
Enviro Excellence Award Requirements and Guidance



Environmental **Academy**

Introduction to the award:

Why an Environmental Excellence Award?

Environmental Credentials are becoming a key priority in businesses and organisations. Many businesses have good environmental management and performance. The Enviro Excellence Award is a way to display commitment to the environment on a world wide scale.

This Award Scheme recognises companies' commitment and efforts towards improving their environmental performance.

Once an applicant has been awarded, they will be able to display the Enviro Excellence badge on their website.

Structure of Award:

The award is broken up into three tiers Bronze, Silver and Gold. Gold being the highest award for companies who have demonstrated exceptional commitment to environmental excellence. Each tier has a selection of criteria that an organisation must demonstrate that they meet in order to be eligible for the award. Some of these criteria are mandatory and others are optional.

Bronze :To achieve the Bronze award the applicant would need to achieve the 2 mandatory criteria and select 3 of the optional Bronze criteria.

Silver: To achieve the Silver award the applicant would need to achieve the 2 mandatory criteria and select 3 of the optional Silver criteria. The organization must also meet the requirements outlined for the Bronze Tier.

Gold :To achieve the Gold award the applicant would need to achieve 5 of the optional Gold criteria. The organization must also meet the requirements outlined for the Bronze and Silver Tiers.

Once the applicant feels that they are ready to apply, they must submit evidence of how they satisfy the criteria via the www.enviroexcellence.com award website. Once submitted online the Environmental Academy will assess all evidence.

Continual improvement and growth of your organisations environmental commitment is at the core of this award. **For this reason evidence may not be resubmitted to satisfy more than one criteria.**

The table below shows the criteria for each of the awards in red text and guidance on achieving each of these in black text. There is also a glossary of terms at the end of the guidance.

Enviro Excellence Award Criteria

Bronze:	Silver:	Gold:
<p>To achieve the Bronze award the applicant would need to achieve 2 mandatory criteria and 3 optional criteria to make a total of 5 Bronze criteria</p>	<p>To achieve the Silver award the applicant would need to achieve 2 mandatory criteria and 3 optional criteria to make a total of 5 silver criteria. This is in addition to satisfying the bronze criteria.</p>	<p>To achieve the Gold award the applicant would need to have met the criteria for the Bronze and Silver awards and in addition achieve 5 of the optional Gold criteria</p>
Mandatory Criteria	Mandatory Criteria	Mandatory Criteria
<p>You must provide evidence to meet both of these criteria</p>	<p>You must provide evidence to meet both of these criteria</p>	<p>All criteria in the Gold award are optional.</p>
<p>B1. Does the company have a communicated and implemented environmental policy and/or statement?</p> <p>Provide one piece of evidence to display your company's communication and implementation of its environmental policy and/or statement.</p> <p><i>Guidance – An environmental policy is a business commitment to environmental protection. Evidence must be shown that a current policy exists and has been communicated to interested parties and implemented in line with the company business strategy. If a policy already exists then evidence should be submitted that it has recently been reviewed. For more information on how to write an environmental policy please visit www.envirowise.gov.uk/Ref012</i></p>	<p>S1. Does the company train staff in Environmental Awareness/Management issues?</p> <p>Provide evidence of a minimum 3 sessions of environmental training throughout a variety of aspects/roles of your company.</p> <p><i>Guidance – To successfully implement any environmental improvement strategies it is essential that relevant parties be adequately trained and aware of procedures, practice and policy. Training could be kept in-house through inductions or toolbox talks or an outside training provider could be considered. For assistance with external environmental training considerations and nationally accredited courses please visit www.environmental-academy.co.uk Evidence must be submitted of Environmental Training that has taken place within the last 12 months.</i></p>	<p>All criteria in the Gold award are optional.</p>

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<p>B2. Does someone in the organisation have responsibility for improving environmental performance?</p> <p>Provide evidence of someone in your organisation responsible for improving environmental performance (including contact details)</p> <p><i>Guidance – Evidence needs to be demonstrated that the company structure includes somebody who has responsibility for environmental improvement. This need not be specifically an Environmental Manager. For example if a Health and Safety Manager has responsibility for environmental improvements then evidence should be provided to that effect.</i></p>	<p>S2. Has your company set any environmental goals/objectives/targets to improve performance/efficiency?</p> <p>Provide a minimum 3 pieces evidence displaying your organisations environmental goals/objectives/targets to improve efficiency/performance.</p> <p><i>Guidance – If the company has already embedded a system of effective monitoring of environmental aspects then the next step is to then set targets to improve performance and efficiency. If successful not only will this reduce the company’s environmental impact but could also result in financial savings. Stakeholders should be consulted as to which aspects of the business should be focused on to improve performance/efficiency. For example management could perhaps view energy reduction as being a key focus area but other employees could view waste reduction as being more significant. The views of customers and shareholders could be different again. Evidence should be submitted of the organisations current environmental objectives and targets.</i></p>	<p>All criteria in the Gold award are optional.</p>

