



SOUTHWESTERN PENNSYLVANIA  
SUSTAINABLE BUSINESS COMPACT

**PERFORM, DISCLOSE, THRIVE.**

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✉ TO SUBMIT AN APPLICATION OR QUESTIONS, email [compact@sustainablepittsburgh.org](mailto:compact@sustainablepittsburgh.org).

ℹ FOR MORE INFORMATION, go to [c4spgh.org/compact](http://c4spgh.org/compact).



## What is business sustainability, and why does it matter?

Far beyond philanthropy or operational efficiency alone, business sustainability refers to an organization's full range of economic, social and environmental impacts. Businesses that incorporate sustainability practices realize an advantage with customers, employees and recruits, and financially. By demonstrating responsibility and creativity in the use of precious human, natural and capital resources, sustainability leaders ensure enduring economic and social prosperity for their businesses and for our region's people.

Stakeholders care deeply about sustainability:

- It is increasingly important in attracting and retaining talent.
- More than a third of consumers around the world say they prefer to buy from brands viewed as doing social or environmental good.
- Recognizing the strong link between business sustainability performance and financial performance, more than 70 percent of investors responding to a 2016 survey said that sustainability was central to their investment decisions.
- As a result, business customers are incorporating sustainability requests into their supplier-vetting processes and RFPs.

As stakeholders increasingly demand it, companies are incorporating sustainability into their corporate strategies and business practices. They're doing so not just because it's the right thing to do, but because it benefits the bottom line. A business becomes sustainable by developing organizational capacities for the long-term performance of the organization, the community of which it is a part, and the environment that supports both. Continuous improvement of these capacities means better financial outcomes, greater efficiencies, higher performance, and new opportunities. They also contribute to economic prosperity and quality of living in the business' communities.

## What is the Southwestern Pennsylvania Sustainable Business Compact?

The Southwestern Pennsylvania Sustainable Business Compact provides an opportunity for the region's businesses to voluntarily engage in sustainability practices that simultaneously advance their economic and governance performance, the environment, and the social fabric of their communities. Businesses that incorporate sustainable practices into their operations and commit to a regional sustainability orientation stand out as valuable contributors to Southwestern Pennsylvania's sustainable development. As more businesses apply sustainability in their operations and community responsibility, the cumulative benefits produce more business success and, in turn, a stronger region poised to thrive and continue its legacy of innovation.

The peer-reviewed Compact was designed to incorporate global reporting practices along with the input of local business sustainability officers. In addition to providing a range of possible sustainability actions, the Compact is a framework for measuring, tracking, and reporting on sustainability performance of individual companies and, in aggregate, the region as a whole. Sustainability reporting enables businesses to better understand the link between their sustainability management practices and their long-term financial performance. It is a tool for setting goals, managing progress, communicating impacts to key stakeholders, and gaining recognition. According to the G&A Institute, 81 percent of the S&P 500 published a sustainability report in 2015.

## How can my business benefit from issuing a Compact?

For the business taking its first steps in sustainability, the Compact offers a baseline for implementing policies and initiatives, tracking performance and making improvements. The Compact provides guidelines for reporting on sustainability, helping the company to respond to stakeholders (including issuers of RFPs) and stand out among competitors. Furthermore, the Compact helps position some to report to the Global Reporting Initiative (GRI) or B Impact Assessment and respond to impact assessments from the CDP (formerly the Carbon Disclosure Project), RobecoSAM/Dow Jones Sustainability Index (DJSI), and others.

For the business that has embedded sustainability fully into its operations, culture and strategy, achieving Silver-, Gold-, or Platinum-level standing in the Compact is a means of receiving regional recognition for its sustainability disclosure and performance, as well as of incorporating sustainability issues of regional importance.

