

**Scale it Up! Sustainability (SIU) and  
SIU’s Sustainability Training for Women Entrepreneurs (STWE) Program  
Sustainability Policies 2017**

**Working Definition of Sustainability**

Sustainability is defined as sustaining biosphere, its ecological system and human societies living in the system. For SIU and our program STWE, this means planning and acting in a way that prevents systematic degradation of these systems. The root causes that degrade the physical systems have been identified through basic scientific laws governing the biosphere (thermodynamics, natural cycles, and gravity), and basic human needs categorized by Chilean economist Alexander Max-Neef that help determine the needs of humans to lead sustainable and fulfilled lives. These scientific laws and analysis of human needs are the basis of the formulation of Sustainability Conditions and Corresponding Principles. There are four additional social sustainability system conditions and principles that have, in recent years been added to the ones stated here and, in the future, when we have funding and a staff, we intend to lead stakeholder engagement that will allow us to revise and expand our policies, to make sure we address these and the additional system conditions.

**System Conditions and the Corresponding Sustainability Principles:**

<b>The Four System Conditions...</b>	<b>. . . Reworded as The Four Principles of Sustainability</b>
In a sustainable society, nature is not subject to systematically increasing:	To become a sustainable society we must...
1. concentrations of substances extracted from the earth's crust	1. eliminate our contribution to the progressive buildup of substances extracted from the Earth's crust (for example, heavy metals and fossil fuels)
2. concentrations of substances produced by society	2. eliminate our contribution to the progressive buildup of chemicals and compounds produced by society (for example, dioxins, PCBs, and DDT)
3. degradation by physical means	3. eliminate our contribution to the progressive physical degradation and destruction of nature and natural processes (for example, over harvesting forests and paving over critical wildlife habitat); and
4. and, in that society, people are not subject to conditions that systemically undermine their capacity to meet their needs	4. eliminate our contribution to conditions that undermine people’s capacity to meet their basic human needs (for example, unsafe working conditions and not enough pay to live on).

**SIU Sustainability Policy Statement:**

Scale it Up! Sustainability, through its activities including the Training for Women Entrepreneurs Program:

- conducts its business and activities with the goal to move toward compliance with the SPs
- minimises as much as possible its energy and natural resource use and emitting of greenhouse gas emissions
- commits to annual analysis and focus on continual quantitative and qualitative improvement
- leads by example and seeks to influence change by providing opportunities, training, knowledge, skills and support to entrepreneurs directly and to organizations and individuals that support and train entrepreneurs through its programs and services

**STWE supports and commits to the United Nations Global Compact Ten Principles:**

**Human Rights**

Principle 1: Businesses should support and respect the protection of internationally proclaimed human rights;

Principle 2: make sure that they are not complicit in human rights abuses.

**Labour**

Principle 3: Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining;

Principle 4: the elimination of all forms of forced and compulsory labour;

Principle 5: the effective abolition of child labour; and

Principle 6: the elimination of discrimination in respect of employment and occupation.

**Environment**

Principle 7: Businesses should support a precautionary approach to environmental challenges;

Principle 8: undertake initiatives to promote greater environmental responsibility; and

Principle 9: encourage the development and diffusion of environmentally friendly technologies.

**Anti-Corruption**

Principle 10: Businesses should work against corruption in all its forms, including extortion and bribery.

<http://www.unglobalcompact.org/AboutTheGC/TheTenPrinciples/index.html>

## **SIU's Sustainability Strategy**

### **High-Level Goals for Phase 1 (2017-2019):**

- I.SIU will create as much strategic sustainability impact in its sphere of influence as possible**
- II.SIU will lead by example by creating and implementing its own sustainability strategy**
- III.SIU will provide training to individuals and groups that provide the knowledge and skills to plan and implement strategic sustainability in their own companies and activities**
- IV.SIU will partner with other organizations to raise awareness, knowledge and skills about sustainability**
- V.SIU will communicate its efforts transparently to its stakeholders and to the public**
- VI.SIU will annually assess its sustainability strategy and performance and set goals to improve and to expand its sphere of influence**

### **Stakeholder Engagement**

Stakeholder Engagement is an important component of sustainability. SIU will engage with its stakeholders as its programs and communications evolve.

As a Sole Proprietor and as a business and nonprofit program just starting out, some of these engagements are limited due to lack of funding and time; however, they will evolve and grow over time. The engagement opportunities listed here are those that SIU believe can be developed as it expands over time.