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Optional Criteria	Optional Criteria	Optional Criteria
<p>You must choose three of the following to make a total of five criteria</p>	<p>You must choose three of the following to make a total of five criteria</p>	<p>All criteria in the Gold award are optional. To achieve a gold award please select a total of 5 criteria from the following.</p>
<p>B3. Does the company subscribe to a green energy tariff?</p> <p>Provide one piece of evidence that your company subscribes to a green energy tariff.</p> <p><i>Guidance – Most electricity providers have to provide some of their energy from renewable sources such as wind, solar or hydro power. By switching to a green tariff we demonstrate our commitment to energy companies that we want to reduce our reliance on fossil fuel consumption which contributes to resource depletion and climate change. Evidence must be shown that the company subscribes to a tariff whereby a proportion of the energy comes from renewable sources</i></p> <p><i>Sources of information on switching your supply to a</i></p>	<p>S3. Is the company working towards an accredited environmental management system?</p> <p>Provide a minimum of 3 pieces of evidence including aspects analysis, legal compliance and evidence of improvement.</p> <p><i>Guidance – An Environmental Management System is a set of procedures which ensures good environmental practice within a company. There are different certified systems including ISO14001, EMAS and BS8555. To gain accreditation to such a system an external party would audit the company to verify compliance.</i></p> <p><i>Sources of information:</i></p> <p>www.iso14000-iso14001-environmental-management.com/</p> <p>www.emas.org.uk/</p>	<p>G1. Does the company have recognised Environmental Management System accreditation?</p> <p>Provide a copy of your company’s certificate of Environmental Management System accreditation.</p> <p><i>Guidance – An Environmental Management System is a set of procedures which ensures good environmental practice within a company. There are different certified systems including ISO14001, EMAS and BS8555. To gain accreditation to such a system an external party would audit the company to verify compliance.</i></p> <p><i>Sources of information:</i></p> <p>www.iso14000-iso14001-environmental-management.com/</p> <p>www.emas.org.uk/</p>

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<p><i>'green' tariff and explaining the different options available.</i></p> <p>http://www.greenelectricity.org/</p> <p>http://www.energywatch.org.uk/help_and_advice/green_tariffs/index.asp</p> <p>B4. Does the company recycle waste products?</p> <p>Provide one piece of evidence that your company recycles waste products.</p> <p><i>Guidance – Every organisation produces waste. Whilst not the most effective waste management strategy, a good recycling scheme reduces the environmental impact of waste produced by diverting it from landfill sites which causes land contamination, greenhouse gas emissions as well as nuisance and public health issues to those that live near landfill sites. Evidence must be produced that a robust recycling scheme exists within the organisation.</i></p> <p>Source of information:</p>	<p>www.iema.net/acorn/bs8555</p> <p>S4. Does the company carry out internal environmental audits or environmental risk assessments?</p> <p>Provide evidence of a completed environmental audit or risk assessment undertaken within your organisation.</p> <p><i>Guidance – An environmental audit is a method used to obtain accurate information on the environmental impact of a company. This could be in the form of an environmental review to ascertain the impacts of a variety of aspects or could focus on a specific aspect such as energy or waste. For more information on environmental audits please visit www.envirowise.gov.uk/page.aspx?o=119479</i></p> <p><i>Evidence of completed audits would need to be demonstrated.</i></p> <p><i>An environmental risk assessment carried out by an organisation should be a robust consideration of all aspects of business activity that could cause harm to the environment. Preventative measure should then be implemented for those risks that are considered significant. For more information visit www.defra.gov.uk/ENVIRONMENT/risk/eramguide/index.htm</i></p>	<p>www.iema.net/acorn/bs8555</p> <p><i>Evidence must be submitted that EMS accreditation is in place.</i></p> <p>G2. Is the company a member of a Green Business Club/Environmental Association/Committee/Action Group? Or does the company actively involve the community in improving their environmental performance?</p> <p>Provide 3 pieces of evidence of meetings / workshops/ seminars which demonstrate your participation in community to aid in improving environmental performance.</p> <p><i>Guidance – Many joint initiatives now exist whereby businesses within an area can come together to share best practice and promote sustainable business. If one does not exist then consider starting such an initiative within your locality. Such schemes can promote awareness of environmental issues and facilitate business networking. Evidence of membership of an action group or green business club should be submitted. Meeting minutes or evidence of activities conducted within the group could be</i></p>

