

# Your sustainability audit

Work your way through the questions to receive your sustainability rating for each area. Simply check the boxes that apply to your business and your rating will be automatically generated.

Please make sure to answer every question to get an accurate rating, and only supply one answer per question. If a question doesn't apply to your business, just answer 'not applicable'.

Ratings explained:

- Green = You've already made significant sustainability progress in this area
- Yellow = There are some opportunities for you to make sustainability improvements in this area
- Orange = There are significant opportunities for you to make sustainability improvements in this area, or further research is required to understand your sustainability credentials
- Grey = This area isn't relevant to your business

Once you have your ratings, refer back to the guide for ideas of sustainability improvements.

**YES  
BUSINESS  
CAN.**

By the side of business



LLOYDS BANK

## General

	Yes	No	Don't know	Not applicable
Have you set clear emissions reduction targets?				
Have you written a company mission statement that includes a commitment to environmental responsibility?				
Do you have a 'green team' established to promote sustainability within your organisation?  Note - This is different to your audit team which is purely for running the audit process, although it could involve the same people.				
Rating				

## Transport

	Yes	No	Don't know	Not applicable
If possible, do you have a homeworking policy, to reduce the number of staff commuting each day?				
If you have your own fleet or company cars, are they primarily low-emission, hybrid or electric vehicles?				
If you use any delivery companies, are you aware of their efforts around transport sustainability?				
Do you promote a company car share scheme to staff?				
Do you encourage staff to take public transport to meetings rather than driving?				
Do you offset any business-related air travel?				
Do you provide showers and changing rooms for staff who want to walk or cycle to work?				
Do you take part in the Cycle to Work scheme?				
Are you fully equipped for video and teleconferencing?				
Do you have a clear process in place for determining whether any business travel is essential i.e. all trips signed off by a senior manager?				
Rating				

**YES  
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## Waste and recycling

	Yes	No	Don't know	Not applicable
<b>Waste disposal</b>				
Do you have a clear recycling policy and/or appropriate colour-coded or labelled bins in place for:				
- Paper				
- Cardboard				
- Glass				
- Tins and cans				
- Plastic				
- Food waste				
- Printer cartridges				
- Electrical equipment				
- Batteries				
Have you removed under-desk bins to encourage staff to use recycling bins instead?				
Have you banned the use of single-use plastic bottles and cups for all meetings/events and provided re-useable alternatives?				
If you're working on site or at events, do you have a clear policy for disposing of waste sustainably?				
Do you use 'FollowMe' or 'Push' printing? <small>This helps reduce paper consumption by requiring users to activate print jobs</small>				
<b>Your packaging</b>				
Is any packaging you use designed to be as compact as possible?				
Do you clearly state what materials any packaging is made of so customers can recycle effectively?				
Does the plastic packaging on any products you produce contain 25% or more recycled content?				
Do you use single-material packaging that can be recycled?				
Do you use compostable packaging?				
<b>Production</b>				
Do you have a strategy in place for recycling any waste created as part of your production process?				
Can your products be reused, recycled, composted or diverted from landfill in other ways?				
Are your products clearly labelled as such?				
Rating				



## Supply chain and procurement

	Yes	No	Don't know	Not applicable
Are suppliers all asked to adhere to a code of conduct ensuring that their production processes meet certain sustainability criteria?				
Do you use local suppliers where possible?				
Do you give preference to suppliers who have a commitment to sustainability?				
Rating				

## Energy

	Yes	No	Don't know	Not applicable
Are all your lightbulbs CFL or LED?				
Do you have motion detectors for lights in meeting rooms, hallways and other communal spaces?				
Is your thermostat at the optimum level: 20 degrees C for offices and 16 degrees C for warehouses?				
Do you have any air leaks around doorways or windows?				
Are all (or as many as possible) radiators clear of furniture and other obstructions?				
Do you have cavity wall and roof insulation in your office space?				
Is energy-rating included in your criteria when replacing machinery?				
Have you established an optimum setting for all equipment i.e. the speed of fans in production machinery?				
Has the optimum setting referred to in the previous question been communicated to all staff?				
Do you use timers to power down machinery out of office hours?				
Are you on a green energy tariff?				
Do you use any methods of renewable energy generation i.e. mini wind turbines or solar panels?				
Rating				



## Water

	Yes	No	Don't know	Not applicable
Do you regularly monitor your water usage?				
Do you regularly inspect/maintain your pipes and taps to help detect any leaks?				
Do you have efficient flush toilets?				
Are your toilets and showers fitted with low-flow restrictors?				
Do you have automatic taps, so no one can leave them running, or spray taps which use less water?				
Do you use any alternative means of collecting water i.e. rainwater or greywater harvesting?				
Rating				

## Social

	Yes	No	Don't know	Not applicable
Do you have a diversity and inclusion policy?				
Do you work with any charity partners or take part in community outreach?				
Do you have any green spaces in your workplace?				
Do you have a biodiversity action plan in place?				
Rating				

