

*Doing our best for
the environment*

PROUD
to be
GREEN

proudtobegreen.org

GREEN ACCREDITATION AWARD



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Proud to be Green Accreditation Form

This form is the first part of the Proud to be Green accreditation process. Once complete, please email to trevor@proudtobegreen.org

Section A

Please provide details for your organisation and the representative to be contacted throughout the accreditation process.

ORGANISATION NAME	
CONTACT NAME	
JOB TITLE	
EMAIL	
TELEPHONE NUMBER	



Section B

Please provide specific evidence and examples to demonstrate how your organisation meets each of the listed indicators. Examples of evidence that you may wish to include are provided, however these are included **as guidance** and you are encouraged to include details of any information that you consider relevant. Any documents mentioned will need to be made available, either in digital or hard copy, during the accreditation visit.

Indicator	Examples of evidence	Your response
1. Green Leadership and Strategy		
<p>1.1 The organisation has a clear commitment to the environment in terms of minimising pollution, waste and carbon footprint</p> <p><i>Note: throughout this accreditation 'green' is the term to collectively mean minimising: waste, pollution and carbon footprint</i></p>	<ul style="list-style-type: none"> • <i>Evidence that green issues are a regular agenda item within management meetings/employee handbooks/annual reports</i> • <i>Evidence that high level monitoring is in place to ensure green commitments are met</i> • <i>Evidence of awards and/or adoption of standards and other recognition achieved in relation to green working in the organisation</i> • <i>Evidence of green issues being identified, addressed and achieved</i> • <i>Corporate Social Responsibility (CSR) Information transparently made available to the public</i> 	



<p>1.2 There is a strong link between the overall green strategy for the business and the development and knowledge of employees</p>	<ul style="list-style-type: none"> • <i>Evidence of training on green issues relating to the organisation as well as awareness of wider environmental subject areas</i> • <i>Evidence that there is a green commitment within the interview process, induction training of new starters and performance reviews</i> 	
<p>1.3 Managers and senior employees lead by example in promoting green issues</p>	<ul style="list-style-type: none"> • <i>Example of green activities undertaken by managers and senior employees in their personal lives outside of the work place</i> • <i>Evidence that managers regularly discuss green issues with their direct reports</i> 	
<p>1.4 The organisation encourages and supports knowledge sharing and open dialogue between themselves and the community they serve</p>	<ul style="list-style-type: none"> • <i>Evidence that the organisation communicates with customers and the public on green issues</i> • <i>Evidence that the organisation listens to customers on green issues</i> • <i>Any communications to the organisation highlighting concerns regarding the organisation's environmental footprint are addressed appropriately</i> 	



<p>1.5 The organisation encourages a culture of continuing commitment to green issues</p>	<ul style="list-style-type: none"> • <i>Evidence that the organisation encourage employees to take responsibility for green initiatives/ activities</i> • <i>Examples of internal communications where employees are informed about green activities taking place</i> • <i>Evidence that time and resources are available to encourage employees to further develop existing green activities</i> 	
<p>1.6 The organisation's commitment to green issues is monitored</p>	<ul style="list-style-type: none"> • <i>Evidence that green activities within the business are reviewed and recorded on a regular basis to ensure it meets set green environmental objectives</i> • <i>Evidence that mechanisms are in place to measure the benefits of green activities</i> 	



2. Green issues and employees	Examples of evidence	Your response
<p>2.1 The organisation has identified and understands the impact their business has on the environment</p>	<ul style="list-style-type: none"> • <i>Examples of a green environment audit to assess the environmental impact of the business.</i> • <i>Evidence of a link between green activities and the direct impact of the business on the environment</i> 	
<p>2.2 The organisation reviews employee compliance to green procedures</p>	<ul style="list-style-type: none"> • <i>Evidence that the organisation reviews each employee's green commitment on an ongoing basis and at regular intervals. (e.g through observation, set procedures, personal development plans etc)</i> 	
<p>2.3 Environmental regulatory and legislative requirements are reviewed regularly to ensure legal requirements are met by the business</p>	<ul style="list-style-type: none"> • <i>Evidence to ensure that environmental regulatory requirements are achieved. Evidence that employees are provided with appropriate training to comply with regulatory and legislative changes affecting the business</i> 	
<p>2.2 Accurate records of green activities undertaken by the business are logged and monitored</p>	<ul style="list-style-type: none"> • <i>Evidence that suitable records are in place to log green activities undertaken</i> 	



3. Green commitment communication	Examples of evidence	Your response
<p>3.1 The organisation communicates its commitment to green issues to customers</p>	<ul style="list-style-type: none"> • Evidence of green messages within an organisation's website, marketing material, social media • Corporate Social Responsibility (CSR) statements within business documents 	

The following section is not mandatory and will not affect the accreditation decision. We can help you with some ideas if you don't engage in green issues with young people.

4. Green agenda and young people	Examples of evidence	Your response
<p>4.1 Evidence the business promotes green issues to customers under the age of 18</p> <p><i>Note: It is acceptable to have a blank in this section. Proud to be Green can make some suggestions for you to consider</i></p>	<ul style="list-style-type: none"> • Green products for the young • Support for local nurseries/schools/colleges • Green initiatives aimed at young customers 	