### **Partner Engagement**

- Ask diverse groups and organizations to partner and collaborate on programs and activities
- Offer resources, knowledge and skills to help partners in their own sustainability efforts
- Develop and offer presentations and workshops to partners and their stakeholders to help them meet their own sustainability, CSR and business goals and to expand knowledge about sustainability
- Share knowledge and resources with partners and their stakeholders
- Communicate partner and collaborative efforts, news and progress with stakeholders and the public

## **Community Engagement**

- Communicate SIU's sustainability commitment to its stakeholders and to the public
- Help with and highlight SIU's stakeholders' authentic and transparent sustainability activities and progress
- Share SIU's own sustainability strategy, plans and activities to stakeholders annually in a scheduled meeting
- Engage with stakeholders, especially SIU's target audiences and ask for their ideas, interests, needs through surveys, conversations, and other two-way communication avenues
- Make efforts to be inclusive in SIU's programming. For example, in STWE programming, reach out to diverse communities and individuals to ensure that individuals and groups have opportunities to be included
- Provide pro-bono opportunities to engage the public, small businesses, and entrepreneurs in programming and training on a quarterly basis

## **STWE Supplier and Vendor Engagement**

- Alert all SIU and STWE suppliers to interests in and requirements for sustainability
  - Send new suppliers (if supplier does not publicly provide information) surveys to learn about their sustainability strategy, activities, plans, products & services and their own requirements of their supply chain and vendors
- a. Suppliers and vendors to interact and work with include:
- travel agent, hotels, food service, office product suppliers, consultants, etc.
  - Seek out suppliers and vendors who have sustainability policies, develop, offer and sell sustainable products and services, and communicate transparently and authentically their activities
  - Use SIU's guidelines to guide contract and purchasing decisions at least equal to other considerations like price, convenience, and quality
  - Develop communications and work with partners to communicate efforts, successes, mistakes and room for improvement

## **Communications**

- Communicate efforts and outcomes transparently including challenges, choices, and successes to the public, partners, the media, and participants of STWE programs
- Communicate efforts & outcomes on the SIU website to sponsors and funders, as appropriate
- Communicate efforts & outcomes in presentations as appropriate

## **Measuring and Monitoring**

- Measure through qualitative and quantitative data regarding SIU's own sustainability performance
- Internal operations including energy and water use, greenhouse gases emitted
- Reduction of waste, recycling all that is possible, reuse of products
- Purchases and use of sustainable products and services

## **Components of Internal SIU/STWE Sustainability Plan**

- 1. Procurement**
- 2. Supplier and Vendors**
- 3. Operations**
- 4. Meeting Planning and Production**
- 5. Travel**

### **Procurement**

- Wherever possible, purchase no disposable, single-use products
- For purchases, only use the same reusable shopping bags
- Ask first: do we really need a purchase?
- Purchase used products if available
- Purchase products with the highest amount of recycled material content
- Purchase products that can be recycled or are biodegradable
- Purchase products with the highest percentage of organic ingredients or materials available
- Purchase fair trade or direct trade products that ensure social sustainability in the supply chain
- Purchase locally sourced products whenever possible from stores that are owned within the community

### **Suppliers and Vendors**

- Wherever possible, hire and work with suppliers/vendors who have sustainable products, services and practices
- Before hiring new contractors, consultants and vendors, send information about SIU and ask them to fill out a survey to find out about their own operations, even if they are also working out of their home
- Take the survey answers into consideration when making hiring and contract decisions

### **Operations**

- Use the minimum amount of fossil fuel resources possible
- Use the minimum amount of natural resources possible
- Purchase green electricity for operations as available and share this information with contractors and consultants hired
- Cycle and use public transportation whenever possible when traveling to meetings and events
- Use reusable products and bags as much as possible; purchase recyclable products whenever available
- Recycle all materials, packaging and products that are recyclable
- Compost all food scraps
- Use non-toxic and organic cleaning products

- Only print documents on paper if absolutely necessary and print double sided

### **Meeting Planning and Production**

- If the workshop or event is being produced by STWE, sustainability policies and elements will be an important criteria of the selection process of the venue and other suppliers and vendors
- If the workshop or event is produced by an organization that has hired by or partnered with SIU or STWE, every effort will be made by STWE to influence the organizers to book or find a sustainable venue and other suppliers and vendors (in the case of higher education events, this may not always be possible, but the effort will be made to do whatever is possible)
- For all long distance travel by STWE staff and contractors, carbon offsets will be calculated and paid.

