GREENSIGN OFFICE

Management and communication - Section 1 of 10

Good management and transparent communication are key components of a sustainable corporate strategy. They stand for a system of values and a responsible approach to shaping the future in dialogue dialogue with stakeholders (e.g. employees, customers, suppliers). A commitment to gender equality and equal opportunities, as well as decent work and broad-based, sustainable growth characterise a sustainable and exemplary corporate policy. sustainable and exemplary corporate policy.

SDG 4
Quality education
SDG 8
Decent work and economic growth
SDG 10
Reduced inequalities
SDG 13
Climate action
also SDG 16

1.1 Maximum score: 30

The company has drawn up a mission statement (corporate policy) for sustainable and responsible corporate governance

- [ ] Yes, I would like to upload my mission statement here

No file transmitted 30P

1.2 Maximum score: 30

The mission statement (corporate policy) refers to the following aspects for responsible behaviour

- [ ] Human rights (protection, respect and promotion of international human rights) 5P
- [ ] Labour standards and conditions (compliance with the core standards of the International Labour Organization (ILO*): Freedom of association, right to collective bargaining, abolition of child and forced labour, diversity** oriented management for equal opportunities, anti-racism, anti-discrimination, implementation of health promotion measures in the workplace, strengthening health literacy). 5P
- [ ] Environmental protection (promotion and support of initiatives to raise environmental awareness, use of environmentally friendly technologies, measures to protect biodiversity) 5P
- [ ] Social commitment (support for social/sustainable development initiatives) 5P
- [ ] Socio-cultural aspects of the tourism value chain (provision/integration of information on the natural environment, local culture and cultural heritage, integration of local elements of art, architecture, decoration, catering or shops, preservation of local tradition) 5P

- [ ] Efficiency/striving for continuous improvement (market position, stakeholder dialogue, processes for quality assurance and sustainable further development) 5P

* ILO International Labour Organization Is a specialized agency of the United Nations and is tasked with promoting social justice and human and labour rights.

**Diversity refers to the recognition and appreciation that all people deserve equally, regardless of their social and ethnic origin, gender, religious affiliation, sexual orientation, world view or mental and physical characteristics. characteristics equally. Within a company, this means doing away with social barriers, promoting equal treatment, abolishing discrimination and capitalising on diversity in personnel and social terms. 5P

1.3 Maximum score: 10

The mission statement (corporate policy) is published and accessible to all interested parties (e.g. customers, suppliers, local community)

- [ ] Yes 10P

1.4 Maximum score: 60

The company has appointed a sustainability/environmental/CSR* officer and documented this (e.g. organisation chart, job description)

- [ ] Yes 40P

* CSR = Corporate Social Responsibility stands for sustainability in corporate management with social responsibility in relation to ecological and social measures above and beyond legal requirements.

- [ ] As the main function 20P
- [ ] Function is also performed by management/an executive/specialist 10P

1.5 Maximum score: 40

The company has a sustainability/environmental programme with prioritised fields of action/environmental aspects, associated objectives, measures and responsibilities

- [ ] Yes 30P
- [ ] Yes through franchise group 20P
- [ ] There is an annual written evaluation of the environmental aspects (e.g. management assessment) 10P

No file transmitted

You can download a template for your environmental programme here. In this writable PDF, you can add your own tasks for the individual core areas and upload them here before submitting the catalogue.

Environmental programme template (PDF)

1.6 Maximum score: 20

The company informs stakeholders about sustainability activities (e.g. via website, newsletter, social media, customer magazine, etc.)

- [ ] Yes 10P
- [ ] A separate menu item for sustainability activities is available on the website 10P
- [ ] Other 10P

1.7 Maximum score: 20

The company prepares an annual sustainability, environmental and CSR report

- [ ] Yes 20P

1.8 Maximum score: 30

A standardised, visual corporate design (CD)/company image has been implemented in the company (e.g. logo, design of communication materials such as business cards, business stationery, workwear, etc.).

- [ ] Yes 10P
- [ ] Sustainability contributes to the corporate identity and is visible through sustainable partnerships/commitments 20P

1.9 Maximum score: 20

The CSR/quality officer in the company monitors and initiates improvement processes and measures in the area of sustainability and reports on them regularly in meetings

- [ ] Yes 20P

1.10 Maximum score: 20

The company management ensures that legal obligations/legislation are complied with and applicable permits or approvals are evaluated (e.g. labour law regulations, environmental protection conditions, health and safety regulations, anti-corruption, recommendation of the child protection code "The Code", etc.).

- [ ] Yes 20P

Environment - Energy - Section 2 of 10

The environment encompasses numerous components of a company's structure and processes. Energy, water and waste have a major impact on a company's ecological footprint. Accordingly, strategies and measures to reduce the consumption of resources are necessary. In the long term, these lead to a reduction in costs and can therefore be seen as a profitable investment.

