



EARTHCHECK

## GUIDE

This guide is to assist members with the first phase of the EarthCheck process, the Benchmarking Phase. It provides an understanding of the requirements members need to meet to successfully complete the Benchmarking Phase.

## The two phases

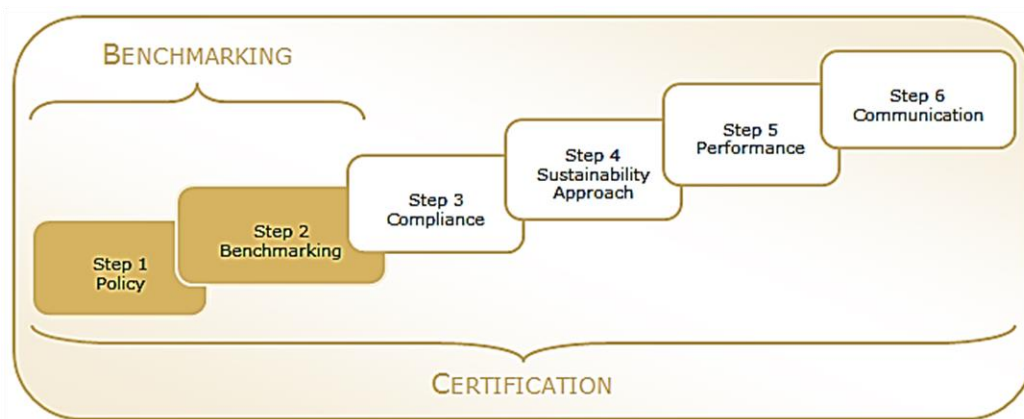
The EarthCheck process has two distinct phases,



**PHASE 1: BENCHMARKING**



**PHASE 2: CERTIFICATION**



In this guide, you will learn everything about **Phase 1 - Benchmarking** as well as the effective use of the EarthCheck Benchmarking Software and your Benchmarking Assessment Report.

### *Tip - Develop a Green Team!*

The organisation shall formally appoint a competent representative within the organisation as the EarthCheck Coordinator and establish a **Green Team**. This appointment must be supported by the highest managerial level.

The EarthCheck Coordinator will have responsibility and authority for:

- ✓ Ensuring that the long term Sustainability Approach is compliant to the Standard;
- ✓ Reporting on the performance of the organisation to management and/or key stakeholders.

# Phase 1 – Benchmarking

## Process overview

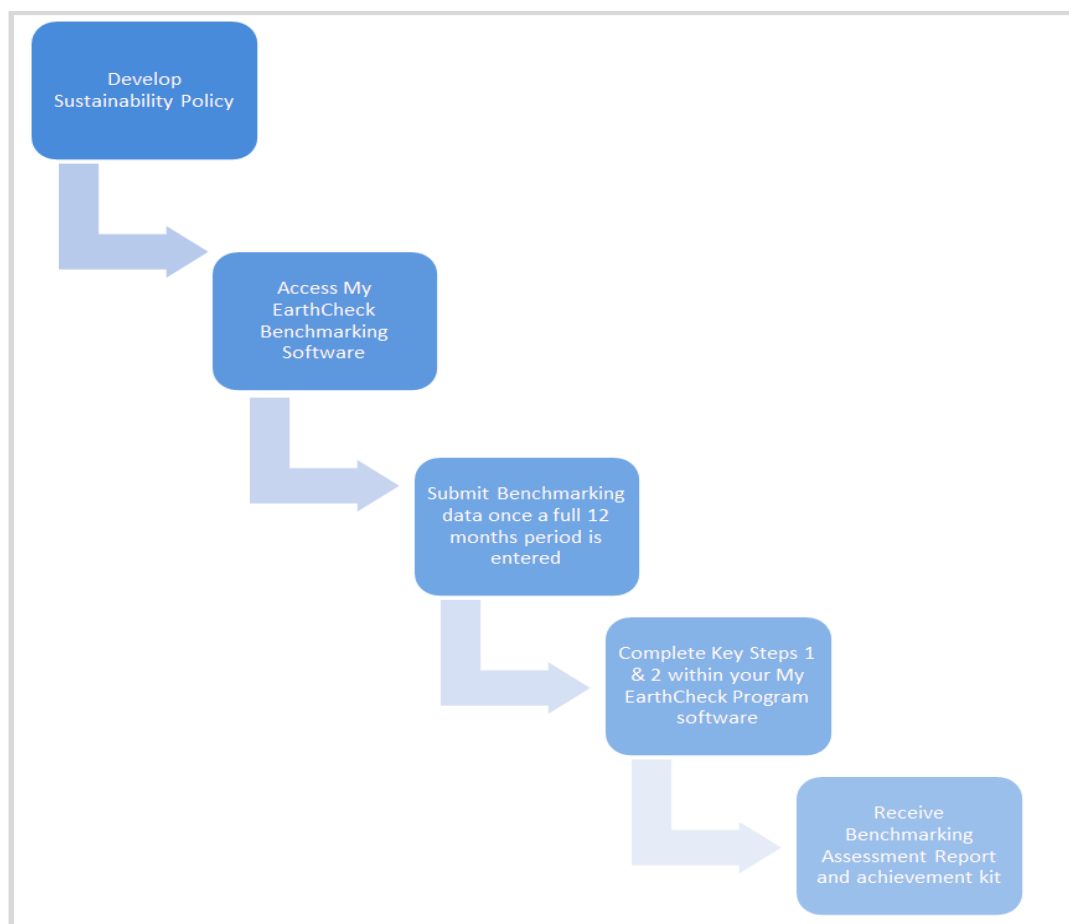
The EarthCheck Company Standard consists of **Six Key Steps**. To achieve Benchmarked status, you will only need to complete the following Key Steps:

-  1. Policy
-  2. Benchmarking

**Note:** This guide will only work you through Key Steps 1 and 2. For Key steps 3 - 6 please refer to the Guide - Phase 2 Certification which is accessible in the resources section of your ['My EarthCheck'](#).

In order to address these steps, you need to log in to your [My EarthCheck](#) which lets you navigate to both, your Benchmarking Software and your online Self Assessment Checklist.

These are the individual requirements to complete Phase 1 – Benchmarking:



### *Tip – Celebrate your Benchmarked Bronze achievement*



Once you have achieved Benchmarked Bronze status you will receive an achievement kit, including a certificate, stickers and access to the Benchmarked Bronze logo – display it prominently and proudly!

## Key step 1 – Policy

Key Step 1 of the program requires your organisation to develop an Environmental & Social Sustainability Policy.

### What is a Policy?

- A statement of your organisation's commitment to sustainability, performance improvement and meeting the requirements of the Company Standard.



### Action items

Your Environmental & Social Sustainability Policy needs to address:

- The scope and extent of the organisation's operations (including activities, products, services and facilities).
- The existing and potential environmental and social impacts (including risks of ecological impacts) relative to its location, the sensitivity of the local environment and the nature and scale of the services provided.
- All remaining criteria of the Company Standard referring to Key Step 1: Policy.

### Note

Your Policy must be:

- Signed by top level management;
- Communicated to relevant stakeholders, including staff, guests and suppliers;
- Made publicly available and reviewed annually; as well as
- Completed in conjunction with the 'Policy' section of your Online Self Assessment Checklist and prior to the submission of your Benchmarking data.

#### Tips - Preparing your Policy

Use the [Sample Sustainability Policy](#) provided in the Resources section of your My EarthCheck as a template for your Policy.

Complete the 'Policy' section of your Online Self Assessment Checklist as you develop your Policy. This will guide you through the requirements for your Policy to ensure it complies with the criteria of the Company Standard.

## Key step 2 – Benchmarking

Key Step 2 of the program involves a Benchmarking Assessment of your organisation's operational performance.

### What is Benchmarking?

- Collection of Benchmarking data for a 12 month data collection period.
- Entering and submission of your Benchmarking data online using your Benchmarking Software.

### Action items

- Log in to your '[My EarthCheck](#)' with your login details.
- Navigate to your Benchmarking Software, under the tab 'Program'
- Refer to the Benchmarking software guide in the resource section of your '[My EarthCheck](#)' for instructions on how to enter your Benchmarking data.
- Refer to our FAQs in the software ( ? ) for instructions on how to calculate data.
- Complete the *Benchmarking* section of your Online Self Assessment Checklist.

### Note

- Upon completion of the above steps EarthCheck will review your Benchmarking data and provide you with your Benchmarking Assessment Report.
- After completion of your Assessment you will be Benchmarked Bronze (unless you are a Certified member of the program already).

The image displays two screenshots of the EarthCheck Benchmarking software interface. The top screenshot shows the 'Bencharking' section with a date range of '01 Jan 2013 - 31 Dec 2013' and a 'Policy' section. The bottom screenshot shows the '2b. Benchmarking Data' section with a date range of '17 Jul 2013 - 16 Jul 2014' and progress bars for 'Policy', 'Energy', 'Water', and 'Waste'.