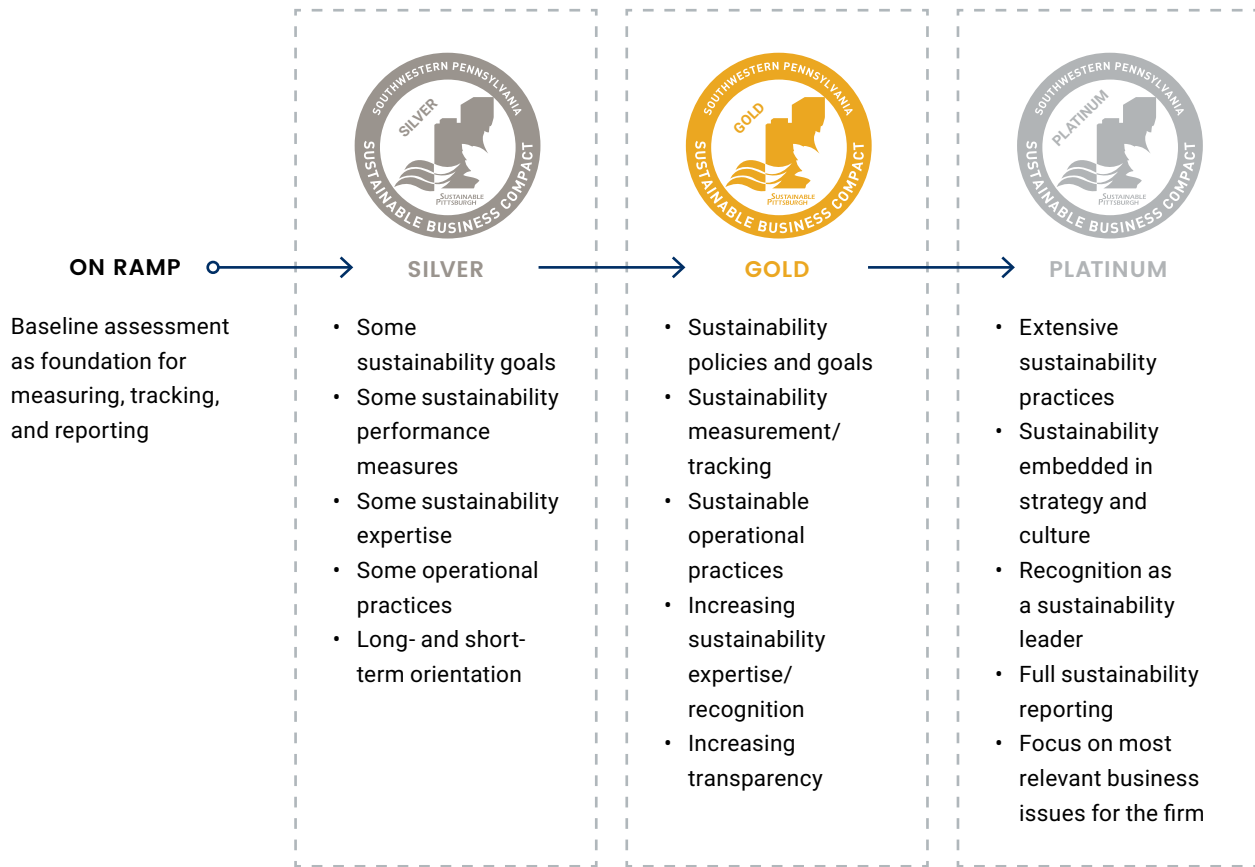
## What is involved in participating in the Compact at the On Ramp, Silver, Gold, or Platinum level of performance?

At increasing levels of sustainable performance, the Compact guides the user through –

- 1. SELF-ASSESSMENT:** By reviewing the guidelines that follow, a company can self-assess its sustainability performance.
- 2. SUBSTANTIATION:** To support its self-assessment, the company provides substantiation (required only at the Gold and Platinum levels).
- 3. MATERIALITY ASSESSMENT (REQUIRED ONLY FOR PLATINUM-LEVEL ACHIEVEMENT):** In financial reporting, materiality is the threshold beyond which missing or incorrect information is considered to have consequences for decision-making. Materiality for sustainability reporting is broader, reflecting the business' significant economic, environmental, and social impacts. These factors often have significant financial impacts for the organization in the short or long term. Reporting on materiality includes assessing the company's performance as compared to sustainability leaders in its field and reporting on plans for advancing toward or retaining leadership in its field.

There is no cost to participate in the Compact. A business earning the Silver, Gold, or Platinum level of achievement may, if it wishes, choose to purchase a commemorative plaque for display.

## Compact Levels of Engagement



Participants of the Southwestern Pennsylvania Sustainable Business Compact receive public recognition and may use the designation in their own reporting and communications.

### Earning On Ramp-level recognition

The Compact On Ramp is a tool to help your business take the first steps toward sustainability. For many companies, On Ramp commitment can help lay the groundwork for achieving higher levels of the Southwestern Pennsylvania Sustainable Business Compact. To earn On Ramp-level recognition, the business must simply complete the Compact On Ramp assessment, answering “yes” to at least five of the 16 questions about its business practices.

Access the Compact On Ramp on page 5 or at [c4spgh.org/compact](http://c4spgh.org/compact).

## Earning Silver-, Gold-, or Platinum-level recognition

A business may choose to skip to higher levels of Compact achievement in order to realize the operational benefits of sustainability, receive regional recognition and otherwise stand out from competitors, engage with stakeholders, or position for reporting to GRI, CDP, and other global assessments. To earn Silver, Gold-, or Platinum-level recognition, the business should skip the Compact On Ramp assessment and use the full Compact guidelines on page 7 and [c4spgh.org/compact](http://c4spgh.org/compact).