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<p>http://www.wasteonline.org.uk/</p> <p>B5. Does the company use recycled products within its business activity?</p> <p>Provide one piece of evidence that your company uses or has researched/plans the use of recycled products within its business activity.</p> <p><i>Guidance – Using recycled products within the business demonstrates a commitment to reducing material consumption. Contact your suppliers to find out the recycled content of the materials that the organisation uses. In the UK a good source of information for recycled products can be found at www.recycledproducts.org.uk. The uses of recycled products are almost always preferable to using similar raw materials. Please refer to the link below view the waste hierarchy.</i></p> <p>http://www.defra.gov.uk/environment/waste/topics/pdf/waste-hierarchy.pdf</p> <p>B6. Does the company monitor energy use in order to measure a reduction?</p>	<p><i>Evidence of a completed environmental risk assessment must be submitted.</i></p> <p>S5. Does the company reuse materials during business activity?</p> <p>Provide evidence that your company actively reuses a variety of materials during business activity.</p> <p><i>Guidance – The reuse of materials instead of disposal or recycling is an excellent example of waste minimisation and resource efficiency. During a waste audit where you identify all of your waste streams consider what could be reused for same purpose or even for a different activity. Even if you cannot reuse the waste have you considered if any other organisation can? Somebody may even want to pay you for your waste. Not only will reusing materials save money in disposal costs you will be contributing to greater environmental quality. Suggested information sources include www.recycling-guide.org.uk/reuse.html</i></p> <p>And http://www.nisp.org.uk/ Evidence must be submitted that you have a strategy for</p>	<p><i>submitted.</i></p> <p>G3. Does the company have a robust waste minimisation strategy/programme?</p> <p>Provide evidence of waste minimisation programmes/strategies that have been implemented and managed for at least two waste streams.</p> <p><i>Guidance – All aspects of waste measuring and monitoring should be in place in order to show a reduction. All waste streams should have been identified and opportunities to eliminate/reduce/re-use/recycle waste explored. Examples of each level of implementation of the waste hierarchy up to disposal need to be demonstrated. Where possible cost savings should be shown.</i></p> <p>Sources of information</p> <p>www.envirowise.gov.uk/page.aspx?o=waste</p> <p>www.wrap.org.uk/</p> <p>www.nisp.org.uk/</p> <p>G4. Does the company take measures to reduce its Carbon</p>

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<p>Provide evidence of your company monitoring and measuring energy use. Including evidence that monitoring has/will lead to improved efficiency/reduced consumption.</p> <p><i>Guidance – Most of our energy is still sourced from fossil fuels, the burning of which contributes to climate change and resource depletion. By monitoring energy consumption carefully an organisation can then focus on reducing consumption which will result in cost savings and reduce the negative impact on the environment. Contact your energy supplier if you do not understand the information on the bills. Meter reading and subsequent data recording is also essential. Evidence of energy monitoring must be demonstrated.</i></p> <p>Sources of information:</p> <p>http://www.businesslink.gov.uk/bdotg/action/detail?type=RESOURCES&itemId=1080445755</p> <p>http://www.climatecare.org/climate/low-carbon-living/business-reduction-tips</p>	<p><i>reusing some materials within the organisation.</i></p> <p>S6. Does the company use materials that originate from a sustainable source?</p> <p>Provide evidence of the use of sustainable materials</p> <p><i>Guidance – It is very important to consider the environmental impact of procurement within the organisation. Has the company investigated the source of the materials it requires to operate? Could more locally sourced materials be utilised? A good example of a sustainable source would be timber sourced from a FSC (Forest Stewardship Council) scheme. Visit www.fsc-uk.org/ for more information. Evidence should be submitted that sustainable sourcing of materials has been adopted within the company.</i></p> <p>S7. Does the company have any emergency environmental procedures in place?</p> <p>Provide evidence of emergency environmental procedures in your organisation. Additionally if applicable an example of this procedure in use and evaluate its effectiveness.</p>	<p>Footprint?</p> <p>Provide evidence of a detailed calculation of the Carbon Footprint of your organisation. This must include evidence that calculation and monitoring has and will lead to a reduction.</p> <p><i>Guidance – The Carbon Footprint of an organisation is the measure of the impact of the businesses activities have on the environment in terms of the amount of greenhouse gases produced, measured in units of carbon dioxide. After the collection of data and calculation of the footprint has occurred then a programme of reduction measures would normally be put into place. Finally an organisation could choose to offset any unavoidable carbon dioxide emissions.</i></p> <p><i>To learn more about Carbon Footprints please visit the following sources of advice.</i></p> <p>www.carbontrust.co.uk/default.ct</p> <p>http://actonco2.direct.gov.uk/index.html</p> <p><i>Evidence must be submitted that a reduction in the organisations Carbon Footprint has occurred and</i></p>

