

30 Steps Business: The Checklist



- Arranged an all-employees meeting introducing everyone to 30 Steps to an Another Way Business and why it is so important
- Familiarised yourself with the 30 steps and from there audited what the business is already doing well and areas where it could be doing better
- As a team come up with some goals incorporated within the 30 steps which you can all achieve
- Know how you will measure progress for each goal e.g., monthly meetings, celebrate progress, etc.
- Come up with specific criteria for the Green Employee of the Month scheme so employees know what to work towards



- Familiarised yourself with the employee transport options and decided which transport option is best for the business to invest in. Following on from this, decide what changes the business will make to facilitate these.
- Arranged virtual meetings and held a (virtual) meeting to organise remote working and online meetings wherever possible.
- Spent time thinking about what transport employees use and what public transport subsidies will be most suitable.
- Agreed what travel incentives you can offer to employees; if season tickets are not suitable, encourage public transport over solo driving.



- You have gone paperless where possible
- Arranged proper waste facilities (e.g., recycling, food waste, battery bins etc.) and educated employees what goes in what bin
- Looked into TerraCycle schemes and become a drop off point
- Switched to using a renewable energy provider
- Installed green power sources or LED lighting
- Introduced strict lights out policy or have sensory that turn lights off when there hasn't been any movement
- Made a more sustainable kitchen; renewable coffee pods, loose leaf tea, locally sourced milk, pack lunches, food waste bins/compost, encourage employees to be more plant-based
- Made your workplace more water efficient; sensor taps, dual-flush toilets, dishwasher etc
- Made the most of your outdoor space by using it for compost and growing herbs/veg



- Advertised the steps you are taking to increase the sustainability of your company and reduce your environmental impact
- Set up initiatives allowing both customers and employees to return end-of-life goods and more difficult to recycle materials
- Educated customers and/ or the general public on how they are able to go about recycling or repairing your products and/ or how they can get involved in 30 Steps to Another Way



- Thought about the materials used in your products and packaging, if they are unsustainable started to think about alternative materials and putting the necessary steps in place to change
- If your business is providing a service, you should have taken this time to ensure you are intrinsically sustainable and doing all you can in other areas
- Made sure you are clearly stating to customers what they are purchasing from you, reducing returns
- Switched to using high quality materials to make products
- Researched into local product repair services you can refer customers to or work with OR provide customers with information about how to repair products



- Shared the knowledge you've picked up via Another Way with your suppliers
- Switched to exclusively using suppliers that champion ethical and sustainable practises
- Switched to supporting local suppliers wherever possible



- Worked through step 25 bullet points and in doing so greatly reduced the businesses carbon footprint.
- Researched ethical bankers and weighed up your best options.
- Switched to ethical banks and made investments in NGOs where possible.
- Understand how you can be sustainable whilst also cutting costs, know what changes best suit your business.
- Be able to focus on the future and understand how becoming more sustainable is preparing you for the greener future.



- Encouraged other businesses and industries to become more environmental, encourage change within your industry and community.
- Involved yourself with local charities, this doesn't have to be financial.
- Become a Certified B corporation if this is relevant.
- Organised employees volunteer days and held meetings to let employees know about the new activities.



Congratulations!

Please download and complete your 30 steps certificate and continue the great work.

Together, we *can* make a difference.