




## BUILDING & OPERATIONS

1.  Windows are double paned or draft-proofed and outdoor entrances and exits have been draft-sealed
2.  All thermostats set to 16°C when space is typically unoccupied (manual or automated)
3.  Motion sensors installed in less busy areas and/or "Lights Off" signage posted at light switches
4.  All non-emergency lights are turned off at night AND window lights put on a timer and shut off 11pm to 7am
5.  ≥ 90% of bulb lighting is LED and 100% of tube lighting is T5/T8 fluorescent or LED
6.  ≥ 75% of office equipment and kitchen appliances are ENERGY STAR® Certified
7.  All sink stations have hand towels or efficient hand dryers in place of conventional dryers or paper towel
8.  All hot water pipes are insulated
9.  **Renewable energy credits are purchased for 100% of energy consumption**
10.  Building generates solar, wind, or geothermal power or solar hot water
11.  Renovations or upgrades use ≥ 25% recycled, upcycled, repurposed or used materials

## WASTE

12.  Customer receipts are emailed to customers or printed on request only
13.  Sales/promotions are displayed digitally or on chalkboards or another reusable surface
14.  **Reusable dishware is provided for staff use in place of disposable cups, plates, cutlery, etc.** 
15.  All food waste and soiled paper is composted
16.  All electronics, batteries and lightbulbs are recycled
17.  **Efforts made to reduce soft plastics AND all soft plastics (shrink wrap, plastic bags, etc.) are recycled** 
18.  All Styrofoam™ packing is reused or recycled
19.  ≥ 1 other hard-to-recycle item is being recycled (pallets, foil-lined bags, pens, etc.)
20.  Conducted a waste audit in the past 12 months

## WATER



21.  **Tap water consumed rather than bottled water** 
22.  All faucets employ ≤ 6.0 LpM aerators
23.  All toilets are and any urinals are ≤ 6.0 LpF
24.  Water catchment/reuse or greywater recycling system in place

## TRANSPORTATION

25.  Designated bicycle parking is provided for staff and customers
26.  ≥ 50% of staff commute to work by bike, transit, carpooling, EV or walking

27.  Deliveries/courier services from ≥ 1 supplier have been reduced by ≥ 50% in the last 12 months OR ≥ 50% of local couriering/deliveries made by low or zero emission transport
28.  ≥ 50% of company-owned vehicles are low or zero-emission models (e.g. bicycle, EV, hybrid, smart car) OR company uses a car share service (Evo, Modo, etc.)

## PURCHASING & PRODUCTS

29.  All major paper products have ≥ 50% post consumer recycled content or 100% recycled
30.  ≥ 75% of cleaning supplies are eco-friendly (including cleaning products used by commercial cleaners)
31.  **Sustainable Retail Purchasing Policy in place for selecting retail products**
32.  **Store does not stock single-use plastic bags for staff or customers use** 
33.  Store uses reused/recycled material to wrap fragile items sold to customers
34.  **No single use food and beverage products purchased for staff and client use (e.g. coffee cartridges, stir sticks)** 
35.  Stock ≥ 5 products that are Carbon Neutral, EcoLogo™ Certified, FSC, Certified Organic, Fairtrade, B Corp or another reputable certification standard

36.  ≥ 20% of all goods sold are from local BC sources
37.  Actively works with suppliers to reduce packaging and encourage low-emission deliveries
38.  Products sold and their associated packaging can be returned by customers for recycling/upcycling at no additional cost
39.  Offers a continued care program for some items sold in store including repair, refurbishment, and/or resale

## CLIMATE ACTION

40.  **Emissions are measured and reduction plans and targets are set, all are communicated to staff and public**
41.  **All emissions are offset (including air travel) by verified carbon credits**

## SOCIAL

42.  ≥ 50% of employees volunteer in a community event or charitable activity on company time (≥ 1 day per year)
43.  Annual donations made to local environmental or community-related charities and non-profits, at an amount of ≥ \$50 per full-time employee
44.  **Environmental sustainability is incorporated into the hiring process, employee orientations, and training programs**
45.  Environmental values and actions are posted publicly online and on the premise
46.  The company has taken meaningful action in alignment with Action #92 of the Truth & Reconciliation Commission Report OR is Indigenous-owned
47.  Staff actively educate clients on relevant environmental and sustainability initiatives
48.  Employee Health and Wellness Program in place

# RETAIL CHECKLIST

49.  Employee traditional benefits package in place

## ADDITIONAL ACTIONS

50.  Additional action- based on comparability to the actions listed above

**LED** = Light Emitting Diode, high-efficiency lighting

**T5/T8** = High-efficiency models of fluorescent or LED lighting

**EV** = Electric Vehicle

**LpM** = Litres per Minute

**LpF** = Litres per Flush

**(Bold text)** = Point requires documentation

= "Ocean Friendly Business" points for plastic reduction.

