

Worksheet 2.2A

Implementing sustainability: checklist

Steps (summarised from Section 2.2)		✓
1	Senior management has confirmed its commitment, and responsibility for sustainability has been assigned to an individual or team. The management structure is in place.	
	A Sustainability Committee (or similar) has been established to coordinate implementation, monitor progress and report to senior management – and in doing so maintain the momentum and commitment.	
2	The organisation's sustainability vision and goals have been identified and articulated.	
	A sustainability policy – aligned with business objectives and goals – has been developed and promoted.	
3	Staff, consultants and contractors have been consulted and are engaged with the process.	
4	The business case has been reviewed and will be kept up to date.	
	Risks to business goals have been identified.	
	Opportunities have been identified. The areas to tackle first have been determined, so as to achieve easy wins and increase support for sustainability.	
5	A simple sustainability action plan has been developed – outlining actions to enact the policy across relevant business areas.	
	Sustainability initiatives have been benchmarked against those of similar organisations (e.g. domestic competitors, within-sector companies).	
	Performance data has been collated to establish a baseline.	
6	Behavioural change is being promoted and the organisation's culture is evolving towards sustainability. Positive behaviour is reinforced and rewarded.	
	Each level of the organisation has contributed to developing specific actions and KPIs relevant to their activities and aligned with the organisation's goals.	
	Pilot projects have been implemented, measured and evaluated. Progress and outcomes have been communicated throughout the organisation. Successes and failures have been analysed. Collaboration with other organisations and supply chain partners has been considered.	
	Management has made a commitment to expand the program and provide appropriate resources. Internal and external stakeholders have been consulted to identify the next phase of initiatives.	
	Tools and procedures have been developed (aligned with existing practices) to help extend sustainability initiatives throughout the organisation.	
7	Internal and external stakeholders are being consulted about their requirements and expectations.	
8	Achievements are reported, including progress against objectives, challenges and targets.	
	The path for continuous improvement has been established.	