

# Business Sustainability Checklist

This checklist provides a process to help your business take steps to become more sustainable. The framework can also help you to identify what you could highlight in your tender submissions.

## Checklist

## Tell me more

## TEG's tips

<input type="checkbox"/>	<b>I have upper-level commitment.</b>	It may be necessary to find examples of similar businesses who have saved money whilst also improving their social and environment performance.	Make sure your business has a sustainability champion within its upper-level management to ensure sustainability efforts are sufficiently resourced and to report back to other managers on progress and successes.
<input type="checkbox"/>	<b>I have developed a sustainability policy.</b>	A sustainability policy is a great way to demonstrate your commitment to being a sustainable business. See Inland Rails webinar on 'Preparing a Sustainability Policy'.	Making sure your sustainability policy is part of your staff inductions will help normalise sustainability. Also ensure it is publicly available to your suppliers and customers on your business website.
<input type="checkbox"/>	<b>I have sustainability champions.</b>	While one person can drive sustainability, better results are usually achieved by forming a team. Encourage involvement from all areas of your business including accounts, maintenance and cleaning staff.	Choose a team leader who, if possible, has a strong commitment to sustainability, is a good communicator, organised and strong motivational skills to rally the troops.
<input type="checkbox"/>	<b>I have completed the Business Efficiency Checklist.</b>	The Business Efficiency Checklist is part of this Inland Rail webinar series. See the webinar on how to 'Innovate and reduce costs through efficiency'.	This will step you through: <ul style="list-style-type: none"> <li>• Measuring your footprint</li> <li>• Setting KPIs</li> <li>• Undertaking a site walkthrough</li> <li>• Identifying possible opportunities in energy, water and waste</li> <li>• Developing an action plan.</li> </ul>
<input type="checkbox"/>	<b>I am part of a sustainable supply chain.</b>	Create a supply chain map and know who your 1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup> tier suppliers are and consider if they hold the same sustainability values as your business. Identify hot spots where suppliers may pose a risk to your customers, investors or brand.	Prepare a green procurement policy and communicate your sustainability expectations to suppliers.
<input type="checkbox"/>	<b>I have added sustainability value to my products/services.</b>	Look at your products and services and consider if there are opportunities to: <ul style="list-style-type: none"> <li>• Use lightweight or more recyclable/biodegradable materials</li> <li>• Improve their end use efficiency for the customer</li> <li>• Make it more repairable</li> <li>• Make it multipurpose</li> <li>• Make it easier to disassemble and recycle.</li> </ul>	Use eco-design, life cycle analysis and biomimicry tools to ensure your products and services have minimal impacts from cradle to grave.

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<input type="checkbox"/> <b>I am encouraging innovation in my sector.</b>	<p>Encourage sustainability innovation in your sector by:</p> <ul style="list-style-type: none"> <li>• Publicly reporting your sustainability performance and efforts</li> <li>• Participating in government programs such as innovation hubs</li> <li>• Partnering with innovation labs or academics to develop sustainability challenges or opportunities.</li> </ul>	<p>Consider aligning your reporting with the Global Reporting Initiative or the Global Sustainable Development Goals including equality, climate change, peace, justice, poverty, and prosperity.</p>
<input type="checkbox"/> <b>I am giving back to society.</b>	<p>Give back to society by</p> <ul style="list-style-type: none"> <li>• Purchasing offsets and becoming carbon neutral</li> <li>• Giving your staff time to volunteer for an environmental or social cause</li> <li>• Supporting a social enterprise or raise funds for a charity</li> <li>• Taking action or supporting local action and community groups.</li> </ul>	<p>Attract and retain talent. Millennials are wanting to invest in, and work for, businesses that have embraced visible sustainable practices.</p>
<input type="checkbox"/> <b>I am promoting my sustainability initiatives.</b>	<p>You can tell your sustainability story in many ways including:</p> <ul style="list-style-type: none"> <li>• Keeping staff informed on progress of initiatives</li> <li>• Social media updates on your initiatives</li> <li>• Outlining your actions on your website</li> <li>• Putting together annual sustainability reports</li> <li>• Speaking out at industry forums.</li> <li>• Including details in your proposals.</li> </ul>	<p>Being sustainable is something to be proud of. Employees want to work in places that are doing their bit for sustainability.</p>

This information is provided as part of Inland Rail's commitment to building the sustainability capacity of local businesses along the Inland Rail route. Discover a range of information resources designed to help small business on their sustainability journey by [visiting our website](#).

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