Points 14, 16, 20, 31 and 33 MUST be completed to become certified as an Ocean Friendly Business by Surfrider Foundation Canada



**Note: this is only applicable in regions with active Surfrider Chapters**

## PROGRAM ELIGIBILITY

**Retail:** Place of business that sells products and/or services. Grocery stores (a retail outlet that sells primarily food products and has more than 4 large refrigerators) are not included in these retail criteria.

### Eligible businesses must:

1. Be a registered business, not-for-profit or charity. If you are a franchise, brand, division or subsidiary, the local manager must submit the application
2. Be located on Vancouver Island. If your organization has multiple locations, each would have to undergo the certification process individually

### Reasons for ineligibility may include:

1. If a business operates in any of the following industries: weapons, gas/oil/coal, or manufacturing of pesticides, synthetic fertilizers or plastics
2. If your business is known to have a poor record in any of the following areas: product integrity, worker/labour abuse, environmental responsibility
3. Home based business without significant separate business operations (mixed used facility with residential)

## REQUIRED DOCUMENTATION

9. Proof of purchase for renewable energy credits
30. Provide documentation on Sustainable Retail Purchasing Policy
38. Provide documentation of publicly available emissions measurement, reduction plans, and actions
39. Provide receipts for purchase of verified carbon credits
42. Provide relevant materials from employee manual

**Additional Action** Verifiers may award an extra point for an additional action your business has taken to reduce its environmental impact and/or positively impact the community.

## DEFINITIONS

**Carbon Neutral** refers to achieving a net zero level of carbon emissions by balancing the amount of carbon released from your organizations operations with an equivalent amount of carbon offsets. Carbon offsets are credits for emission reductions achieved by one party which are then purchased by another party that wants to reduce their carbon footprint or become carbon neutral.

**Certified Organic** products are food and fibres that are certified to be grown and processed without using synthetic fertilizers or pesticides. Products that claim to be organic must be certified by a certification body that has been accredited by the Canadian Food Inspection Agency (CFIA).

**Eco-friendly Cleaners** cause less harm to human health and the environment when compared to other competing products and services. Look for products that are biodegradable, pH balanced, EcoLogo™ Certified, Green Seal™ Certified, etc.

**EcoLogo™** is an environmental standard and certification for products and services based in North America. EcoLogo™ provides assurance that products and services bearing meet stringent environmental standards and are verified by a third party auditor.

**ENERGY STAR®** is an international symbol that identifies products as the top efficiency performer in their category. ENERGY STAR® is a government/industry partnership that makes it easy for businesses and consumers to save money and protect the environment.

**Forestry Stewardship Council® (FSC)** is an international certification and labelling system that is dedicated to promoting responsible forest management practices in the world's forests. This means that certified products meet strict environmental and social standards.

**Green Seal™** is an independent non-profit organization dedicated to safeguarding the environment by promoting the manufacture, purchase, and use of environmentally responsible products and services. Green Seal™ ensures that products meet rigorous, science-based standards for human health and the environment.

**Health and Wellness Programs** recognize the importance of protecting and promoting employee health and wellness. Examples include point programs, yoga/meditation classes, physical activities, corporate lunch and learns, and wellness challenges.

**High Efficiency Hand Dryers** use less energy than conventional dryers. Green Seal™ Certified, ENERGY STAR® Certified or equivalent are considered as a high efficiency hand dryer.

**Kitchen Equipment** includes fridges, freezers, ovens and dishwashers. It will not include toasters, kettles, microwaves or toaster ovens as they do not have an ENERGY STAR® rating.

**Low Emission Vehicle** is a vehicle that has an average (city/highway) fuel efficiency rating of 35 miles per gallon (15 km per litre) or more.

**Office Equipment** includes fax machines, printers, multi-functional devices, televisions, and air purifiers or de humidifiers.

**Renewable Energy Credits** recognized energy companies that utilize environmentally friendly electricity generation (solar, wind, or bio-energy). Businesses can purchase these credits to reduce their environmental footprint and support green energy generation.

**Verified Carbon Credits** result from projects that have been verified for their role in reducing, avoiding or sequestering carbon dioxide emissions or equivalent emissions such as methane gas. All carbon offset projects must meet certain standards and criteria and receive verification from a recognized independent third party.



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