

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. ≥ 75% of bulb lighting is LED and 100% of tube lighting is T5/T8 fluorescent or LED
6. ≥ 75% of large appliances/equipment are ENERGY STAR® Certified (washer/dryer, fridges, computers)
7. ≥ 75% of Hair Dryers use 1600 Watts or less OR have eco-settings to reduce temperature, and all stylists have been trained to use settings to reduce energy use
8. All sink stations have hand towels or efficient hand dryers in place of conventional dryers or paper towel
9. All hot water pipes are insulated
10. High efficiency hot water tank or on-demand water heating system installed
11. **Renewable energy credits are purchased for 100% of energy consumption**
12. Building generates solar, wind, geothermal or solar hot water
13. Renovations or upgrades use ≥10% recycled, repurposed or used materials

WASTE

14. Works with Green Circle Salons to repurpose and recover waste materials
15. Reusable foils or other waste-reducing techniques are used in place of disposable options for treatments
16. All food waste and soiled paper are composted AND 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. ≥ 1 other hard-to-recycle item is being recycled (broken appliances, clippers, aerosol spray bottles, etc.)
19. Conducted a waste audit in the past 12 months

WATER

20. **Tap water consumed rather than bottled water** 
21. All faucets employ ≤ 6.0 LpM aerators
22. All toilets and urinals are ≤ 6.0 LpF
23. Low-flow hair washing wands are installed ≤ 6.0 LpM AND/OR low-flow shower heads ≤ 7.6 LpM
24. ENERGY STAR® Certified rated washing machines used OR commercial washing machines are rated energy efficient

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. ≥ 3 major paper product have ≥ 50% post consumer recycled content or 100% recycled
30. ≥ 75% of cleaning supplies are eco-friendly (including products used by commercial cleaners)
31. **Business does not stock single-use plastic bags for staff or customers use** 
32. **No single use food and beverage products purchased for staff and client use (e.g. coffee cartridges, stir sticks)** 
33. Actively works with suppliers to reduce packaging and encourage more sustainable practices
34. Reusable gloves are used in ≥ 50% of sessions
35. Products sold can be refilled within the spa or salon
36. **Sustainable Spa/Salon Product Purchasing Policy in place for selecting hair and body products.**
37. Carry ≥ 1 local (island-made) product line (cosmetic, hair, spa products, etc.)
38. **All linens used in offered services are made from natural fibers to avoid releasing micro plastics when washing** 

CLIMATE ACTION

39. No aerosol products containing Freon152A used
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 premises

SPA & SALON CHECKLIST

- 46. Company is committed to taking meaningful action towards Truth & Reconciliation with Indigenous Peoples OR is Indigenous owned
- 47. Staff actively educate customers on relevant environmental and sustainability initiatives
- 48. Employee Health and Wellness Program in place
- 49. Employee traditional benefits package in place

ADDITIONAL ACTION

- 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 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 17, 20, 31, 32 and 38 MUST be completed to become certified as an Ocean Friendly Business by Surfrider Vancouver Island

PROGRAM ELIGIBILITY

Spa/Salon: Salons or Spas are businesses that deal primarily in hair, body or aesthetic treatments on humans or pets. This sector does not include or certify medical clinics or dentist offices.

Eligible businesses must:

1. Have less than 100 full-time equivalent employees
2. Be a registered not-for-profit, charity or business. If you are a franchise, brand, division or subsidiary, the local manager must submit the application
3. Be located on Vancouver Island
4. Have a commercial location, or a home-based business space with >500 square feet of dedicated space

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)

RESOURCES

For more information on rebates and incentive programs and how you can make your business more sustainable while improving your brand appeal, retaining staff, and reducing operating costs visit:

www.vigbc.ca

REQUIRED DOCUMENTATION

- 11. Proof of purchase for renewable energy credits
- 36. Provide documentation of Sustainable Spa/Salon Product Purchasing Policy in place when it comes to selecting hair and

body products and where they are made and what ingredients are used

- 40. Provide documentation of publicly available emissions measurement, reduction plans, and actions
- 41. Provide receipts for purchase of verified carbon credits
- 44. Provide relevant materials from employee manual

Additional Action we understand every business is different. You are welcome to describe an additional action your business has taken to reduce its environmental impact and/or positively impact its community. Your VIGBC Verifier may be able to award credit for one action, depending on its comparability to the actions listed in the VIGBC checklist.

DEFINITIONS

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.

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. VIGBC will consider Green Seal™ Certified, ENERGY STAR® Certified or equivalent 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 dehumidifiers.

Renewable Energy Credits recognizes power 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.

SPA & SALON CHECKLIST

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.