The Compact Guidelines comprise 14 categories of sustainable business practices in areas such as energy efficiency, economic prosperity, and social equity. Practices represent three levels of performance across all 14 categories: baseline, engaged, and transformative. The levels reflect the relative degree of effort a business needs to invest in order to integrate that practice into its operations. The more difficult it is to implement a practice, the more points are awarded. Baseline-level business practices are worth 1 point. Engaged-level practices are worth 2 points. Transformative-level practices are worth 3 points.

To earn recognition as a Silver-level participant, the business must complete half of the business practices at the baseline level and achieve a minimum score of 27 points. The business also must provide a statement that it is beginning to inventory its material sustainability issues.

To earn recognition as a Gold-level participant, the business must complete all of the business practices at the baseline level and half of the engaged-level practices, achieving a minimum score of 134 points. The business also must provide a statement that it is beginning to inventory its material sustainability issues, as well as web links (e.g., to the business website) to substantiate some of the sustainability practices reported in its Compact submission.

To earn recognition at the Platinum level, the business must complete all of the baseline and engaged business practices and half of the transformative-level business practices. It must achieve a minimum score of 288 points. The business must also disclose its material sustainability issues and provide a statement as to how it is addressing those issues. It must state which organizations in its industry or sector stand out as best-in-practice on those material issues and, based on that benchmark, how the participating organization is pursuing sector leadership. It must provide a link to its sustainability/corporate social responsibility report or other links (e.g., to the business website) to substantiate at least half of the sustainability practices reported in its Compact submission. These materials will include the company's materiality assessment.

Technical note: It is possible for a business to count a business practice from a higher-level category (e.g., engaged level) in place of an action at a lower level (e.g., baseline level); however, such a substitution will earn points at the lower level for which the substitution is taking place.

**RENEWAL:** To maintain Compact recognition, all participants must renew within 24 months of achievement. Participants may apply for higher levels of recognition at any time.

# ON RAMP TO COMPACT ACHIEVEMENT

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**To be recognized at the Southwestern Pennsylvania Sustainable Business Compact's On Ramp level, simply confirm the following:**

- The business demonstrates commitment to implementing sustainability practices by its "yes" answer to at least five of the 16 areas detailed below. Please list those areas by number here (for tracking in regional aggregate over time – not for publication):

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- The business hereby attests to its commitment to build on this baseline, with the goal of measuring, tracking, and reporting its sustainability performance over time.

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Company representative's signature

Date

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Printed name and title of company representative

**Submit the completed form to [compact@sustainablepittsburgh.org](mailto:compact@sustainablepittsburgh.org).** On Ramp participants will be recognized by name on the Compact website, [c4spgh.org/compact](http://c4spgh.org/compact).

## Environmental Sphere

*(often under the domain of operations or facilities management)*

- 1. ENERGY EFFICIENCY AND CONSERVATION:** Does the business track its monthly energy usage with the intent to conserve energy and increase efficiency, or has the business outlined its intention to help reduce global emissions of greenhouse gases that cause climate change through its ongoing operations and/or the use of its products and services?
- 2. SUSTAINABLE MATERIALS MANAGEMENT:** Does the business track how much it spends on the disposal and recycling of its waste materials with the intent of reducing waste to landfill?
- 3. SMART GROWTH, SUSTAINABLE COMMUNITIES, AND GREEN BUILDINGS:** Does the business choose green building design solutions, such as green roofs, sustainable landscapes, and storm water management strategies for the modernization or renovation of facilities?
- 4. WATER QUALITY AND STEWARDSHIP:** Does the business review and track its monthly water usage with the intent to reduce water consumption?
- 5. TRANSPORTATION:** Does the business seek to locate facilities in a centralized corridor accessible by public transportation?
- 6. AIR QUALITY IMPROVEMENTS:** Does the business have a policy, beyond regulatory requirements, to reduce emissions of air pollutants to the environment?

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## Social Sphere

*(often under HR, community engagement, marketing, and compliance)*

- 7. DIVERSITY AND EQUAL OPPORTUNITY:** Does the business have a policy that enforces a respectful and inclusive workplace and a process for ensuring that this policy is enacted?
- 8. WORKFORCE DEVELOPMENT:** Does the business have a program for employee professional development, training, and education?

**9. CITIZEN CIVIC ENGAGEMENT:** Does the business encourage employees to volunteer or otherwise be active in their local communities?

**10. HEALTH AND WELLNESS:** Does the business offer health insurance to all full-time employees?

**11. PRODUCT RESPONSIBILITY:** Does the business assess its products and services for health and safety impacts?

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## Governance Sphere

*(typically under management's domain)*

**12. GOVERNANCE AND MANAGEMENT:** Does the business have an ethics policy and means for regular reviewing it?

**13. ANTI-CORRUPTION:** Does the business assess its operations for risks related to corruption?

**14. ECONOMIC PROSPERITY:** Does the business demonstrate strong, sustained economic performance?

**15. REGIONAL LEADERSHIP AND ENGAGEMENT:** Does the business participate in the Green Workplace Challenge ([www.gwcpgh.org](http://www.gwcpgh.org))?

