



## SCORECARD PREVIEW

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Use this document to preview the questions you'll be asked to answer on the Austin Green Business Leaders scorecard. We encourage you to work with your team as you complete these responses.

Questions marked with a ★ will only show up on the scorecard for businesses considered Medium or Large (those with 20+ employees).

### Ready to complete your scorecard?

Scan the QR code below or visit:

[bit.ly/ScorecardAGBL](https://bit.ly/ScorecardAGBL)



### Questions?

Please email Mary K. Priddy at:

[mary.priddy@austintexas.gov](mailto:mary.priddy@austintexas.gov)

# SCORING THRESHOLDS



SMALL  
BUSINESSES



52-80 POINTS

81-106 POINTS

107-132 POINTS

MEDIUM/LARGE  
BUSINESSES



80-110 POINTS

111-155 POINTS

156-200 POINTS

# BUSINESS INFORMATION



Business Name \_\_\_\_\_

Address \_\_\_\_\_

Main Contact Name \_\_\_\_\_

Main Contact Phone Number \_\_\_\_\_

Main Contact Email Address \_\_\_\_\_

Alternate Contact Name \_\_\_\_\_

Alternate Contact Phone Number \_\_\_\_\_

Alternate Contact Email Address \_\_\_\_\_

Type of Business (For example: retail, food service, tech, etc.) \_\_\_\_\_

Do you lease or own your workplace?  Lease  Own

Is your company a certified minority-owned or women-owned (MBE/WBE) business or a registered not-for-profit organization?  Yes (+10 points)  No

How many people does your business employ?  1-20 (Small Business)  20+ (Medium/Large Business)

# CORE COMMITMENT

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1. Does your business have a written policy recognizing sustainability as a core value of your company culture and business identity? (3 points)
2. \* Does your business keep employees regularly updated with progress or changes to your company's sustainability initiatives? (2 points)
3. Do you incorporate sustainable education and training as part of your new employee orientation? (3 points)
4. Does your company have an active 'Green Team' that leads environmental initiatives and builds staff engagement in sustainability efforts? (2 points)
5. \* Does your company highlight your sustainability initiatives and emphasize your green practices to customers, peers, and other partners? If yes, where? (2 points)
  - Website
  - Newsletters
  - Social media
  - Industry events
  - Other forms of communication (please explain): \_\_\_\_\_
6. \* To promote awareness, have you posted informational signage to encourage and promote sustainable practices? Examples: recycling, landfill, and composting signs on or near interior collection bins, water conservation signs in restrooms and kitchens, energy conservation signs near light switches and thermostats. (3 points)
7. Does your company celebrate "Earth Day," "Earth Week," or other sustainability events in the community and encourage employee participation? (2 points)
8. Have you hosted a speaker from Austin Energy, Austin Resource Recovery, Austin Water, Watershed Protection, Capital Metro, or other environmental organization to educate staff on environmental initiatives in the past year? (3 points)
9. \* Does your company have a Diversity, Equity, and Inclusion Hiring Program? (3 points)
10. \* Does your company encourage promotion from within, with a focus on diverse representation? (2 points)
11. Does your company offer paid sick leave for all employees? (1 point)
12. Does your organization pay all employees at least \$15/hour? (1 point)
13. Does your company ensure equitable benefits? Examples: workforce education or training program, spousal benefits for non-traditional families, paid family leave policies. (3 points)
14. Have you invited other business contacts in your network to join the Green Business Leaders program in the last year? If yes, please list the business name and contact information, if known. (2 points)
15. Is sustainability part of your company's core commitment in any other way not covered in this section? If yes, please explain. (1 point)