SDG 6
Clean water and sanitation
SDG 7
Affordable and clean energy
SDG 11
Climate action
SDG 14
Life below water

SDG 15

Life on land

In addition SDG 1, SDG 2, SDG 3, SDG 8, SDG 9, SDG 12, SDG 13

2.1 The company regularly and systematically records energy consumption (e.g. electricity, heating oil, natural gas)

Maximum score: 45

- [ ] Yes — 20P
- [ ] Monthly — 15P
- [ ] Annually — 10P

Please specify:

Total electricity — 5P

Total heating — 5P

2.2 The company records and evaluates all energy suppliers

Maximum score: 20

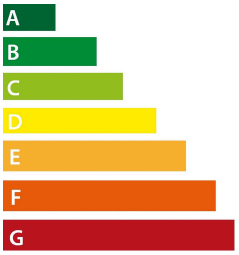
- [ ] Yes — 10P
- [ ] Employees are informed and can report on energy suppliers on request — 10P

2.3 The company ensures that energy-saving products are used for new purchases (e.g. PCs, laptops, printers, small appliances)

Maximum score: 40

- [ ] Yes — 10P

Energy level of the electrical appliances. Please specify:



- ○ A — 30P
- ○ B — 20P
- ○ C to D — 10P

2.4

Maximum score: 10

When procuring new technical equipment (e.g. printing and copying machines, IT equipment, telephones), the service life, ease of repair and recyclability are taken into account in the selection process

- [ ] Yes — 10P

2.5

Maximum score: 25

When purchasing new technical appliances, preference is given to those with eco-labels such as the "Blue Angel" or similar sustainability certifications

Yes, and to:

- ◯ 30% to 60% — 5P
- ◯ 60% to 90% — 15P
- ◯ more than 90% — 25P

2.6

Maximum score: 25

The company uses multifunctional devices (e.g. printer, scanner, copier, fax in one device) to reduce overall electricity and resource consumption

Yes, and to:

- ◯ 30% to 60% — 5P
- ◯ 60% to 90% — 15P
- ◯ more than 90% — 25P

2.7

Maximum score: 50

The company pays attention to other environmental aspects when using office equipment

- [ ] Shared device use by several people (one printer for all) — 10P
- [ ] Using the printer's "toner saving mode" or "draft mode" — 10P
- [ ] Use of devices with less than 3Wh power consumption in standby mode — 10P
- [ ] Complete switch-off or setting the sleep mode of the devices if they are not used for a longer period of time (overnight; e.g. by means of a switchable power strip) — 10P
- [ ] Screen savers are avoided — 10P
- [ ] Stand-by mode is avoided — 10P

☐ Preferential purchasing of telecoms devices with the TCO seal* 10P

*The Swedish TCO seal is used worldwide and recognises technical devices from the IT sector that have the following sustainable characteristics: socially responsible production, low environmental impact, high energy efficiency, durability and good repairability.

2.8 Maximum score: 20

The company ensures that all electrical systems (e.g. ventilation, air conditioning) are regularly serviced and maintained

☐ Yes 10P

☐ Maintenance and servicing is guaranteed via digital recording 10P

2.9 Maximum score: 40

The company procures electricity from renewable sources to improve its carbon footprint

☐ At least 75% in the electricity mix (electricity mix) 20P

☐ 100% in the electricity mix 40P

2.10 Maximum score: 25

The company relies on energy-saving LEDs for its lighting

Yes, and to:

◯ 30% to 60% 5P

◯ 60% to 90% 15P

◯ more than 90% 25P

2.11 Maximum score: 50

The office building has sustainable certification (DGNB, LEED) or is classified as a low-energy building or energy-saving building

☐ Yes 50P

Please specify:

2.12 Maximum score: 30

The following measures have been implemented in the company to improve energy efficiency

☐ Energy officer is appointed in the company 10P

☐ Timers and/or motion detectors (e.g. toilets/corridors) 10P

- [ ] Utilisation of daylight in room planning 10P

2.13 Maximum score: 10

The company takes (further) measures to continuously reduce energy consumption

10P

Environment - Water - Section 3 of 10

3.1 Maximum score: 45

The company regularly and systematically records its water consumption

- [ ] Yes 20P
- [ ] Monthly 15P
- [ ] Annually 10P

Please specify:

Total water consumption 5P

- [ ] Addition: The company uses a digital monitoring tool for this purpose 5P

3.2 Maximum score: 10

The company fulfils local/international wastewater disposal regulations so that it can be treated and reused

- [ ] Yes 10P

3.3 Maximum score: 10

The company ensures that all water installations and systems (e.g. heating, cooling) are regularly serviced and maintained

- [ ] Yes 10P

3.4 Maximum score: 55

The following measures for saving/preserving water resources have been implemented in the company

- [ ] Use of flow limiters/perlators 10P

water flow rate:

- [ ] Taps (max. 4-6 litres/min.) 5P

- [ ] Toilet flush (max. 6.5 litres/per flush) 5P
- [ ] Urinals (max. 2 litres/per flush) 5P
- [ ] Use of fittings with sensor technology 10P
- [ ] Toilet flush with flush-stop function/ economy button 10P
- [ ] Central descaling system is available 10P

3.5 Maximum score: 10

The company is taking (further) measures to continuously reduce water consumption.

