



## URBAN GREEN LAB CERTIFICATION ASSESSMENT WORKSHEET

*This three-part Assessment is a free tool designed to investigate how sustainability education is currently woven throughout the fabric of your organization. Completing this assessment is the first step in earning Lab Certification. Use this worksheet to prepare your responses.*

*This Assessment is best completed with a diverse grouping of staff from your organization who have experience in human resources, facilities, operations, community engagement, and sustainability. Alternatively, someone with knowledge of these work areas can complete the assessment on the organization's behalf.*

**Rate the validity of each statement below based on the current practices at your workplace.**

### SECTION 1: ORGANIZE

**How has your workplace supported the institutionalization of sustainable practices?**  
*Consider how sustainability is reflected in your workplace's policies, culture, and strategic planning.*

### MANAGEMENT

**Sustainability is reflected throughout the workplace's policies.**

*There is mention of sustainability in the employee handbook, or there are documented expectations around sustainable behavior from the institution.*

This element is not on the workplace's radar.	The workplace is strategizing an action plan for this element.	The workplace is taking a step to accomplish this element.	This element has been accomplished and/or is in active practice.	The workplace is leading the industry standard on this element.
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**Sustainability is part of the workplace's culture.**

*In the organization's values set, mission, or guiding principles, a commitment to sustainable practice, resource preservation, or ethical practices is included.*

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<p><b>Sustainability is part of the workplace's strategic plan.</b>  <i>If the workplace has a strategic plan, are there goals for the organization as a whole to become carbon neutral, reduce emissions, or go plastic free? (Any environmental or social sustainability goals are valid.)</i></p>				
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<p><b>Sustainability is part of the workplace's budget.</b>  <i>Are there dedicated funds for sustainability work at the organization? This can be housed in facilities, operations, within the Green Team, or within any division.</i></p>				
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<p><b>Diversity, Equity, and Inclusion are a part of the workplace's guiding principles.</b>  <i>Is the workplace actively building cultural competency and addressing inequity? Does the workplace support a culture where all voices are heard and respected?</i></p>				
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<p><b>The workplace has a sustainability-focused role.</b>  <i>Someone at the workplace has sustainability work at the core of what they do for the organization.</i></p>				
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**GREEN TEAM**

<p><b>The workplace has a Green Team.</b>  <i>This can be a task force, group on Slack, or committee that's focused on making your workplace better for the planet.</i></p>				
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<p><b>The Green Team has a mission or purpose statement.</b>  <i>There is a clearly documented purpose of the Green Team.</i></p>				
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<p><b>The Green Team has a leader or co-leaders.</b>  <i>Someone leads meetings, scheduling, and administrative tasks for the Green Team.</i></p>				
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<p><b>The Green Team has a strategic plan.</b>  <i>There is an actionable plan in place for the Green Team to execute on their learning objectives and projects.</i></p>				
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<p><b>The Green Team meets regularly.</b>  <i>At least once per month.</i></p>				
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<p><b>The Green Team is made up of diverse individuals from varying departments.</b>  <i>Green Teams are most effective when participants come from a variety of backgrounds and work experiences.</i></p>				
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<p><b>A member of senior leadership is on the Green Team.</b>  <i>Having a member of senior leadership on the Green Team allows management to see the value in sustainability education.</i></p>				
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## SECTION 2: TRAIN

### Does your workplace train communities how to make sustainable choices?

*Consider the ways your workplace teaches applicants, employees, customers, and vendors about sustainability and your workplace's sustainability practices.*

## HUMAN RESOURCES

### Applicants are informed about the workplace's sustainability culture.

*Through job postings or interviews, applicants to your organization are aware that sustainability is a value.*

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### The workplace trains new hires about its sustainability practices.

*Is there a section in the handbook, building tour, or portion of orientation that helps new employees learn about what sustainability is and why it's important?*

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### The workplace offers staff incentives for sustainability practices.