## TOTAL POSSIBLE POINTS

**SMALL BUSINESSES:** 21 Points

**MEDIUM/LARGE BUSINESSES:** 33 Points

# WASTE MANAGEMENT

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1. Does your company have its own waste diversion goal? If yes, what is it? A diversion goal is a percentage of the material your company sends to the landfill that will be diverted out of the landfill by a specific time. Example: 85% waste diversion by 2035. (3 points)
2. \* If your company has committed to its own waste diversion goal, do you share these timelines and goals with employees? If you don't have a waste diversion goal, please choose no. (1 point)
3. Have you conducted an onsite waste management assessment with Austin Resource Recovery, a private firm, or by following an Environmental Protection Agency approach? (3 points)
4. Does your company complete the required Recycling and Organics Plans for the City of Austin each year? (3 points)
5. \* Do you include Zero Waste training about reuse, recycling, composting, or any other company diversion programs in your new employee orientation? If yes, what topics do you cover? (2 points)
  - Recycling
  - Reuse
  - Food diversion (Composting, Food Donation, etc.)
  - Other: \_\_\_\_\_
6. \* Do you provide ongoing education opportunities for employees to continue learning about and discussing waste reduction, repair, repurpose, donation, recycling, composting, or any other diversion efforts? (2 points)
7. Are your waste collection bins color-coded consistently throughout your site (excluding exterior containers collected by haulers)? For example, all recycling bins are blue, and landfill bins are black. (2 points)
8. \* Are your waste collection containers paired into stations (i.e., recycle and landfill bins next to one another) consistently throughout your site? (2 points)
9. Has your company adopted any reduction or reuse practices and policies, such as a paperless policy, automatic double-sided copying, reusable serveware provided, plastic bag bans, refillable water bottle stations, etc.? (1 point)
10. Does your company provide sustainability guidelines for employees in charge of purchasing? (2 points)
11. Do you work with vendors to minimize packaging waste and eliminate non-recyclable packaging delivered to your site? (2 points)
12. Do you participate in any vendor "take back" programs (e.g., vendors recollect pallets, packaging, ink cartridges, crates, etc.)? (2 points)
13. Do you purchase at least (30% post-consumer recycled copy paper and (100% post-consumer recycled paper products (e.g., paper towels, notepads)? (1 point)
14. Have you reduced the amount of unwanted mail sent to your business? (1 point)
15. \* For employee recognition gifts or incentives, does your business prioritize gifts such as local food or restaurant coupons, local experiences, or staycations rather than physical goods? (2 points)
16. Have you performed any practices related to waste management not covered elsewhere in this section? If yes, please explain. (1 point)

## TOTAL POSSIBLE POINTS

**SMALL BUSINESSES:** 21 Points

**MEDIUM/LARGE BUSINESSES:** 30 Points

# WATER USE

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1. \* Do you practice water-efficient irrigation, including scheduled maintenance and seasonal scheduling changes? (3 points)
2. Do you practice sustainable landscaping by planting 90% native or drought-resistant plants, like those found in the “Grow Green” plant guide? (2 points)
3. Do you utilize auxiliary water such as reclaimed water, rainwater harvesting, A/C water recycling, gray water, or other auxiliary sources? (3 points)
4. \* Have you completed and submitted an Integrated Pest Management Plan to the Watershed Protection Department? (3 points)
5. Do you avoid washing vehicles or heavy equipment where the water could flow directly into storm drains? (2 points)
6. \* Do you keep loading docks and dumpster areas free of oil, litter, or other contaminants, to prevent pollutants from reaching storm drains? If so, is signage provided? (1 point)
  - If so, is signage provided? (1 point)
7. Has someone from your business attended a “Grow Green” landscape training in the last year? (2 points)
8. Has your business installed low-flow toilets? (2 points)
9. \* Do you have a policy to conduct scheduled leak checks on sinks and toilets and a process for their proper repair? (2 points)
10. \* Have you installed or allowed tenants to install water flow meters to better monitor water usage and leak detection? (2 points) (2 points)
11. Have aerators been installed in bathrooms and kitchen areas? (2 points)
12. Have you performed any green practices related to water use not covered elsewhere in this section? If yes, please explain. (1 point)

## TOTAL POSSIBLE POINTS

**SMALL BUSINESSES:** 14 Points

**MEDIUM/LARGE BUSINESSES:** 26 Points

# ENERGY USE

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1. Have you calculated your business's carbon footprint and communicated your results with your company? (3 points)
2. \* Have you disclosed your company's energy usage to your fellow tenants or Property Manager? (1 point)
3. Do you keep your indoor temperature between 66°F-70°F in the winter, and 74°F-78°F in the summer by using a programmable thermostat? (2 points)
4. Do you set your refrigerator temperature between (35°F and (38°F, and your freezer between 0°F and 5°F? (1 point)
5. Is your water heater set to 120°F or less (or the lowest temperature allowed by the Health and Human Services Department)? (1 point)
6. Have you replaced most of your indoor and outdoor incandescent bulbs with energy-efficient lighting? (2 points)
7. \* Do you have timed lighting or occupancy sensors in common areas, or do you use daylight sensors to adjust artificial lighting levels automatically? (1 point)
8. Have you installed solar screens or window film to keep heat out in summer and in during winter? (2 points)
9. \* Does your purchasing policy require the purchase of Energy Star equipment and appliances? (3 points)
10. \* Do you perform HVAC and refrigeration system maintenance according to the manufacturers' recommendations? (2 points)
11. Do you contribute to renewable energy generation through Austin Energy's GreenChoice (100% Texas Wind Energy program, or offset energy-related emissions with carbon offsets? (3 points)
12. Have you replaced any gas appliances with electric? (1 point)
13. Have you performed any energy-related green practices not covered elsewhere in this section? If yes, please explain. (1 point)