10P

Environment - Waste - Section 4 of 10

4.1 Maximum score: 20

Waste separation in the company is carried out in accordance with the guidelines of local authorities

- [ ] Yes 20P

4.2 Maximum score: 45

Waste separation in the company takes place in the following areas

- [ ] At the individual workstation / per office 15P
- [ ] In the customer area 15P
- [ ] In the kitchen 15P

4.3 Maximum score: 10

Hazardous waste such as used batteries, electronic waste or printer cartridges are collected and disposed of in accordance with local authority guidelines

- [ ] Yes 10P

4.4 Maximum score: 100

The following measures to reduce and/or avoid the generation of waste have been implemented in the company

Suppliers/manufacturers (max. 30P)

- [ ] Supplier uses value-added systems (e.g. PET bottles) 10P
- [ ] Supplier takes back packaging (e.g. boxes, Euro pallets, etc.) 10P

- [ ] Use of refillable soap dispensers/dosing aids 10P

Reuse of work materials and equipment (max. 20P)

- [ ] Reuse of used folders 10P
- [ ] Sale of disused office furniture/chairs to second users 10P
- [ ] Donation of disused office equipment to social organisations, schools, etc. 10P
- [ ] Delivery of discarded office materials to recycling companies 10P

Postal / parcel dispatch of the company (max. 40P)

- [ ] Plastic-free shipping 10P
- [ ] Recyclable filling material 10P
- [ ] Packaging sizes that fit as precisely as possible 10P
- [ ] Climate-friendly shipping with DHL GoGreen or similar 10P
- [ ] Digital dispatch codes instead of paper stamps 10P

Other (max. 30P)

- [ ] No colour printing of paper 10P
- [ ] No use of disposable cups/paper towels in the kitchen, canteen and toilet 10P
- [ ] Use of drinking water dispensers in the kitchen or canteen 10P
- [ ] Soft drinks are only offered in returnable deposit bottles 10P

4.5 Maximum score: 25

The company ensures that work processes are as paperless as possible

Yes, and to:

- ◯ 30% to 60% 5P
- ◯ 60% to 90% 15P
- ◯ more than 90% 25P

4.6 Maximum score: 25

The company's copy paper consumption is recorded regularly

- [ ] Yes 10P

- [ ] Monthly 15P
- [ ] Annually 10P

4.7 Maximum score: 25

The company uses recycled paper from sustainable forestry (e.g. FSC - Forest Stewardship Council or "Blue Angel")

Yes, and to:

- ◯ 30% to 60% 5P
- ◯ 60% to 90% 15P
- ◯ more than 90% 25P

4.8 Maximum score: 60

The company implements the following measures to reduce paper consumption

- [ ] No printout of e-mail correspondence 10P
- [ ] Printer preset: double-sided printing and copying 10P
- [ ] Offers are sent online 10P
- [ ] Invoices are sent online 10P
- [ ] Processes are filed electronically 10P
- [ ] E-mail signature with e.g. "Think before printing" is set up 10P
- [ ] Print products (e.g. price list, offer flyer, company brochure, etc.) are available online 10P
- [ ] Use of replaceable cloth towel rolls/towels 10P
- [ ] Employees are encouraged to print out as little as possible 5P
- [ ] Lubricating paper / recycled paper is favoured internally 5P

4.9 Maximum score: 10

The company takes (further) measures to continuously reduce waste

10P

Purchasing - Section 5 of 10

In-house purchasing is a central steering body and indicator of sustainable responsibility. The strategic and conscious selection of products supports humane working conditions and contributes to environmentally friendly production. When selecting products, particular attention must be paid to quality and sustainability features.