**16. SUSTAINABILITY DISCLOSURE:** Does the business issue a sustainability/corporate responsibility report?



# GUIDELINES FOR SILVER, GOLD, OR PLATINUM COMPACT ACHIEVEMENT

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Submit your application to [compact@sustainablepittsburgh.org](mailto:compact@sustainablepittsburgh.org). All application materials will remain confidential.

## Environmental Sphere

*(often under the domain of operations or facilities management)*

### 1. Energy Efficiency and Conservation

#### BASELINE

- 1.b1.** The business reviews and tracks its monthly energy usage.
- 1.b2.** The business actively maintains energy utility records of its past energy usage and uses them to track its energy performance over time.
- 1.b3.** The business has a plan for conserving energy.
- 1.b4.** The business has trained employees to conserve energy, e.g., turning off lights and equipment when it is not being used.
- 1.b5.** The business has distributed energy savings tips to its employees for use at work and at home.
- 1.b6.** The business has conducted a third-party or in-house energy audit of its major Southwestern Pennsylvania buildings and facilities.

#### ENGAGED

- 1.e1.** The business has implemented recommendations from completed energy audits.
- 1.e2.** The business uses ENERGY STAR Portfolio Manager or other standard method for benchmarking energy performance of its buildings.
- 1.e3.** The business budgets funds for investing in needed upgrades in equipment or facilities for energy efficiency.

**1.e4.** The business includes energy-efficiency and conservation reporting and discussions as part of regular staff meetings.

**1.e5.** The business maintains records on its major energy-using equipment, including its age, condition and nameplate data.

**1.e6.** The business has achieved an ENERGY STAR rating in its portfolio of buildings and facilities in Southwestern Pennsylvania.

**1.e7.** The business has a policy to purchase ENERGY STAR-rated equipment when available.

**1.e8.** The business purchases renewable energy certificates or contracts for emissions-free energy for at least 50 percent of its electricity.

**1.e9.** The business has calculated its carbon footprint, including at least scope 1 and scope 2 emissions.

#### TRANSFORMATIVE

**1.t1.** The business takes actions to promote energy conservation along its supply chain.

**1.t2.** The business has installed renewable energy equipment.

**1.t3.** The business purchases carbon offsets for transportation and other carbon emissions for at least 50 percent of its non-electricity-based carbon emissions.

**1.t4.** Through regional engagement, marketing or other means, the business supports the adoption of energy-efficiency practices and the promotion of resource conservation as a regional priority.

**1.t5.** The business participates actively in the Pittsburgh Green Workplace Challenge.

**1.t6.** The business has received regional recognition for its energy-efficiency and conservation practices.

## 2. Sustainable Materials Management

### BASELINE

**2.b1.** The business tracks how much it spends on the disposal and recycling of its waste materials.

**2.b2.** Through signage, messaging or other means, the business encourages its employees to participate in waste-reduction and recycling activities both at home and at work.

**2.b3.** The business has a written waste-reduction, re-use, recycling policy for its facilities.

### ENGAGED

**2.e1.** The business has conducted an audit of its waste stream and knows its current waste generation rates.

**2.e2.** The business pursues waste-reduction strategies based on a waste audit.

**2.e3.** The business has performed one or more life cycle assessments of its products and services and taken actions to improve the environmental footprint of those products and services.

**2.e4.** The business has an environmentally preferable purchasing policy for its facilities and operations to reduce waste.

**2.e5.** The business trains its employees in its waste-reduction, reuse and recycling policies/operations.

**2.e6.** The business buys recycled products through its supply chain.

**2.e7.** The business diverts organic waste for productive use.

**2.e8.** The business recycles its e-waste through a Basel Action Network e-Stewards Recycler or other certified electronic waste handler.

### TRANSFORMATIVE

**2.t1.** The business reduces waste along its supply chain.

**2.t2.** The business supports, promotes, and participates in the implementation of regional waste-reduction, re-use, and recycling policies, programs and efforts.

**2.t3.** The business has received regional recognition for its waste-reduction, re-use, and recycling practices.

## 3. Smart Growth, Sustainable Communities, and Green Buildings

### BASELINE

**3.b1.** The business avoids placing new production sites near environmentally sensitive or protected areas and/

or uses the precautionary principle and highest level of safeguarded operational techniques for operating near such environments.

**3.b2.** The business practices and/or contributes to historic preservation programs in the region.

**3.b3.** The business has chosen to occupy existing space rather than new construction for a majority of its facilities.

