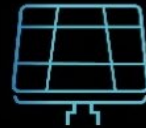


Policy, Staff and Community: Self-assessment checklist



1. Use the checklist to assess your current status (tick in 'Current' column).
2. Then choose your next level of action to create your own Sustainability Action Plan (tick the relevant 'Target' column).

Statement of Best Practice	No action	Current	Some action	Current	Target	Moderate action	Current	Target	High action	Current	Target
The business has a sustainability policy or action plan in place.	No sustainability policy or action plan is in place.		The business has started to develop a sustainability policy or action plan.			The business has developed a sustainability policy and has started to implement actions. The sustainability policy is periodically reviewed.			A sustainability policy is in place and is updated regularly. Progress has been made by the business as sustainability goals have been achieved through collaboration and action.		

Statement of Best Practice	No action	Current	Some action	Current	Target	Moderate action	Current	Target	High action	Current	Target
A sustainability coordinator or committee have been appointed and implement sustainability initiatives.	<i>There is no sustainability coordinator or committee for the organisation.</i>		<i>A sustainability coordinator or committee exists.</i>			<i>The sustainability coordinator or committee meet infrequently. Some work to implement sustainability initiatives across the business has been done.</i>			<i>The sustainability coordinator or committee is active and meets frequently. Numerous sustainability initiatives have been implemented and have enticed behavioural change across the business.</i>		
The business explores new sustainability avenues through collaboration with other local businesses or organisations.	<i>The business does not collaborate on sustainability initiatives.</i>		<i>The business has started to explore the potential for collaboration on sustainability initiatives.</i>			<i>The business has collaboration partnerships in place and have started to develop various sustainability initiatives that can be implemented through the partnership.</i>			<i>The business has numerous collaboration partnerships in place. Partnerships have led to the creation of unique sustainability solutions that benefit all parties.</i>		
Policies are in place to ensure diverse and ethical recruitment.	<i>No policies in place and no focus on diverse or ethical recruitment within the businesses.</i>		<i>The business plans to implement a statement and / or policy regarding requirements for diverse and ethical recruitment.</i>			<i>The business has a statement or policy regarding requirements for diverse and ethical recruitment.</i>			<i>The business has a diverse and ethical recruitment policy in place and actively encourages recruitment from diverse backgrounds.</i>		

Statement of Best Practice	No action	Current	Some action	Current	Target	Moderate action	Current	Target	High action	Current	Target
The business has staff health and wellness initiatives or policies in place.	No initiatives are in place.		The business has a staff health and wellness policy but does not necessarily actively implement any initiatives.			<p>The business has a staff health and wellness policy and implements at least one initiative annually.</p> <p>(e.g., ergonomics assessments, flexible working arrangements, walking or steps programs etc)</p>			<p>The business actively follows their staff health and wellness policies through implementing various initiatives annually.</p> <p>(e.g., ergonomics assessments, flexible working arrangements, walking or steps programs etc)</p>		
The business participates in charity events including volunteering, donating and collaboration with other businesses etc.	No charitable participation.		<p>The business passively supports staff participation in charity or volunteer events.</p> <p>(e.g., days off to participate in charity events are granted, the businesses sponsor staff who participate in events)</p>			<p>The business actively supports staff participation in charity or volunteer events.</p> <p>(e.g., The business organises participation in charity events and or donations).</p>			<p>Moderate action</p> <p>AND</p> <p>The business sponsors or works with a local charity or organization on an ongoing basis and has set targets for annual charitable donation.</p>		

Statement of Best Practice	No action	Current	Some action	Current	Target	Moderate action	Current	Target	High action	Current	Target
<p>The business tracks emissions metrics and implements sustainability initiatives based on company mission and staff engagement.</p> <p>(i.e., waste, electricity, fuel)</p>	<p><i>No company missions or staff involvement in sustainability.</i></p>		<p><i>The business informs staff of sustainability policies and initiatives but does not actively involve them in implementation.</i></p>			<p><i>The business has a mission statement and sustainability initiatives / metrics tracking are based on the company mission and vision.</i></p>			<p><i>The business has conducted some form of materiality assessment with either staff (internal) or stakeholders (external) and tracks sustainability metrics and implements initiatives based on company mission and staff / stakeholder engagement.</i></p>		
<p>The business has created a Corporate Social Responsibility (CSR) Report</p>	<p><i>No CSR Report is produced or planned to be produced.</i></p>		<p><i>The business is considering a CSR Report.</i></p>			<p><i>The business is in the process of preparing their first CSR Report.</i></p>			<p><i>The business has created a CSR report that is publicly available.</i></p>		