SDG 3
Health and well-being
SDG 12
Sustainable consumption and production
SDG 13
Climate action
SDG 14
Life below water
SDG 15
Life on land
In addition SDG 1, SDG 2, SDG 8, SDG 16, SDG 17

5.1

Maximum score: 65

When purchasing office materials, the company ensures that they are resource-conserving, climate-neutral, recyclable or sustainably certified (e.g. FSC or "Blue Angel" certification, ISO 14001 environmental certification)

Yes, and to:

- ◯ 30% to 60% — 5P
- ◯ 60% to 90% — 15P
- ◯ more than 90% — 25P

Please list:

- [ ] — 5P
- [ ] — 5P
- [ ] — 5P
- [ ] — 5P
- [ ] — 5P
- [ ] — 5P
- [ ] — 5P
- [ ] — 5P

Examples of sustainable office utensils:

Ballpoint pens with replaceable large capacity refills, refillable markers & inks/fibre pens, ballpoint pens made of wood/bio-plastic, erasers made of natural rubber, solvent-free water-based adhesives, adhesives in refillable containers, recycled folders/partition sheets/registers/folders/hanging files/refillable toner cartridges

5.2

Maximum score: 65

When purchasing advertising materials, the company ensures that they are resource-conserving, climate-neutral, recyclable or sustainably certified (e.g. FSC or "Blue Angel" certification, ISO 14001 environmental certification)

Yes, and to:

- ◯ 30% to 60% — 5P
- ◯ 60% to 90% — 15P
- ◯ more than 90% — 25P

Please list:

- [ ] — 5P
- [ ] — 5P
- [ ] — 5P
- [ ] — 5P
- [ ] — 5P
- [ ] — 5P
- [ ] — 5P
- [ ] — 5P

5.3

Maximum score: 65

When purchasing new office furniture, the company ensures that it is durable, climate-neutral, recyclable or sustainably certified (e.g. FSC or "Blue Angel" certification, ISO 14001 environmental certification)

Yes, and to:

- ◯ 30% to 60% — 5P
- ◯ 60% to 90% — 15P
- ◯ more than 90% — 25P

Please indicate which sustainable features are reflected in the furniture in the office space

- [ ] Wood surface treatment with natural plant-based agents 5P
- [ ] Recycling-friendly design (no composites) 5P
- [ ] Complete material labelling 10P
- [ ] Covering & upholstery materials made from natural materials or with Cradle to Cradle* certification 5P
- [ ] Replacement of covers possible 5P
- [ ] Office furniture and chairs with a minimum 5-year guarantee 5P
- [ ] Office furniture and chairs with at least 10 years guaranteed availability of spare parts 5P
- [ ] Modular design of the office furniture with expandability 5P
- [ ] Procurement of used furniture and office chairs 5P
- [ ] Take-back guarantee from the supplier / manufacturer 5P

*Cradle to Cradle describes a concept developed in the 1990s for a continuous circular economy. According to this "cradle to cradle" principle, biological and technical nutrients are fed back into the respective cycle for a more responsible use of resources.

5.4 Maximum score: 35

The washing of various items (e.g. hand and kitchen towels) takes place at a laundry within a radius of ≤ 100 km from the location

- ◯ 10km 15P
- ◯ 20km 10P
- ◯ 30km 15P
- [ ] The laundry is certified sustainable 10P
- [ ] In-house washing machine 25P
- [ ] Only sustainable detergents are used in the washing machine 10P

5.5 Maximum score: 15

When purchasing/leasing/renting, the company pays attention to sustainably produced textiles (e.g. GOTS (Global Organic Textile Standard), Fairtrade, Cotton made in Africa) or sustainable raw materials such as organic cotton, recycled polyester or Lyocell/Tencel).

- [ ] Towels in the WC area 5P
- [ ] Towels in the kitchen/canteen area 5P
- [ ] Workwear 5P

5.6

Maximum score: 25

Environmentally friendly cleaning agents are used for cleaning in the company: Chemical-free cleaning agents with natural ingredients (without fragrances, colourants and additives)

Yes, and to:

- ◯ 30% to 60% — 5P
- ◯ 60% to 90% — 15P
- ◯ more than 90% — 25P

5.7

Maximum score: 25

Environmentally friendly cleaning agents are used for cleaning in the company: Cleaning agents with the "Blue Angel" or "EU Ecolabel" eco-label

Yes, and to:

- ◯ 30% to 60% — 5P
- ◯ 60% to 90% — 15P
- ◯ more than 90% — 25P

5.8

Maximum score: 25

Environmentally friendly cleaning agents are used for cleaning in the company: Cleaning agents with packaging made from 100% recycled plastic

Yes, and to:

- ◯ 30% to 60% — 5P
- ◯ 60% to 90% — 15P
- ◯ more than 90% — 25P

5.9

Maximum score: 25

Environmentally friendly cleaning agents are used for cleaning in the company: 100% microplastic-free cleaning agents

Yes, and to:

- ◯ 30% to 60% — 5P
- ◯ 60% to 90% — 15P

◯ more than 90% 25P

5.10 Maximum score: 10

Other measures

10P

5.11 Maximum score: 15

The cleaning staff receive regular information and further training on the subject of environmental protection/environmentally friendly cleaning