**3.b4.** The business chooses green building design solutions, such as green roofs, sustainable landscapes, and storm water management strategies for the modernization or renovation of facilities.

**3.b5.** The business has adopted LEED-based guidelines for new building design and construction.

### ENGAGED

**3.e1.** The business has constructed or resides in a Southwestern Pennsylvania LEED-certified building, space, or neighborhood.

**3.e2.** The business has rehabilitated an existing space or structure using LEED-EB guidelines or equivalent.

**3.e3.** The business has transformed and occupies a formerly blighted or abandoned property.

**3.e4.** The business occupies a historic or civically significant space.

**3.e5.** The business examines the neighborhood walk score, transportation score, and the housing and transit affordability index in its decisions about where to locate its facilities.

**3.e6.** The business uses traditional neighborhood development (TND) plans and contextually sensitive design for its facility construction and location.

**3.e7.** The business is active in regional planning initiatives.

**3.e8.** The business promotes biodiversity on its grounds and facilities as is applicable.

**3.e9.** The business has implemented a biodiversity or wildlife preservation program on its regional sites as applicable.

**3.e10.** The business has rehabilitated a Southwestern Pennsylvania brownfield and/or located its facilities on a former Southwestern Pennsylvania brownfield.

**3.e11.** The business conserves the natural resources (habitats, water, minerals, trees, for example) on its properties, sites, and facilities.

**3.e12.** The business has created a conservation easement to protect its properties that provide habitat support and/or that contain significant natural areas.

**3.e13.** The business offers an employer-assisted housing program to its employees.

## **TRANSFORMATIVE**

- 3.t1.** The business resides in a facility with a green roof.
- 3.t2.** The business supports the adoption of smart growth strategies for Southwestern Pennsylvania's sustainable development.
- 3.t3.** The business promotes to the community a LEED-based approach to building design, responsible construction methods, and the renovation of existing structures.
- 3.t4.** The business has received regional recognition for its adoption and promotion of smart growth, sustainable community, and green building practices.
- 3.t5.** Through regional engagement, partnership or other means, the business supports initiatives to ensure our region's residents have access to quality and affordable housing.
- 3.t6.** The business has received regional recognition for its initiatives to ensure our region's residents have access to quality and affordable housing.
- 3.t7.** The business has received regional recognition for its regional conservation activities.

## **4. Water Quality and Stewardship**

### **BASELINE**

- 4.b1.** The business reviews and tracks its monthly water usage.
- 4.b2.** The business maintains accessible water utility records of its past water usage and uses them to track its water usage performance over time.
- 4.b3.** The business has a written policy and plan for conserving water.
- 4.b4.** The business has trained employees to turn off water and water-using equipment when it is not being used.
- 4.b5.** The business has distributed water-conservation tips to its employees.

### **ENGAGED**

- 4.e1.** The business updates and maintains system facilities and infrastructure to minimize water consumption and maximize efficiency.
- 4.e2.** The business has installed low-flow faucets, toilets, and other water flow control equipment.
- 4.e3.** The business is aware of how its facilities handle storm water.
- 4.e4.** The business minimizes storm water runoff through the installation of green infrastructure, such as green roofs, rain gardens, bio swales, below-grade garden

beds in parking lots, and rain barrels, among other storm water mitigation strategies as is site applicable.

- 4.e5.** The business does not send its storm water into sewers that combine with septic sewer systems.
- 4.e6.** The business goes beyond compliance for conserving and protecting regional water resources.
- 4.e7.** Through regional engagement, partnerships, or other means, the business supports the adoption of water-use reduction, improvements in water quality, and responsible water disposal practices, to maintain the region's healthy water resources.

## **TRANSFORMATIVE**

- 4.t1.** The business supports community organizations that are working to mitigate the region's combined sewer overflow and storm water runoff challenges.
- 4.t2.** The business has hosted and/or conducted outreach programs to educate the community about water conservation and quality, such as combined sewer overflow and storm water runoff challenges.
- 4.t3.** The business has received regional recognition for its commitment to regional water conservation, to improving the region's water quality, and for addressing combined sewer overflow and storm water runoff challenges.

## **5. Transportation**

### **BASELINE**

- 5.b1.** The business seeks to locate facilities in a centralized corridor that complements sustainable forms of transportation.
- 5.b2.** The business encourages its employees to walk, bicycle, take public transit, and ride-share for their commutes and for work-related activities.
- 5.b3.** The business offers incentives, such as pre-tax deductions, for employees that commute to work using public transportation, ride sharing, walking, and/or bicycling.

### **ENGAGED**

- 5.e1.** Through policy or practices, the business commits to reduce the global transportation impact of its products and services.
- 5.e2.** The business uses alternative energy vehicles to support on-site operations as applicable.
- 5.e3.** The business encourages telecommuting or ride sharing for employees' business travel.

