

green workplace awards

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

Timing/Deadlines:

- Entries for the Green Workplace Awards (Statement of Intent *only*) should be submitted on or before Friday, April 29, 2011.
- Final submissions, including Performance Data, should be submitted on or before Friday, July 15, 2011. *Performance data covers one complete month, either May or June 2011.*
- Submissions for the “Green Champion” should be entered on or before Thursday, June 30, 2011.

Notification and Recognition:

- Winners in each of the six categories and the “Green Champion” will be judged by a panel and notified in August.
- The Green Workplace Awards will be published in *The Bottom Line* magazine in November 2011.
- **All** entrants will be recognized and Awards will be given at a reception expected to be in November 2011.

Categories:

- Tenant
- Owner-Occupier
- Building Manager
- Hospitality
- Retail
- Other

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

Overview of Criteria:

(Details of the criteria attached.)

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

“Green Champion” Award:

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 of their efforts and contribution.

Submissions for the “Green Champion” Award can be made any time before the end of Thursday, June 30, 2011 (no statement of intent is necessary).

Statement of Intent

Submit to: info@greenrock.org.

Company Name: _____

Company Address: _____

Category: circle as appropriate

- Tenant
- Owner-occupier
- Building Manager
- Hospitality
- Retail
- Other

Note: 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.

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Brief description of the workplace:

(i.e. number of people who work there, number of vehicles, approximate square footage, other information relevant to energy usage: such as onsite gym or large server room.)

Use the space below, or attach a separate description:

Main contact

Name: _____

Company role: _____

Email: _____

Phone: _____

Green Workplace Award 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 May or June 2011. 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.

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 May to June 2011) 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

Ideas 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

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