*Are staff incentivized to make sustainable choices, like a stipend for composting at home or using public transportation? Even staff having access to amenities like showers at work can incentivize walking or biking to work.*

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## WORKPLACE LEARNING

### The workplace hosts workshops or lunch and learns on topics in sustainability.

*Within Green Team meetings or separately, staff have opportunities to learn about sustainable practices from peers or industry leaders.*

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**Employees have access to resources to learn more about sustainable practices at work.**

*There is a living document, Slack channel, or informational hub for employees to reference when looking for information on sustainable practices.*

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**The workplace sends tips and communications about sustainable practices to staff on a regular basis.**

*In a newsletter, emails, or group, employees are learning about sustainable practice continuously.*

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**The workplace has signage to direct sustainable practice.**

*Is there adequate signage to direct proper waste sorting, and electricity use, and to showcase sustainable practices at the workplace?*

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**The workplace teaches staff how to be sustainable in the home office.**

*Staff are encouraged to practice sustainability at home while they work. Sharing tips like using natural light, unplugging monitors when not in use, and even having a plan for food waste are all ways to reduce the environmental impact of working from home.*

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**Zero waste is part of the workplace's sustainability curriculum.**

*Are staff learning about how to pursue zero waste and reduce food waste?*

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**Environmental justice is part of the workplace’s sustainability curriculum.**

*In sustainability lessons, are staff learning about environmental injustices and how to take action that’s inclusive?*

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**CUSTOMER & VENDOR EDUCATION**

**The workplace communicates its sustainability ethos to customers.**

*Whether through the purchase of a product or service, or digitally via interactions with the workplace, customers are aware of your organization’s sustainability work.*

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**The workplace shares its sustainability ethos with vendors.**

*Discussing sustainability practices with vendors and learning about their sourcing and supply chains is one way to fulfill this element and increase your workplace’s impact.*

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**The workplace seeks sustainable strategic partnerships.**

*The workplace prioritizes local partnerships and supports the purpose-driven economy by choosing thoughtful vendors.*

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**REPORTS & SHARING**

**The workplace shares its sustainability story publicly.**

*Within Green Team meetings or separately, staff have opportunities to learn about sustainable practices from peers or industry leaders.*

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<p><b>Departments or individuals are recognized for going above and beyond in sustainability.</b>  <i>Recognizing staff members for excelling in particular areas of sustainability in the workplace or awarding a sustainability champion each month are some examples of how to fulfill this element.</i></p>				
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<p><b>The Green Team is reporting the impact of its education.</b>  <i>Reporting out the Green Team's successes and data to senior staff and the wider organization deepens the sustainability culture.</i></p>				
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### SECTION 3: CONNECT

**How is your workplace connected to the wider sustainability landscape?**  
*Consider how your workplace can influence other industries to become more sustainable and support environmental organizations.*

### COMMUNITY

<p><b>The workplace supports local environmental causes.</b>  <i>Contributing financially, in-kind, or via volunteering are wonderful ways to build camaraderie among employees while strengthening local environmental initiatives.</i></p>				
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<p><b>The workplace is certified for sustainability in some way.</b>  <i>Is your organization a B Corporation, benefit corporation, or is your office LEED Certified? If you are a member of 1% For the Planet, that also fulfills this element.</i></p>				
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<p><b>The workplace networks or collaborates with other workplaces around sustainability.</b>  <i>Organizing an inter-office coalition for sustainability or participating in Urban Green Lab's Nashville Sustainability Roundtable meetings are a couple of ways to fulfill this element.</i></p>				
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## OUTCOMES

<p><b>The workplace has made changes to external services and products because of sustainability education.</b>  <i>Changing the products or services your workplace offers to be more sustainable as a result of sustainability education, like offering carbon offset shipping for consumer goods or recycled packaging, are ways to fulfill this element.</i></p>				
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<p><b>The workplace has made changes to internal services and products because of sustainability education.</b>  <i>Changing policies around purchasing, employee benefits, or office design are some examples.</i></p>				
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## SCORING

After you submit the Assessment, we will reach out to share your detailed score and verify your certification.

Score	Certification
0-39%	Pending
40-59%	Bronze
60-79%	Silver
80-100%	Gold

For more information visit <https://urbangreenlab.org/certification>, or contact Jackie Goodwin with any questions: [jacqueline@urbangreenlab.org](mailto:jacqueline@urbangreenlab.org)