**5.e4.** The business schedules conferences and meetings in a manner that minimizes transportation requirements.

**5.e5.** The business encourages the use of teleconferences to reduce travel for meetings.

#### **TRANSFORMATIVE**

**5.t1.** Through regional partnerships, marketing, or some other means, the business advocates to the community in support of public transit and other sustainable forms of transportation, such as carpooling, bicycling, and walking to improve mobility throughout the region.

**5.t2.** The business has received regional recognition for its support of public transit and other sustainable forms of transportation, such as carpooling, bicycling, and walking to improve mobility throughout the region.

### **6. Air Quality Improvements**

#### **BASELINE**

**6.b1.** The business promotes programs encouraging employees to reduce emissions of criteria and toxic air pollutants to the environment.

**6.b2.** The business monitors indoor air quality and promotes programs to improve it.

**6.b3.** The business has an emissions-reduction or -control policy.

#### **ENGAGED**

**6.e1.** The business has a purchasing policy designed to reduce its own use of harmful air pollutants.

**6.e2.** The business uses non-toxic and/or green chemistry materials for manufacturing processes, facilities, and/or office spaces.

**6.e3.** If applicable, the business has reduced its emissions harmful to human health beyond compliance levels.

**6.e4.** The business has installed proper anti-idling signage and has trained suppliers and employees on minimizing the idling of vehicles.

#### **TRANSFORMATIVE**

**6.t1.** Through regional engagement or other means, the business supports air quality improvement plans and policies to reduce harmful air pollutants to improve the region's air quality ranking and the region's health.

**6.t2.** The business has received regional recognition for its air quality improvement plans and policies to reduce harmful air pollutants to improve the region's poor air quality ranking and the region's health.

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## **Social Sphere**

*(often under HR, community engagement, marketing, and compliance)*

### **7. Diversity and Equal Opportunity**

#### **BASELINE**

**7.b1.** The business has a written policy prohibiting discrimination and valuing diversity.

**7.b2.** The business' leadership demonstrates commitment to/support for creating a diverse and inclusive workplace.

**7.b3.** The business has a policy that enforces a respectful and inclusive workplace and a process for ensuring that this policy is enacted.

**7.b4.** The business provides professional development for all employees, with development and advancement opportunities open to everyone in the organization.

**7.b5.** The business has a plan or policy that encourages conducting business with minority and/or women-owned businesses.

**7.b6.** The business has a written plan and goal statement for incorporating diversity, equity and inclusion.

**7.b7.** The business participates in a range of community events that reflect diverse participation.

#### **ENGAGED**

**7.e1.** The business has an established committee/group promoting diversity, equity and inclusion.

**7.e2.** The business offers mentoring and/or a diversity training program to all employees.

**7.e3.** The business has identified and implemented benchmarks/metrics related to diversity, inclusion and equity goals.

**7.e4.** The business has established an inclusive marketing plan, which includes an inclusive community outreach plan and inclusive marketing materials.

**7.e5.** The business has a strong, written employee recruitment plan, which includes a comprehensive outreach strategy to attract diverse talent.

**7.e6.** The business has a strong, written employee retention plan, which is linked closely with the recruitment plan and includes a strategy to retain diverse talent.

#### **TRANSFORMATIVE**

**7.t1.** The business works closely with human resources to provide comprehensive, inclusive benefits packages to encourage diversity and equity, such as leave benefits,

domestic partner benefits, dependent care benefits, flexible work hours, and telecommuting.

**7.t2.** Through its marketing, regional partnerships or other means, the business promotes diversity, strives for equitable successes, and supports inclusion in the region's economy.

**7.t3.** The business has received regional recognition for its efforts relating to diversity, equity, and inclusion in the regional economy.

**7.t4.** The business has achieved gender and racial diversity (at least) in both management and its entire workforce, on par with industry peer metrics such as % of women in management or % of minorities in management.

**7.t5.** The business provides parental leave to all employees, regardless of gender.

## 8. Workforce Development

### BASELINE

**8.b1.** The business engages with programs that connect the region's employers with highly skilled students and educators.

**8.b2.** The business engages in outreach to university students for future employment opportunities.

**8.b3.** The business has a program for employee professional development, training, and education.

### ENGAGED

**8.e1.** The business sponsors workforce training for low-income and inner-city residents.

**8.e2.** The business creates green job opportunities.

**8.e3.** The business offers sustainability training programs to its workforce.

**8.e4.** The business offers flexible schedules, work-from-home programs, and other arrangements to employees to support work-life balance and employee professional development.

### TRANSFORMATIVE

**8.t1.** Through regional engagement, partnerships, or other means, the business supports regional efforts to increase participation in workforce opportunity trends, career opportunities and the education of the present and future workforce.

**8.t2.** The business has received regional recognition for its commitment to increase participation in workforce opportunity trends, career opportunities and the education of the present and future workforce.