☐ Yes 15P

5.12 Maximum score: 25

The company buys organic or fair trade cocoa, tea and coffee

Yes, and to:

◯ 30% to 60% 5P

◯ 60% to 90% 15P

◯ more than 90% 25P

Mobility - Section 6 of 10

Mobility is part of everyday working life and is an important factor in which companies can make a decisive contribution to climate protection through appropriate measures. With an innovative strategy, companies are making their contribution to saving resources, minimising environmental pollution and improving the quality of life and air. The switch to sustainable transport options is necessary and future-proof. Regionality and mobility are key indicators of sustainability. Regionality contributes to company identification and qualitative growth. The topic of mobility requires forward-looking approaches in tourism.

SDG 3
Health and well-being
SDG 8
Decent work and economic growth
SDG 9
Industry, innovation and infrastructure
SDG 11
Sustainable cities and communities
SDG 13
Climate action
In addition SDG 1, SDG 2, SDG 4, SDG 10, SDG 12, SDG 14, SDG 15, SDG 16

6.1 Maximum score: 15

At least half of the company's employees live within a maximum radius of 30 km from the company

◯ 10 km 15P

◯ 20 km 10P

○ 30 km 5P

6.2 Maximum score: 10

Information on the topic of employee mobility

Town with up to 20,000 inhabitants

☐ At least 10% of employees come to work on foot, by bike or by public transport 10P

City with between 20,000 and 100,000 inhabitants

☐ At least 30% of employees come to work on foot, by bike or by public transport 10P

City with between 100,000 and 500,000 inhabitants

☐ At least 50% of employees come to work on foot, by bike or by public transport 10P

City with more than 500,000 inhabitants

☐ At least 80% of employees come to work on foot, by bike or by public transport 10P

6.3 Maximum score: 80

The company makes a significant contribution to the sustainable mobility of its employees and customers

E-mobility (max. 40P)

☐ The company's own fleet consists of vehicles with alternative drive systems (electric, hybrid, hydrogen) 20P

☐ Own e-charging stations are available 20P

☐ Public e-charging points can be reached in the immediate vicinity 5P

Air travel (max. 40P)

☐ Domestic flights will be avoided altogether 30P

☐ Unavoidable flights are compensated 10P

6.4 Maximum score: 40

The company avoids business trips by using modern communication media (e.g. video conferencing)

☐ Yes 15P

Please indicate the percentage of business appointments that are realised with the help of digital communication media:

○ 30% to 60% 5P

- ◯ 60% to 90% 15P
- ◯ more than 90% 25P

6.5 Maximum score: 40

For unavoidable business trips, attention is paid to sustainable travel and accommodation options

- ☐ Use of public transport (e.g. bus, train) 10P
- ☐ Use of the company car with sustainable drive 10P
- ☐ Use of a hire car with a sustainable drive system 10P
- ☐ Use of a taxi with a sustainable drive 10P
- ☐ Use of car pools 10P
- ☐ Selection of hotels and accommodation that are certified as sustainable (e.g. with the GreenSign label) 10P
- ☐ Selection of hotels that offer climate-neutral accommodation 10P

6.6 Maximum score: 40

The company focusses on accessibility and accessibility for people with and without disabilities

- ☐ Yes 20P
- ☐ Accessibility has been certified or confirmed by relevant user groups/experts 20P

Quality management and sustainable development - Section 7 of 10

Quality assurance is a core process of sustainability and an essential part of every company. Further development means securing the future through satisfied and motivated employees and customers as well as trusting cooperation with all stakeholders.

SDG 4
Quality education
SDG 8
Decent work and economic growth

7.1 Maximum score: 120

Business processes (e.g. work instructions) and organisational structure in the company are documented in a quality/environmental handbook

- ☐ Yes 20P
- ☐ Quality certification according to ISO 9001 is available 50P
- ☐ International environmental management standard according to ISO 14001 is available 50P

☐ Quality officer is named and documented in the company (e.g. job description) 20P

7.2 Maximum score: 20

The company only selects producers/suppliers who pay attention to humane working conditions (traceable value chain) and do not jeopardise the needs and well-being of people

☐ Yes 20P

7.3 Maximum score: 40

The company selects at least 80% of suppliers with a certified sustainability system (e.g. climate-neutral products, United Nation Global Compact Network) and carries out a supplier evaluation at least once a year according to the core criteria of quality, regionality and sustainability

☐ Yes 40P

If no:

☐ At least 50% of suppliers are regional 10P

☐ At least 50% of suppliers work according to a sustainability concept 10P

☐ At least 50% of suppliers are certified sustainable 20P

7.4 Maximum score: 15

Suppliers comply with the rules of the Code of Conduct with social, environmental and ethical standards of the company

☐ Yes 15P

7.5 Maximum score: 20

The topic of sustainability is seen as a continuous improvement process within the company

☐ Yes 20P

7.6 Maximum score: 30

Employees receive written information from the company about environmentally friendly tips/behaviour in the workplace (e.g. included in the welcome folder for recruitment, posted on the internal information wall, etc.).