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<p>B7. Does the company monitor water consumption in order to measure a reduction?</p> <p>Provide evidence of your company monitoring and measuring water use. Including evidence that monitoring has/will lead to improved efficiency/reduced consumption.</p> <p><i>Guidance – Water is a precious resource and over a billion people on the planet still do not have access to clean water. As such the unnecessary waste of water is reprehensible. Monitor your consumption carefully by reading the meter and bills. By monitoring water consumption rates you may well identify areas where improvements can be made. Evidence of water consumption monitoring must be demonstrated.</i></p> <p>Source of information:</p> <p>http://www.environment-agency.gov.uk/subjects/waterres/287169/951022/?version=1&lang=e</p> <p>B8. Does the company monitor waste production in order to measure a reduction?</p>	<p><i>Guidance – If it is deemed that the organisation within its operation has the ability to harm the environment then emergency response procedures should be in place to minimise the impact of such an emergency. For example an organisation which stores hazardous substances such as chemicals or oil should have an emergency spill response procedure which should be communicated to all staff. Organisations such as the Environment Agency provide useful information regarding incident response. Visit www.environment-agency.gov.uk or www.hse.gov.uk/comah/sragtech/techmeasspill.htm for more information on emergency response. Evidence of an environmental emergency response procedure should be submitted. This should include evidence that training and awareness of the procedure has taken place. Please also include records of any environmental incidents with details of actions taken to prevent a reoccurrence.</i></p> <p>S8. Does the company communicate environmental information to your stakeholders?</p> <p>Provide a minimum of 3 pieces of evidence demonstrating communication to stakeholders regarding environmental information (This must include both internal and external</p>	<p><i>supplemented with examples of how this has been done.</i></p> <p>G5. Does the company influence stakeholders to improve their environmental performance?</p> <p>Provide three pieces of evidence to display your organisations environmental ethos is passed to other stakeholders to influence their environmental choices/efforts.</p> <p><i>Guidance – Good environmental performance should not stop directly at the door of the organisation. It is important to then pass on the experience of best practice and good environmental management techniques to those that you can influence as well. This could apply to employees, suppliers, customers, and shareholders. Evidence needs to be submitted that efforts have been made to influence environmental performance of stakeholders.</i></p> <p>G6. Does the company involve stakeholders in setting objectives and targets on environmental aspects?</p> <p>Provide evidence of decision making involving all stakeholders of your organisation.</p> <p><i>Guidance – Stakeholders should be consulted as to which</i></p>

