

*The following checklist provides a number of actions a human resource or practice manager may pursue to incorporate environmental sustainability values into the way the firm conducts its business. This checklist applies equally to the broader sustainability/CSR agenda.*

## Step 1

*Vision, mission, values and strategy*

- Develop/upgrade the firm's vision, mission and values framework to incorporate environmental sustainability.
- Involve employees in the development of the environmental sustainability strategy and the mission, vision, values framework of the firm.

## Step 2

*Codes of conduct*

- Incorporate principles of environmental sustainability into the employee code of conduct.

## Step 3

*Workforce planning and recruitment*

- Evaluate the environmental sustainability skills of any current employees and incorporate environmental sustainability into recruitment programmes.
- Incorporate environmental sustainability into employer brand and employee values.

## Step 4

*Orientation, training and competency development*

- Provide general environmental sustainability training and include elements in employee promotion and pathways.

## Step 5

*Compensation and performance management*

- Provide an informal rewards system which incorporates environmental sustainability values.
- Integrate environmental sustainability into job descriptions, performance reviews and exit interviews.

## Step 6

*Change management and firm culture*

- Align environmental sustainability values and principles with any organisational change management programmes.

## Step 7

*Employee involvement and participation*

- Promote events which raise employee awareness of environmental sustainability, including action they may take at home, work and in the community.

## Step 8

*Environmental sustainability policy and programme development*

- Incorporate environmental sustainability policies and programmes in HR management, e.g. carbon footprinting, employee volunteering.

## Step 9

*Employee communications*

- Communicate environmental sustainability objectives, plans and progress to employees.
- Promote regular employee communication to raise awareness of environmental sustainability.

## Step 10

*Measurement, reporting and celebrating success*

- Include environmental sustainability performance measures into employee engagement services.
- Measure and report on progress toward integration of environmental sustainability objectives.
- Celebrate small wins as well as major milestones.