☐ Topic of waste avoidance/reduction 10P

☐ Topic of efficient energy utilisation 10P

☐ Topic water conservation 10P

Miscellaneous 10P

7.7 Maximum score: 30

The company regularly surveys the satisfaction of its customers

- [ ] Yes 10P
- [ ] (Complaints) process is regulated and documented 10P

Please specify:

Customer satisfaction in per cent 5P

Customer loyalty in per cent 5P

7.8 Maximum score: 30

The company regularly surveys the level of employee satisfaction

- [ ] Yes 10P
- [ ] (Complaints) process is regulated and documented 10P

Please specify:

Employee satisfaction in per cent 5P

Average length of service in years 5P

7.9 Maximum score: 30

Employees can submit suggestions for improvement within the company

- [ ] Yes 10P
- [ ] Process is regulated and documented 10P
- [ ] Incentive system (monetary/material/immaterial) exists for this purpose 10P
- [ ] The company has a working group for sustainability, which actively works on projects 20P

7.10 Maximum score: 50

The company offsets its $_{CO2\ emissions}$ for the following areas/products

- [ ] Business trip 10P
- [ ] Print products 10P
- [ ] Webhosting 10P
- [ ] Website 10P
- [ ] Purchasing of goods 10P
- [ ] Power consumption 10P

Other 10P

7.11 Maximum score: 55

The company creates an annual$_{\text{carbon footprint}}$ and/or water footprint

- [ ] CO_2 footprint 25P
- [ ] Water footprint 25P

Reduction in emissions compared to the previous year in per cent: 5P

7.12 Maximum score: 35

Every year, the company offsets all unavoidable$_{CO2}$ emissions

Yes 30P

Please specify:

CO_2 emissions 5P

7.13 Maximum score: 30

The following measures are implemented in the interests of biodiversity in the company

- [ ] Support for a regional beekeeper through a bee sponsorship and financial support for the creation of flowering meadows 10P
- [ ] Support for one tree planting campaign per year 10P
- [ ] Any disturbance of biodiversity by the company is compensated accordingly 10P
- [ ] Financial support for protected areas or nature conservation projects 10P

7.14

Maximum score: 10

The company uses a sustainable search engine (e.g. Ecosia*) on all end devices

☐ Yes 10P

*Ecosia is a search engine that is committed to protecting the environment. It runs on 100% renewable energy and is $_{CO2}$ -negative. All profits from search queries are channelled into tree planting campaigns and other sustainable projects. The search engine also offers a higher level of data protection without tracking tools and data sales.

7.15

Maximum score: 20

The company has opened its business accounts with banks that support social and ecological projects

☐ Yes 10P

Name of the bank 10P

Social responsibility - Section 8 of 10

Social commitment is a key pillar of sustainable development. It stands for a sense of responsibility and motivation for shaping a sustainable environment in the triad of ecology, social issues and the economy. Education and awareness-raising about sustainability within the company are also crucial for a sustainable positioning.

SDG 3
Health and well-being
SDG 5
Gender equality
SDG 8
Decent work and economic growth
SDG 10
Reduced inequalities
SDG 16
Peace, justice and strong institutions
Also SDG 1, SDG 2, SDG 4, SDG 17

8.1

Maximum score: 10

The company ensures fair dealings with all stakeholders (employees, supply partners, customers, etc.)

☐ Yes 10P

8.2

Maximum score: 40

The company supports (local) initiatives or projects in the interests of sustainable development or to promote the local community and cultural heritage

Yes, namely 30P

Please specify:

Support for projects in EUR/year 5P

Support of projects in days/year 5P

Material support for projects 5P

8.3 Maximum score: 30

The company supports environmental protection projects in favour of clean oceans in order to reduce the environmental impact of purchased work materials, office furniture or other products made of plastic (e.g. "Oceans without plastic", "The Ocean Cleanup")

Yes, name of the supported organisation

20P

Support in EUR per year

10P

8.4 Maximum score: 10

Support for the initiatives mentioned is communicated

- [ ] Yes 10P

8.5 Maximum score: 30

The company promotes decent work and is orientated towards collectively agreed wages and collective agreements

- [ ] Yes 20P
- [ ] Salary levels are monitored and regularly adjusted to the standards of a living wage in the country of employment 10P

8.6 Maximum score: 30

The company also facilitates career entry opportunities for local residents in its operations

