

# Yukon Small Business Sustainability Award



Organizations with up to 10 full-time employees (at any given point during the award year), including owners and partners. Businesses must operate in Yukon (Whitehorse or any other part of the Yukon Territory).

For businesses outside of Yukon, only operations and performance in Yukon will be considered for the Award. This also includes Indigenous led for profit businesses (i.e.. Development Corporations).

## COMPLETING YOUR APPLICATION

Based on the category definitions provided on the first worksheet of this document, select the appropriate Award category. Need help, contact us at [YSA@eco.ca](mailto:YSA@eco.ca).

Select your response to each question and elaborate on your response where requested. Incomplete applications will not be accepted.

Once complete, e-mail your submission to [YSA@eco.ca](mailto:YSA@eco.ca).

## PART ONE: CORPORATE SUSTAINABILITY PRACTICES

### Leadership, Commitment, and EDI

Does the organization have woman, Indigenous persons or any other visible minority groups on the leadership team?

Yes, and all are related to promoter. Indicate the total number of women, Indigenous Persons or any other visible minority groups on board in the space below

Yes, some are related and other are not related to promoter. Indicate the total number of women, Indigenous persons or any other visible minority groups on board in the space below

Yes, and none are related to promoter. Indicate the total number of women, Indigenous persons or any other visible minority groups on board in the space below

No information available

Not applicable. Please provide reasons below

*Select above and use the space below to expand on your response*

Is leadership committed to engaging external stakeholders such as local communities and Indigenous stakeholders?

Yes, the organization has a Leadership/board level committee for stakeholder relationship management (please name)

No, there is no Leadership/board level committee for stakeholder relationship management

No information available

Not applicable. Please provide reasons below

*Select above and use the space below to expand on your response*

How are sustainability elements reflected in the organization's vision, mission, strategies, and policies?

Description provided

No information available

Not applicable. Please provide reasons below

*Select above and use the space below to expand on your response*

Does the organization have a code of conduct/ethics policy?

Yes, the organization has a code of conduct/ethics policy

No, the organization does not have a code of conduct/ethics policy

No information available

Not applicable. Please provide reasons below

*Select above and use the space below to expand on your response*

What initiatives have been taken by the organization to engage with disadvantaged, vulnerable and marginalized stakeholders?

- The following initiatives are taken (listed in the space below)
- No, it has not engaged disadvantaged, vulnerable, and marginalized stakeholders
- No information available
- Not applicable. Please provide reasons below

*Select above and use the space below to expand on your response*

Please describe how top management reviews the organization's environmental performance for its continual improvement.

- Description provided below
- No information available
- No information available

*Select above and use the space below to expand on your response*

**Occupational Health and Safety (OHS)**

Has the organization set health and safety performance targets? Please indicate the targets.

- Yes, the organization has set targets
- No, the organization has not set any targets
- No information available
- No information available

*Select above and use the space below to expand on your response*

## Employee and HR Related

Has the organization set health and safety performance targets? Please indicate the targets.

- Yes, they are conducted every year
- Yes, they are conducted every 2-3 years
- Yes, they are conducted on an ad-hoc basis
- No, they are not conducted
- No information available
- Not applicable. Please provide reasons below

*Select above and use the space below to expand on your response*

If the organization conducts employee satisfaction surveys, identify in the drop-down below who they are conducted by:

- Conducted by an internal group
- Conducted by an external group

*Select above and use the space below to expand on your response*

What is the percentage of women in the total workforce?

- Women as percentage of employees
- Women as percentage of workers (this includes contract workers)
- No information available
- Not applicable. Please provide reasons below

*Select above and use the space below to expand on your response*

What is the percentage of Indigenous peoples in the total workforce?

Indigenous peoples as percentage of employees

Indigenous peoples as percentage of workers (this includes contract workers)

No information available

Not applicable. Please provide reasons below

*Select above and use the space below to expand on your response*

### **Sustainability**

Does the organization have a sustainability policy that highlights the organization's focus areas/priorities? Please elaborate.

Yes, the organization has a policy that highlights its focus areas (detailed below)

There is no clear policy but focus areas are defined

No information available

Not applicable. Please provide reasons below

*Select above and use the space below to expand on your response*

Are the Sustainability priorities aligned to the organization's business strategy? Please describe.

Yes, focus areas are aligned to the organization's business strategy (detailed below)

No, priorities are not linked to the organization's business strategy

Focus areas have not been identified

No information available

Not applicable. Please provide reasons below

*Select above and use the space below to expand on your response*

How does the organization commit to sustainable sourcing?