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<p>Provide evidence of your company monitoring and measuring waste production. Including evidence that monitoring has/will lead to improved performance.</p> <p><i>Guidance – Waste should be seen as a resource and not something that is just thrown away. Measuring and monitoring waste production will allow you to identify where opportunities exist to reduce waste output. The cost of disposing of waste is increasing year on year so there is also a financial incentive to measure and monitor waste. Remember if you can't measure it you can't manage it.</i></p> <p>http://www.defra.gov.uk/environment/waste/topics/pdf/waste-hierarchy.pdf</p> <p>http://www.epa.gov/epaoswer/non-hw/muncpl/pubs/bus-guid/chap3.pdf</p> <p>B9. Does the company monitor fuel consumption/mileage in order to measure a reduction?</p> <p>Provide evidence of your company monitoring and</p>	<p>parties e.g. staff, customers and supply chain).</p> <p><i>Guidance – Environmental communication among stakeholders of all kinds is essential to maintaining a culture of environmental well being as a collective unit. It also serves to keep environmental stewardship firmly within the conscience of the organisation and maintain positive commitment. Communication could be demonstrated in many different forms. To employees an environmental notice board or a circulation such as a newsletter or monthly e-update would all be good examples. To shareholders, a regular meeting to discuss environmental matters. To customers, environmental information given on or with the product or service or information about environmental obligation within a tender. To suppliers, a talk or induction on how they are expected to conduct themselves from an environmental perspective as part of the supply chain to stay in line with company good practice.</i></p> <p>S9. Has the company calculated its carbon footprint?</p> <p>Provide calculation and result of your organisations Carbon Footprint.</p> <p><i>Guidance – The Carbon Footprint of an organisation is the</i></p>	<p><i>aspects of the business should be focused on to improve performance/efficiency. For example management could perhaps view energy reduction as being a key focus area but other employees could view waste reduction as being more significant. The views of customers and shareholders could be different again. Evidence must be submitted that the views and opinions of a range of stakeholders have been considered before setting objectives and targets for environmental improvement. This could be in the form of meeting minutes or perhaps a survey to ascertain stakeholder opinion.</i></p> <p>G7. Does the company produce a report on environmental performance for stakeholders/interested parties?</p> <p>Provide reports on environmental performance to stakeholders and interested parties.</p> <p><i>Guidance – Managing and reporting on environmental performance can lead to significant business benefits as well as a reduction in environmental impact. Today more than ever stakeholders are questioning the environmental performance and sustainability of business activity. Reporting on environmental matters demonstrates the company's commitment to continual improvement and will</i></p>

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<p>measuring fuel consumption/mileage. Including evidence that monitoring has/will lead to reduced consumption.</p> <p><i>Guidance – In many cases transport can be one of the activities of an organisation that can have the greatest impact on the environment. Transport has many environmental impacts from climate change to resource depletion to local air pollution, habitat destruction and statutory nuisance such as noise. Also the cost of fuel places a large financial burden on many organisations so once again if you do not measure it then you cannot measure it. Please provide evidence that fuel consumption is being monitored in order to measure a reduction.</i></p>	<p><i>measure of the impact of the businesses activities have on the environment in terms of the amount of greenhouse gases produced, measured in units of carbon dioxide. After the collection of data and calculation of the footprint has occurred then a programme of reduction measures would normally be put into place. Finally an organisation could choose to offset any unavoidable carbon dioxide emissions.</i></p> <p><i>To learn more about Carbon Footprints please visit the following sources of advice.</i></p> <p>www.carbontrust.co.uk/default.ct</p> <p>http://actonco2.direct.gov.uk/index.htm Evidence should be submitted of your carbon footprint.</p>	<p><i>strengthen company reputation. Find out more on environmental reporting at</i></p> <p>www.defra.gov.uk/environment/business/envrp/index.htm</p> <p><i>The guidelines for sustainability recording can be found at</i></p> <p>http://www.globalreporting.org/Home</p> <p>G8. Is environmental protection taken into account during the life cycle of the company's products/services?</p> <p>Provide evidence that demonstrates the environmental impacts from the life cycle have been considered and acted upon, This must include:</p> <ul style="list-style-type: none"> • Design • Raw material Production • Manufacturing/construction • Use • Disposal <p><i>Guidance – It is important to consider the environmental impact of a product or service from the cradle to the grave. This is known as life cycle assessment. An organisation must consider the environmental impacts from its inputs (energy, water, materials, staff), operations (any business activity</i></p>

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		<p><i>that takes place to achieve the company's objectives such as transport, purchasing, administration, storage etc), and outputs (the final product or service, waste, emissions or pollution and water). Every stage will have an environmental impact to a greater or lesser extent. Evidence should be submitted to demonstrate that the environmental impacts from the life cycle have been considered and acted upon.</i></p>

Glossary

Stakeholder-Person, or group of people that has a direct or an indirect stake in a company. Stakeholders can be affected by the organization's actions, objectives, and policies. Examples include creditors, customers, clients, directors, company staff (locally and abroad), and communities where the company operates.

Stakeholder Engagement-Stakeholder engagement is a process which companies connect with their stakeholders in an effort to align their mutual interests, to reduce risk and advance the triple bottom line - the company's financial, social, and environmental performance.

Civil responsibility- is a company's responsibility for its impacts that it has on society and communities where it operates.

Sustainable development-Meeting the needs of today's generations without compromising the ability of future generations to meet their own needs.

Business Ethics- A Set of principles and values that manage actions within a company.

Transparency-clearness about activities, products and services that a company can provide; readiness to communicate honestly and openly with all stakeholders.