## TOTAL POSSIBLE POINTS

**SMALL BUSINESSES:** 16 Points

**MEDIUM/LARGE BUSINESSES:** 23 Points

# SAFE AND HEALTHY WORK ENVIRONMENT

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1. Does your business have an anti-discrimination or anti-harassment policy? (3 points)
2. Has anyone in your organization completed the Undoing Racism training offered by the City's Equity Office?  
**Note:** You can sign up for future Undoing Racism trainings through [Undoing Racism Austin](#) or by [signing up for communications](#) from the City of Austin's [Equity Office](#). (3 points)
3. \* Do you provide educational materials or incentives to support employee health, good nutrition, physical fitness, or stress management? (2 points)
4. Does your business offer healthy snack options to make it easier for employees to maintain healthy diets? (3 points)
5. Do you have an onsite community garden? (2 points)
6. Is your workplace tobacco-free? (2 points)
7. \* Do you have a policy requiring low or no-VOC cleaning products, paints, and adhesives? (2 points)
8. \* Do you offer ergonomic furniture for employees to use at their workstations? (1 point)
9. Does your business create a Parent-Friendly worksite to support parents and those who choose to breastfeed their infants? **Note:** Learn more about creating a parent-friendly workplace with [The Texas Mother-Friendly Worksite Initiative](#). While you are not required to do everything on the linked list, this resource can help offer suggestions for how your business can achieve these points. (2 points)
10. \* Does your business invite specialists to the office to improve the well-being of colleagues (e.g., massage, meditation, yoga)? (2 points)
11. \* Does your business offer onsite childcare options or financial support for childcare services? (2 points)
12. \* Does your company have an open and clear process for workers to report health and safety concerns in the workplace? (2 points)
13. Does your office have air purifiers or live plants? (2 points)
14. Does your office take part in team-building exercises? (e.g., park clean-ups, offsite activities, dog walking programs) (2 points)
15. \* Does your business have a reward and recognition program? (1 point)
16. Have you performed any practices related to a safe and healthy work environment not covered elsewhere in this section? If yes, please explain. (1 point)

## TOTAL POSSIBLE POINTS

**SMALL BUSINESSES:** 20 Points

**MEDIUM/LARGE BUSINESSES:** 32 Points

# TRANSPORTATION

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1. \* Do you provide a benefit program that encourages the use of public transportation? (2 points)
2. \* Do you offer an employee carpool program to help employees find carpool partners? (1 point)
3. \* Does your business offer incentives to discourage employees from driving to work alone? (3 points)
4. Do you provide well-lit, safe, and weather-protected onsite bicycle parking for employees? (2 points)
5. Do you provide showers and lockers for bike commuters to use? (3 points)
6. Does your business participate in "Bike to Work Week," "International Car-Free Day," or other sustainable transportation events? (2 points)
7. Do you have a telecommuting or flextime policy? (2 points)
8. Does your business use teleconferencing or webinars instead of traveling to meetings? (1 point)
9. If more than one employee attends an offsite meeting, do your employees carpool when possible? (2 points)
10. Do you provide any onsite electric vehicle charging stations? (1 point)
11. \* Have you signed up for a Car Share Program and provided free or reduced membership to your staff? (2 points)
12. Have you performed any transportation-related green practices not covered elsewhere in this section? If yes, please explain. (1 point)

## TOTAL POSSIBLE POINTS

**SMALL BUSINESSES:** 14 Points

**MEDIUM/LARGE BUSINESSES:** 22 Points



# COMMUNITY STEWARDSHIP

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1. \* Does your business participate in a Community Sponsored Agriculture (CSA) or another farm-to-work program? (3 points)
2. \* Do you donate to or share your business space with local organizations for activities or events that promote sustainable or social justice practices? (3 points)
3. Does your company display art created by local artists or employees? (1 point)
4. Does your company donate materials such as furniture or electronics to charities or nonprofits? (3 points)
5. Does your company incentivize employee participation in mentoring or tutoring programs for youth? (3 points)
6. Does your company sponsor any social or environmental community causes? (2 points)
7. Does your company participate in and encourage employee participation in community volunteer events? (3 points)
8. \* Does your company have a program to match employees' individual charitable donations? (2 points)
9. Have you invited staff from the Office of Sustainability to come speak to employees about Austin's Climate Equity Plan and the role we all can play? See the note below for more information. **Note:** If you are interested in having someone come speak to employees, please email [Mary K. Priddy](#). (3 points)
10. Have you performed any practices related to community stewardship not covered elsewhere in this section? If yes, please explain. (1 point)

## TOTAL POSSIBLE POINTS

**SMALL BUSINESSES:** 20 Points

**MEDIUM/LARGE BUSINESSES:** 32 Points