




## 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 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 ≥10% recycled, 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 AND all electronics, batteries and lightbulbs are recycled
16.  Efforts made to reduce soft plastics AND all soft plastics (shrink wrap, plastic bags, etc.) are recycled 
17.  All Styrofoam™ packing is reused or recycled
18.  ≥ 1 other hard-to-recycle item is being recycled (pallets, foil-lined bags, pens, 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 are and any urinals are ≤ 6.0 LpF
23.  Water catchment/reuse or greywater recycling system in place

## TRANSPORTATION

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

26.  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
27.  ≥ 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

28.  ≥ 3 major paper products have ≥ 50% post consumer recycled content or 100% recycled
29.  ≥ 75% of cleaning supplies are eco-friendly (including cleaning products used by commercial cleaners)
30.  **Sustainable Retail Purchasing Policy in place for selecting retail products**
31.  Store does not stock single-use plastic bags for staff or customers use 
32.  Store uses reused/recycled material to wrap fragile items sold to customers
33.  No single use food and beverage products purchased for staff and client use (e.g. coffee cartridges, stir sticks) 
34.  Stock ≥ 5 products that are Carbon Neutral, EcoLogo™ Certified, FSC, Certified Organic, Fairtrade, B Corp or another reputable certification standard
35.  ≥ 20% of all goods sold are from local BC sources
36.  Actively works with suppliers to reduce packaging and encourage low-emission deliveries
37.  Products sold and their associated packaging can be returned by customers for recycling/upcycling at no additional cost

## CLIMATE ACTION

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


## SOCIAL

40.  ≥ 50% of employees volunteer in a community event or charitable activity on company time (≥ 1 day per year)
41.  Annual donations made to local environmental or community-related charities and non-profits, at an amount of ≥ \$50 per full-time employee
42.  **Environmental sustainability is incorporated into the hiring process, employee orientations, and training programs**
43.  Environmental values and actions are posted publicly online and on the premise
44.  Company is committed to taking meaningful action towards Truth & Reconciliation with Indigenous Peoples OR is Indigenous owned
45.  Staff actively educate clients on relevant environmental and sustainability initiatives
46.  Employee Health and Wellness Program in place
47.  Employee traditional benefits package in place

# RETAIL CHECKLIST

## Additional Actions

48.  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  
 = 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 Vancouver Island

## 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. Have a maximum of 100 full-time equivalent employees
2. 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
3. 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)

## 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](http://www.vigbc.ca)

## 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** 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

**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. 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 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



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# RETAIL CHECKLIST

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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