ENVIRONMENTAL LEADERSHIP EVALUATION CHART			
Category	**Factors**	**Points**	**Comments & Details**
Company Focus	□ We have a documented Environmental or Sustainability Policy. □ We operate in a third party verified green buildings and have developed a plan to meet third party verified standards (such as LEED, BREEAM, etc.) in as many of our buildings as possible. □ We conduct regular audits to measure the total amount of solid waste generated by our buildings and have a waste reduction strategy. □ We primarily use electronic invoices and keep only electronic file records. □ We have set a target for the use of renewable or alternative forms of energy and developed a strategy to reach this target.	1	
Office Programs	□ We work with our suppliers to minimize packaging, in order to reduce waste generated used in our buildings. □ We work with our suppliers to minimize packaging, in order to reduce our net water use. □ We take back used products and packaging from customers and ensure it is recycled or reused as often as possible. □ We have an alternative transportation program for employees (e.g. public transit subsidy, cycling facilities, carpooling program) □ We have an effective company recycling program that includes office paper, beverage containers, batteries, print cartridges, or other materials. □ We have eliminated disposable water bottles from our company buildings. □ We have retrofitted our facilities, our fleet and/or made process improvements to decrease greenhouse gas emissions and energy use. □ We have installed water efficient or waterless technologies.	3	
Products/ Services	□ We sell/install/promote use of Energy Star certified environmental products or other equipment. □ We develop and sell our own green products. □ All of our office electronic equipment, where applicable, is Energy Star certified. □ We recycle/dispose of all old equipment in an environmentally responsible manner. □ We offer all of our services electronically to reduce our paper use □ We promote and use virtual meetings.	1	