### **Venue Selection Process**

- Request for any sustainability certifications, policies and practices of the venue
- Have a conversation or send a list of questions to ask prior to deciding on a venue unless there is sufficient information available online about the venue's sustainability practices and policies
- In an urban location, location and access to bike or to take public transportation to and from the venue will be taken into account

### **Considerations when Selecting a Venue**

- Consider the following practices when making a selection of a venue for workshops or other events
  - Meeting or workshop room that have an outdoor view to nature and are designed to access natural light
  - energy-efficient lighting and purchasing of green energy
  - programmable thermostats in the conference rooms and assurance of balanced temperatures with minimal use of air conditioning and heat
  - motion sensors for lighting in intermittently used rooms
  - High quality, water-saving devices for toilets and faucets in bathrooms
- A purchasing policy or history of making sustainable choices in obtaining equipment and items including reusable linens, dishes and cutlery and environmentally friendly products, including ENERGY STAR® equipment or low energy equipment, low VOC (Volatile Organic Compounds) paints and cleaning supplies (MSDS Health Hazard Rating of 1 or less), remanufactured toner cartridges, post-consumer recycled content paper, and recyclable plastics.
- A robust on-site recycling program to capture paper, cardboard, metals, glass, plastics, and separate organic materials for composting.
- If the venue includes in-house catering and accommodations also ask regarding practices surrounding food and beverages and accommodations regarding sustainability

- Sustainability and environmental training and policies for employees of venue
- Living wage for all employees of venue

### **Considerations When Selecting a Caterer**

- Decisions regarding catering should include sustainability, which should carry equal weight to price, menu, flash, time efficiency, luxury, or convenience.
- Certifications towards sustainability or a sustainability and procurement policy will be considered
- Communication of the policies is consistently given to engage all employees, vendors and clients
- Sustainability training given to employees
- Living wage for all employees
- Food, ingredients, and beverages primarily locally grown/in-season; organic; fair trade; healthy Purchase water, beverages, condiments and other food items in bulk to minimize packaging
- Food and beverage service and scheduling should be planned in a manner to minimise any disposable packaging of meals (no lunch sacks, disposable coffee cups, plastic-wrapped fruit, cookies, etc.)
- Refreshments that are served in, on and with reusable tableware and minimal packaging and plastic, locally sourced as much as possible or, if disposable, then only compostable tableware
- Leftover, unserved food arranged to be donated to a local food bank or soup kitchen
- Careful recycling and composting are practiced
- Use of reuseable linens, dishes and cutlery and environmentally friendly products, including ENERGY STAR® and cleaning supplies (MSDS Health Hazard Rating of 1 or less), and recyclable plastics.
- Ask caterer to provide participants through signage info on
- locally-sourced, climate-smart menus, etc.

### **Workshop Supplies and Printed Materials**

- Be creative to minimise printing of collateral; printed material on recycled content paper
- Giveaways and materials used should be as eco-friendly as possible

### **Travel**

#### **Travel and Transportation Information and Resources for retreat or out-of-town attendees to events**

- Alert attendees to environmentally-friendly transportation choices such as mass transit
- Help participants to organize car-pooling for getting to and from the event
- Educate participants about offsetting of carbon for travel

**Individual Travel decisions for Business (get assistance from a sustainable travel provider or agent)**

- Avoid unnecessary travel and fly economy if necessary to travel
- Select the most sustainable mode of travel, including bus, train, airline, type of aircraft, etc.
- Coordinate meetings and hold virtual meetings to decrease travel
- When necessary or available, use hybrid/biofuel/electric, small+efficient rental cars
- Monitor and measure own greenhouse gas emissions, carbon offsetting
- Take into consideration environmental impact with travel decisions

**Opportunities to investigate with suppliers, vendors, products and services**

**Communications regarding SIU and STWE Sustainability**

1. Share information to assist in market transformation
2. Lead by example
3. Spur innovation, changes in the wider communities
4. Increase “license to operate” of IGBP

**Communicate efforts of sustainability policies, improvements, mistakes transparently**

- Available upon request
- Shared with stakeholders

**Monitor and measure sustainability and communicate outcomes**

**For more information, contact:**

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