Information Available: All the raw materials in use are sustainably sourced

Information Available: Some part of raw material is sustainably sourced (specify below)

Information Available: None of the raw materials is sustainability sourced but other materials like supporting materials, office supplies, etc. are sustainably sourced.

No information available

Not applicable. Please provide reasons below

*Select above and use the space below to expand on your response*

Please list products/services that are designed/modified to improve the environmental characteristic (eco-friendly nature) or mitigate environmental impact during your operations. Please state the design/modification done to and the benefits achieved. If no information is available or this question is not applicable, detail why in the space below.

How frequently does the organization conduct a customer satisfaction survey?

Yes, it is conducted once in two years

Yes, it is conducted once in three years

Yes, it conducts customer satisfaction surveys, but timeline is not defined/ad-hoc

No customer satisfaction surveys conducted

No information available

Not applicable. Please provide reasons below

*Select above and use the space below to expand on your response*

## Environment

Is the organization committed to sustainable sourcing/green procurement?

Yes, the organization is committed to green sourcing

No formal commitment, but the organization prefers suppliers with responsible environmental practices

There is no such commitment or consideration

No information available

Not applicable. Please provide reasons below

*Select above and use the space below to expand on your response*

Please indicate renewable energy as a percentage of energy consumption

Renewable energy as % of total energy consumption:

No information available

Not applicable. Please provide reasons below

*Select above and use the space below to expand on your response*

Please list three improvements/innovations in processes or products that have led to environmental benefits during sourcing/production/distribution. Also elaborate on environmental benefits achieved. If no information is available or this question is not applicable, detail why in the space below.

## Waste Management

Please mention waste disposal methods that were used by the organization in the past financial year and respective waste quantities from the list below.

*landfill, discharges to water, recycled waste, incinerated waste, composted waste, waste to energy, other (please specify)*

Information available

No information available. Please provide reasons below if not applicable

*Select above and use the space below to expand on your response*

## Bio Diversity

Does the organization have a policy/commitment statement on biodiversity conservation?

Guidelines and policies concerning a organization-wide approach to biodiversity conservation and specific conservation efforts have been set up as items in a biodiversity conservation guideline and/or an environmental policy. In addition, annual, mid-term and long-term goals have been set, and these guidelines, policies and goals have been made public

Although specific organization-wide efforts to address biodiversity conservation have not been articulated, biodiversity conservation is included in environmental policies. Alternatively, policies and specific efforts concerning

Policies and/or guidelines on biodiversity conservation are under consideration

No such policy/ commitment available

Not applicable. Please provide reasons below why it is not applicable.

*Select above and use the space below to expand on your response*

## Sustainable Sourcing

Does the organization select raw material made from materials which are sustainably sourced?

Information available: all the raw materials in use are sustainably sourced

Information available: some part of raw material is sustainably sourced

Information available: None of the raw material is sustainably sourced by other materials like supporting materials, office supplies are sustainably sourced

No information available

Not applicable. Please provide reasons below why it is not applicable

*Select above and use the space below to expand on your response*



Does the organization display product information on being sourced sustainably/less impacts on biodiversity on the label?

Yes, the organization displays relevant product label which is meant for sustainable sourcing

The organization displays the product label but not relevant to sustainable sourcing

The organization does not display product label

No information available

Not applicable. Please provide reasons below why it is not applicable

*Select above and use the space below to expand on your response*

## **PART TWO: KEY INDICATORS RELATED TO YUKON'S CLEAN FUTURE STRATEGY**

### **Reducing GHG Emissions**

Does the organization have a policy on use of zero emission vehicles?

Yes

No

Not applicable. Please provide reasons below why it is not applicable

*Select above and use the space below to expand on your response*

Does the organization have a policy on anti-idling for vehicles?

Yes

No

Not applicable. Please provide reasons below why it is not applicable

*Select above and use the space below to expand on your response*

Does the organization have a policy on use of public transit / active transportation / carpooling?

Yes

No

Not applicable. Please provide reasons below why it is not applicable

*Select above and use the space below to expand on your response*

Does the organization have any renewable energy targets?

Yes

No

Not applicable. Please provide reasons below why it is not applicable

*Select above and use the space below to expand on your response*

Does the organization have any GHG reduction targets?

Yes

No

Not applicable. Please provide reasons below why it is not applicable

*Select above and use the space below to expand on your response*

### **Climate Change Adaptation**

Does the organization perform any restoration activities?

Yes

No

Not applicable. Please provide reasons below why it is not applicable

*Select above and use the space below to expand on your response*