- [ ] Yes 10P
- [ ] The company favours the regional market when looking for employees 10P
- [ ] Training courses are offered that increase entry opportunities for career changers 10P

8.7 Maximum score: 70

The company's employees receive regular training/ further training

- [ ] External training/professional development for at least 20% of employees per year — 10P
- [ ] Training focussing on sustainability at least twice a year — 20P
- [ ] Own (further) training academy — 20P
- [ ] Support programme for trainees — 10P
- [ ] Career development programmes — 10P
- [ ] Granting of educational leave (e.g. 5 days per year) — 20P
- [ ] Online training modules can be used during working hours — 20P
- [ ] Collegial learning and promotion of on-the-job training — 10P
- [ ] Informing employees about environmental protection issues in the company and/or fair trade (e.g. through notices, meetings, employee magazine, etc.) — 10P

8.8 Maximum score: 80

A system with offers for occupational health management has been established in the company

- [ ] Daily selection of fruit/vegetables — 10P
- [ ] Weekly Veggieday — 10P
- [ ] Relaxation and quiet room for employees — 10P
- [ ] Company gym, discount for fitness studio or subsidies for sports clubs — 10P
- [ ] Company doctor is available — 10P
- [ ] Risk assessment of workplaces is available — 10P
- [ ] Organisation of health days — 10P
- [ ] Participation in sporting events (e.g. company run) — 10P
- [ ] Company supports individual employees through health programmes (up to EUR 500 tax-free per employee) — 10P
- [ ] Optimally designed workplace to minimise stress (e.g. lighting, ergonomics) — 10P
- [ ] Carrying out employee surveys on stress in the workplace — 10P

8.9 Maximum score: 40

The company regularly collects data on the employment structure

- [ ] Yes — 10P

Please specify:

Number of employees (full-time equivalents) 5P

Number of trainees/ interns 5P

Number of management positions 5P

Proportion of women in management positions 5P

Number of specialists 5P

Number of local employees 5P

- [ ] Employment contracts show support for health insurance and social security 10P

8.10 Maximum score: 40

The company has an equal opportunities management system focussed on diversity*

- [ ] Yes 10P
- [ ] The company takes groups at risk of discrimination into account in its employee structure and recruitment process 10P
- [ ] Internal promotions include these groups 10P
- [ ] Salary and promotion opportunities are decided independently of gender and life situation (e.g. single parents, older people) 10P

*Diversity refers to the recognition and appreciation that all people deserve equally, regardless of their social and ethnic origin, gender, religious affiliation, sexual orientation, world view or mental and physical characteristics. characteristics equally. Within a company, this means eliminating social barriers, promoting equal treatment and abolishing discrimination, and capitalising on diversity in personal and social terms.

8.11 Maximum score: 200

The company offers employees the following benefits

- [ ] Fair protection for employees, e.g. through profit sharing in good times, company pension scheme 10P
- [ ] Overtime regulations (e.g. time off in lieu, payment) 10P
- [ ] Above-tariff pay 10P
- [ ] Voluntary social benefits (e.g. VWL allowance) 10P

- [ ] Payment of Christmas and/or holiday bonuses — 10ℙ
- [ ] Job ticket for public transport — 10ℙ
- [ ] Family-friendly organisation of working hours — 10ℙ
- [ ] Documented appraisal interview — 10ℙ
- [ ] Planning holidays (≥ 3 weeks) — 10ℙ
- [ ] Subsidy/cost absorption for further training — 10ℙ
- [ ] Monetary benefits e.g. company car, flat — 10ℙ
- [ ] Personal mentor for familiarisation — 10ℙ
- [ ] Internal training courses/further training — 10ℙ
- [ ] Employee training and instruction materials are available in various formats — 10ℙ
- [ ] Flexible working hours — 10ℙ
- [ ] Equipment such as mobile phones/laptops for department heads — 10ℙ
- [ ] Possibility of home office — 10ℙ
- [ ] Staff accommodation/residential building — 10ℙ
- [ ] Attendance food — 10ℙ
- [ ] Availability of communal foodstuffs (milk, sugar, oil, etc.) — 10ℙ
- [ ] Meal vouchers — 10ℙ
- [ ] Own kindergarten/daycare centre or financial support for this — 10ℙ
- [ ] Company outing/company party — 10ℙ
- [ ] Staff meeting — 10ℙ
- [ ] Team outings with environmentally friendly activities (e.g. forest bathing, forest cleaning*, planting trees) — 10ℙ

[ ] — 10ℙ

*Forest bathing refers to a stay in the forest where the focus is on a conscious encounter with oneself and the natural environment. Through a mindful absorption of the forest atmosphere, a good contact with nature is (re)established. be (re)established.
Forest cleaning, on the other hand, describes a stay in the forest during which it is specifically cleared of rubbish or other pests. The focus here is on the cleanliness of nature, to which the collection of rubbish contributes.

