

2012

green workplace awards

By Greenrock, in partnership with *The Bottom Line* magazine, to reward effort and progress towards more sustainable workplaces.

Timing:

- There are **four items with deadlines and timeframes** to note for the Green Workplace Awards, listed in the following, chronological order:
 1. **Statement of Intent** – all businesses planning to enter the Green Workplace Awards must submit their Statement of Intent (see following page) on or before Friday, March 30, 2012.
 2. **Performance Data** - after March 30, businesses will focus on gathering their Performance Data in either April and/or May (criteria for Performance Data included on following pages).
 3. **Green Champion** – any business or individual who wishes to submit nominations for a “Green Champion” must do so on or before Friday, June 1, 2012. Details on page 3 (no Statement of Intent is necessary).
 4. **Final Submission** – businesses must submit their Performance Data (from April and/or May) on or before Friday, June 15, 2012.

Entry Submissions:

- **Statement of Intent** can be found on pages 2 & 3.
- **Final entries** (including Performance Data) may be submitted as a detailed write-up (Word format), PowerPoint presentation, Excel spreadsheet etc.
- Please be sure to supply any additional documents or materials to support your submission’s information and data.
- Please note: judges may contact you for any follow-up questions, clarifications and/or to request a site visit upon reviewing Final Submissions.

Notification and Recognition:

- Entrants in each of the seven categories (including *Green Champion*) will be reviewed by a Judging Panel; all entrants will be notified in July of their results.
- The winners will be published in *The Bottom Line* magazine on December 3, 2012.

Statement of Intent (pages 2 & 3)

Please submit to info@greenrock.org

Organization Name: _____

Organization Address: _____

Business Category (circle as appropriate¹)

- Tenant
- Owner-occupier
- Building Manager
- Hospitality
- Retail
- Government
- School

Brief description of the workplace

Use the space below, or attach a separate description (include: number of employees, number of vehicles, approximate square footage & other information relevant to energy usage (i.e. onsite gym or large server room)).

¹ If you are unsure of the most appropriate category, please leave it blank and allow the judges to decide, or contact greenoffice@greenrock.org for advice.

Main contact

Name: _____

Role in organization: _____

Email: _____

Phone: _____

Overview of Entry Criteria (details of the criteria attached on pages 4 & 5)

1. Environmental Impact – quantified as far as possible for the performance period
2. Green Policies adopted *and practiced* by the company
3. Office Initiatives
4. ‘Green Challenge’ for businesses

Green Champion

This category is to recognize individuals who have put in an outstanding effort to reduce the environmental impact of their company *even if their efforts have met resistance*.

To nominate someone for this award, please include their name, role in the company and a description/write-up of their efforts and contribution (i.e. no more than 500 words).

Submissions for the “Green Champion” Award can be made any time before the end of Friday, June 1, 2012 (no Statement of Intent is necessary).

****Guidance for submissions on following pages 4 & 5***

Criteria: Guidance for Submissions

The following descriptions are intended to be guidelines only as we recognize that each workplace is different.

Criteria 1: Environmental Impact – quantified if possible

The performance period is for one month - either April or May 2012. It is recommended that you submit the following metrics for the performance period (consider calculating on a per person basis):

- Electricity usage
- Trash generated (both recyclables and other waste)
- Water usage
- Paper and other consumables

There may be other metrics you wish to consider, such as fuel usage.

Note: Submissions could include descriptions of how your workplace has made efforts to reduce consumption in any of these areas. If it is possible to show a reduction compared with another period (e.g. same month last year, or from April to May 2012) this is likely to be considered favourably by the judges. Similarly, efforts to quantify consumption (e.g. trash audit, percentage of employees carpooling, telecommuting hours) will be applauded.

Criteria 2: Green Policies adopted *and practiced* by the company

Examples in this category include:

- Green Cleaning
- Green purchasing
- Indoor Air Quality/Healthy Workplace

Evidence will need to be included that the policies are being practiced (judging may include spot checks!).

Criteria 3: Office Initiatives

Examples in this category include:

- Innovation in workplace design or employee practices
- Education within the company or in the community
- Community service related to the environment

Criteria 4: 'Green Challenge' for businesses

If your place of business has not yet tackled or addressed green/sustainability issues, consider adopting a challenge for the performance period in April and/or May and provide the results (i.e. as referenced in Criteria 1, aiming to demonstrate a reduction pre and post-challenge).

Ideas in this category include:

- Removing all plastic/paper kitchen items and use china/re-usable wear (estimate how much trash is reduced and cost savings)
- Promoting central recycling bins for disposal; removing trash bins at staff's desks
- Remove all plastic, single-use bottled water from the workplace premises (encourage use of reusable drinking bottles)
- Reduce printing of paper
- Conduct a trash audit and compost food scraps (donate to farm or garden)

If you would like more ideas on how to make your workplace more environmentally friendly, please contact greenoffice@greenrock.org

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