



## BUSINESS SUSTAINABILITY AUDIT

TerraLocke: Committed to preserving a better future

## BUSINESS SUSTAINABILITY AUDIT

TerraLocke's Business Sustainability Audit looks at a company's operations through an environmental lens to identify potential business opportunities and risks. The audit will cover the following four activities.

### 1. EDUCATION ON THE SUSTAINABILITY MOVEMENT:

TerraLocke will conduct a 2 hour training session that will provide an overview of the sustainability movement. This class will include:

- Greenhouse Gas Picture: A current and future look at greenhouse gas emissions.
- Business Perspective: How the world's leading companies are approaching sustainability and some industry trends.
- Government Perspective: A look at the Federal, State of Illinois, and City of Chicago activities.
- Non Governmental Organization Perspective: Review some of the major Non Governmental Organizations, their charters, and their impacts.

### 2. AUDIT OPERATIONAL AREAS:

Through discussions with employees, observations of building operations, and analysis of utility bills, TerraLocke will understand a company's current activities in the following areas:

- Product purchasing habits
- Electricity, water, gas, and fuel consumption
- Information technology resources
- Product manufacturing
- Recycling program
- Waste stream composition and quantities
- Transportation requirements
  - Company fleet
  - Employee flights
  - Employee commuting (Obtained through questionnaire referenced below)
- Company's integration into a sustainable environment
- Marketing & public relations efforts
- Employee education and incentives
- Engagement of external stakeholders
- Building operations and fixtures:
  - A complete building energy audit is not part of TerraLocke's Business Sustainability Audit
- Renewable energy feasibility



### 3. EMPLOYEE QUESTIONNAIRE:

TerraLocke will provide a brief questionnaire that will focus on the sustainability knowledge of the organization and the commuting habits of the employees. The questionnaire should be completed by a cross-organization representation of the business.

### 4. AUDIT REPORT:

TerraLocke will provide a detailed report describing for each audited area TerraLocke's understanding of the current activities and the identify potential opportunities and risks. Also summarized and incorporated into the report will be the results of the questionnaire.

### TIMELINE

Conducting the Business Sustainability Audit will take place over the following days

- 1 to 2 Business Days: Conduct education, audit areas, and complete questionnaire
- 7 to 10 Business Days: Analyze, write up, and email report to organization
- 1 Business Day: Review report and recommendations with organization

### ORGANIZATION RESOURCES

To conduct the Business Sustainability Audit, TerraLocke will need access for 15 to 45 minutes to the following individuals or departments:

- CEO
- Finance
- Manufacturing
- Human Resources
- Marketing
- Information Technology
- Purchasing
- Accounts Payable
- Building Operations

### PRE-AUDIT REQUIREMENTS

The following information needs to be provided to TerraLocke prior to the start of the Business Sustainability Audit:

- Electric, water, fuel, and gas bills for each facility/meter for the prior 12 months
- List of Products / Services
- List of main Suppliers
- List of main Competitors
- List of main Customers
- Number of Employees
- Name and contact information for main point of contact



## ORGANIZATION OBLIGATIONS

In order for an organization to receive a free Business Sustainability Audit, the organization must agree to:

- Allow the Company name, area of business, Business Sustainability Audit results, and ongoing company progress to be written up in a case study and published on TerraLocke's web site – [www.terralocke.com](http://www.terralocke.com)
- Provide timely access to employees/departments during the 2 days of the Business Sustainability Audit.
- Ensure employees complete and return the questionnaires during the 2 days of the Business Sustainability Audit.
- Provide TerraLocke with a means to track the progress of the company and its sustainability initiatives on a quarterly basis for a year.
- Provide TerraLocke with candid and timely feedback on the Business Sustainability Audit process and value.
- Provide a work space with internet access for TerraLocke employee during the 2 day Business Sustainability Audit
- Pay any travel expenses incurred by TerraLocke in excess of Chicago mass transit and Metra fares.

## CONTACT

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