Economic responsibility - Section 9 of 10

The economic stability of companies is a mainstay and ensures qualitative and quantitative growth. The collection, evaluation and management of financial and economic data are essential and stand for a sense of responsibility in order to meet the external demands and expectations of customers, investors and the media.

SDG 4
Quality education
SDG 8
Decent work and economic growth

9.1 The company regularly collects economic and financial data

Maximum score: 45

- [ ] Yes — 15P

Please specify:

- [ ] Sales structure — 5P
- [ ] Turnover per employee — 5P
- [ ] Staff turnover (staff departures/average headcount) — 5P
- [ ] Personnel expense ratio — 5P
- [ ] Sick leave — 5P
- [ ] Investment ratio — 5P

9.2 The company has a long-term investment plan

Maximum score: 30

- [ ] Yes — 20P
- [ ] Ecological aspects are taken into account in the investment plan — 10P

9.3 Employees are regularly informed about key company figures (e.g. in meetings)

Maximum score: 20

- [ ] Yes — 20P

9.4 The company has a risk management system* in place for environmental, social and economic corporate risks

Maximum score: 20

- [ ] Yes — 20P

*Risk management encompasses all measures for the systematic identification, analysis, evaluation, minimisation and control of risks along the value chain in the company.

9.5

Maximum score: 80

In the last 3 years, the company has recorded continuous economic growth

- [ ] Yes — 10P

Please specify:

- [ ] Turnover — 5P
- [ ] Yield — 5P
- [ ] Investments — 5P
- [ ] Number of employees — 5P
- [ ] Number of training places — 5P
- [ ] Customer satisfaction — 5P
- [ ] Employee satisfaction — 5P
- [ ] Employee training — 5P
- [ ] Degree of innovation — 5P
- [ ] qualitative networks — 5P
- [ ] Social commitment — 5P
- [ ] Regional suppliers — 5P
- [ ] climate-neutral products — 5P
- [ ] Environmentally relevant indicators (e.g. energy aspects) — 5P

Catering (only if canteen available) - Section 10 of 10

The selection and handling of food is a central control organ and indicator of sustainable responsibility. This not only demonstrates a commitment to the health of employees, but also has a positive impact on the climate, the economy and social interaction. Purchasing regional, seasonal, organic and fair-trade products is an important contribution to global sustainable development.

SDG 2
: No hunger

SDG 3
: Good health and well-being

SDG 12
: Sustainable consumption and production

10.1 Maximum score: 25

Purchases for the staff canteen are made from suppliers within a radius of ≤ 100 km from the site

Yes, and to:

- ◯ 30% to 60% 5P
- ◯ 60% to 90% 15P
- ◯ more than 90% 25P

10.2 Maximum score: 30

The purchase of seasonal products for the canteen is at least 30%

- ☐ Yes 30P

10.3 Maximum score: 25

The staff canteen offers vegan food & drinks

Yes, and to:

- ◯ 10% to 15% 5P
- ◯ 15% to 20% 15P
- ◯ more than 20% 25P

10.4 Maximum score: 30

The proportion of convenience food in the canteen is a maximum of 20%

- ☐ Yes 30P

10.5 Maximum score: 50

The canteen sources fish from organic or species-appropriate rearing and careful fishing methods (e.g. MSC certification, regionally from local waters)

Yes, and to:

- ◯ 30% to 60% 10P
- ◯ 60% to 90% 30P
- ◯ more than 90% 50P

10.6 Maximum score: 50

The canteen uses meat from organic or species-appropriate husbandry

Yes, and to:

- ◯ 30% to 60% — 10P
- ◯ 60% to 90% — 30P
- ◯ more than 90% — 50P

10.7 — Maximum score: 25

The canteen buys the following other organically certified foodstuffs (labelled in accordance with the EC Organic Regulation)

- [ ] — 5P
- [ ] — 5P
- [ ] — 5P
- [ ] — 5P
- [ ] — 5P

10.8 — Maximum score: 20

The canteen buys the following other fair trade products (e.g. "Fairtrade" seal, GEPA or UTZ certification)

- [ ] — 5P
- [ ] — 5P
- [ ] — 5P
- [ ] — 5P
- [ ] — 5P

10.9 — Maximum score: 20

The staff canteen implements the following measures to prevent food waste

- ☐ System for estimating the quantity of meals to be cooked is available — 10P
- ☐ Proper disposal of food waste — 10P
- ☐ Leftover food is shared among employees or offered via initiatives such as Too Good To Go — 10P

☐ Leftover food is donated to the food bank or similar organisations 10P

10.10 Maximum score: 10

The canteen takes (further) measures to continuously reduce food waste

Yes 10P