**8.t3.** The business ensures employees' contracts are

written in a language easily understood by the employee and indicating scope of employment and procedures for leaving the job.

## 9. Citizen Civic Engagement

### BASELINE

**9.b1.** The business has an employee volunteer policy to encourage and support volunteerism.

**9.b2.** Through policy, practice, or some other means, the business encourages employees to be active in their local communities.

**9.b3.** Through policy, practice, or some other means, the business encourages its employees to run for office in their local communities.

### ENGAGED

**9.e1.** The business donates to charitable foundations and/or businesses within the region.

**9.e2.** The business engages with stakeholder groups to consult community interests and needs.

**9.e3.** The business participates in local community development efforts.

**9.e4.** The business supports local groups that create and operate community gardens, farmers' markets, parks, and trails in its community.

### TRANSFORMATIVE

**9.t1.** Through participation in local civic organizations or other means, the business supports civic engagement and community participation in civic decision making.

**9.t2.** The business has received regional recognition for its support of civic engagement activities and community participation in civic decision making.

## 10. Health and Wellness

### BASELINE

**10.b1.** The business offers a health insurance program to employees.

**10.b2.** The business provides access to wellness programs, such as weight loss, exercise, stress reduction, and/or smoking-cessation programs for employees.

**10.b3.** The business provides a safe work place for all employees.

**10.b4.** The business has a policy concerning parental leave.

## ENGAGED

**10.e1.** The business engages with regional outdoor recreational organizations to encourage its employees and their families to participate in outdoor recreational activities.

**10.e2.** The business has developed and implemented a health and wellness program.

**10.e3.** The business has a health and wellness committee that reviews the health and wellness program, surveys employees for its interests in the program, revises its goals, and engages in activities to promote health and wellness throughout the company.

**10.e4.** The business measures its progress on achieving its health and wellness goals.

**10.e5.** Management takes an active role in designing, reviewing, and promoting the health and wellness program in support of the health and wellness committee.

**10.e6.** Management has communicated with all employees in support of the health and wellness program.

## TRANSFORMATIVE

**10.t1.** Through regional engagement or other means, the business supports initiatives that promote the health and wellness of the region's communities.

**10.t2.** The business has received regional recognition for its initiatives that promote the health and wellness of the region's communities.

## 11. Product Responsibility

### BASELINE

**11.b1.** The business has a policy for preventing breaches of customer privacy and losses of customer data.

**11.b2.** The business has a policy for tracking the impact of breaches of customer privacy and losses of customer data.

**11.b3.** The business adheres to laws and regulations concerning the provision and advertisement of products and services.

**11.b4.** The business assesses its products and services for health and safety impacts and ensures regulatory compliance.

### ENGAGED

**11.e1.** The business tests procedures for preventing and tracking breaches of customer privacy and losses of customer data.

**11.e2.** The business publicly reports non-monetary sanctions and the monetary value of fines received for non-compliance with laws and regulations.

**11.e3.** The business assesses customer satisfaction through surveys or other means.

## TRANSFORMATIVE

**11.t1.** The business has a third-party-certified procedure for preventing and tracking breaches of customer privacy and losses of customer data.

**11.t2.** The business invests in efforts to reduce or eliminate the use and generation of hazardous substances associated with its products and services.

**11.t3.** The business complies with a code of ethics for marketing communications including advertising, promotion, and sponsorship.

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## Governance Sphere

*(typically under management's domain)*

## 12. Governance and Management

### BASELINE

**12.b1.** The business has an ethics policy.

**12.b2.** The business has a conflict of interest policy.

**12.b3.** The business supports its employees' engagement with professional societies.

**12.b4.** The business' employees follow professional codes of conduct and practice.

**12.b5.** The business publicly reports on environmental incidents/accidents.

### ENGAGED

**12.e1.** The business has a corporate social responsibility (CSR) or sustainability program.

**12.e2.** The business issues a CSR or sustainability report or integrates it into its annual report or other public reporting.

**12.e3.** The business assesses management's performance with respect to sustainability goals.

**12.e4.** The business has appointed a CSR or sustainability manager/coordinator/officer/committee.

**12.e5.** The business participates in the CDP (formerly known as the Carbon Disclosure Project).

**12.e6.** The business performs sustainability audits of its operations and facilities.

**12.e7.** Management has sustainability training.

**12.e8.** The business participates in regional sustainability professional development groups, conferences, and university courses or projects.

#### **TRANSFORMATIVE**

**12.t1.** The business participates in the Green Workplace Challenge ([www.gwcpgh.org](http://www.gwcpgh.org)).

**12.t2.** The business maintains a dashboard of sustainability measures that are continuously tracked and publically disclosed periodically.