### Tips- Data entry

Flexibly enter data for the core indicators Energy, Water and Waste annually, quarterly or monthly.

This will:

- Allow the precise tracking and monitoring of performance;
- Show fluctuations in data throughout the year; and
- Facilitate interrogation of performance in those indicators.

## Benchmarking – Tools & Resources

### *My EarthCheck*

It's the secure online area for you to access our online tools and resources for Benchmarking and Certification. For more information access the software guide in the resources section of your '[My EarthCheck](#)'.

### *Online Benchmarking Software*

The online Benchmarking Software is an online tool available through My EarthCheck that enables you to enter, calculate and submit Benchmarking data. For further information access the Benchmarking Software guide in the resources section of your '[My EarthCheck](#)'.

### *EarthCheck Benchmarking Assessment Report*

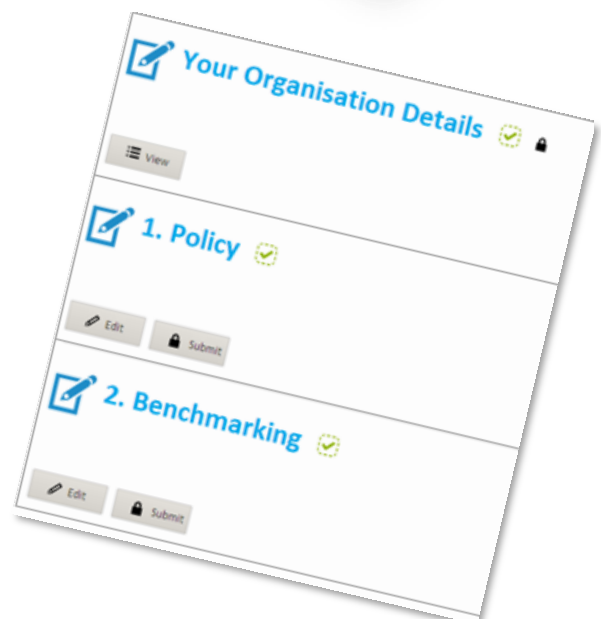
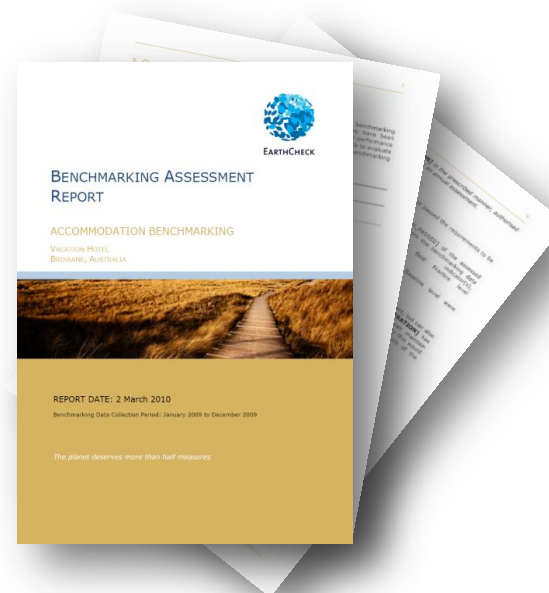
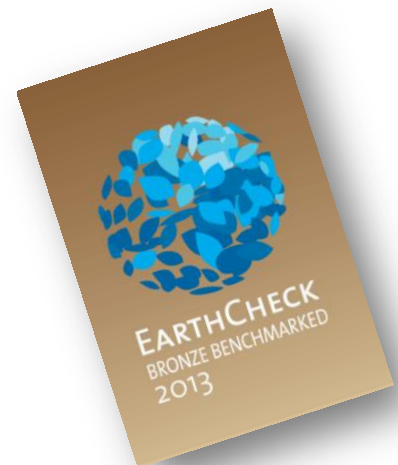
Once the Benchmarking Assessment has been completed, you are issued with a Benchmarking Assessment Report which will provide you with:

-  A summary of Benchmarking data submitted.
-  A graphical overview of your operational performance each year.
-  A comparison of your operational performance against Baseline and Best Practice levels in the same sector, country and climate zone.
-  Recommendations to encourage improvements.

### *Online Self Assessment Checklist*

During the Benchmarking Phase organisations are required to complete the following sections of their Online Self Assessment Checklist:

-  Organisation Details.
-  Policy.
-  Benchmarking.



**For further information about My EarthCheck contact your Relationship Manager or email: [relationshipmgt@earthcheck.org](mailto:relationshipmgt@earthcheck.org)**