**12.t3.** The business shows regional leadership in corporate sustainability by, for example, presenting its sustainability-related challenges, success stories and projects through regional sustainability professional development groups, conferences, or university projects.

**12.t4.** The business has received regional recognition for its governance and management activities relating to sustainability.

### **13. Anti-Corruption**

#### **BASELINE**

**13.b1.** The business assesses its operations for risks related to corruption.

#### **ENGAGED**

**13.e1.** The business trains its employees on its anti-corruption policies and procedures.

#### **TRANSFORMATIVE**

**13.t1.** The business trains its business partners on its anti-corruption policies and procedures.

**13.t2.** The business works only with suppliers having anti-corruption policies and procedures.

### **14. Economic Prosperity**

#### **BASELINE**

**14.b1.** The business has strong, sustained economic performance.

**14.b2.** The business pursues and documents long-term financial sustainability in addition to short-term quarterly performance.

**14.b3.** The business has met its regional tax obligations.

#### **ENGAGED**

**14.e1.** The business makes capital investments in its regional operations and facilities.

**14.e2.** The business invests in research and development activities in the region.

**14.e3.** The business has expanded its regional employment within the last 5 years.

**14.e4.** The business offers living wages (that is, a wage level that enables the earner to afford adequate shelter, food, and the other necessities of life) while maintaining its competitive positions. (See, for example, the Living Wage Calculator for Allegheny County.)

**14.e5.** The business invests in green technology implementation.

**14.e6.** The business sources its materials and supplies from regional sources as the regional market can provide economically.

**14.e7.** The business obtains its food supplies from regional farms and sources as the regional market can provide economically.

**14.e8.** The business partners with city government, other businesses, residents and community stakeholders in order to improve the community in which it operates.

#### **TRANSFORMATIVE**

**14.t1.** The business participates significantly in regional philanthropic activities. (As a guideline, median corporate giving in 2014 was 0.11% of revenues. Source: 2015 Giving in Numbers Brief)

**14.t2.** Through regional engagement, partnerships or other means, the business supports regional efforts that drive regional profit and prosperity from sustainable resource deployment and use.

**14.t3.** The business has received regional recognition for its commitment to regional profit and prosperity from sustainable resource deployment and use.

**14.t4.** The business solicits financial contributions from the public and private sectors in support of sustainability efforts that benefit the local community.

# FAQS

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## **How do I request exemptions for specific Compact guidelines?**

For business practices contained in the Compact that an applicant deems not applicable or otherwise inappropriate for its business, the applicant may request exemption, providing an explanation for the omission. For approved exemptions, the number of practices and points required to achieve a given level of performance will be adjusted accordingly.

## **How do I request exemption from Compact submission requirements?**

Businesses that have completed a sustainability or corporate social responsibility report within the past 12 months may submit a link to the report for consideration to receive credit for (thereby bypassing) significant portions or all of the Compact submission. The level of Compact recognition the business may achieve based on the bypass will depend on the level of performance and disclosure detailed in its sustainability report.

In particular, businesses that have issued a GRI report (core or comprehensive level) or have completed a sustainability reporting request from a globally recognized organization such as CDP or DJSI in the past 12 months may only need to report on a few regionally material criteria found in the Compact in order to achieve Platinum. Some businesses may be able to earn Platinum Compact status while bypassing Compact submission entirely. Sustainable Pittsburgh and its Compact program advisors will work with the applicant to determine the level of Compact achievement based on the applicant's reporting to other entities.

## **How do I submit questions, Compact materials, and requests for exemption?**

**EMAIL:** [compact@sustainablepittsburgh.org](mailto:compact@sustainablepittsburgh.org).



# ABOUT THE COMPACT

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## How were the Compact's sustainable business practices selected?

Sustainable Pittsburgh created the Compact through an extensive peer-reviewed process:

1. Benchmarking sustainable business rating systems, such as GRI as well as corporate social responsibility (CSR) reports and common business sustainability programs.
2. Translating benchmarked practices into sustainable business practices (in areas such as air quality, energy usage, water conservation, and sustainable materials management) and performance metrics.
3. Vetting these business practices through a peer-review process involving regional sustainability managers and other leaders in regional sustainability practice who assessed how meaningful these practices would be for Southwestern Pennsylvania's sustainability performance.
4. Aligning the vetted essentials into categories reflecting their contribution to baseline, engaged, and transformative levels of sustainable business practices.

The resulting Compact criteria reflect meaningful, measurable sustainable business performance. These indicators encompass the emergent, adaptive, and resilient capacities that sustainable businesses demonstrate.

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 **TO SUBMIT AN APPLICATION OR QUESTIONS**, email [compact@sustainablepittsburgh.org](mailto:compact@sustainablepittsburgh.org).

 **FOR MORE INFORMATION**, go to [c4spgh.org/compact](http://c4spgh.org/compact).