



WHAT IS THE GREEN GLOBE COMPANY STANDARD?

The principal objectives of the Green Globe Company Standard are to facilitate:

- Responsible and sustainable environmental and social activities; and
- Improved environmental and social outcomes.

The Green Globe Company Standard provides organizations with a framework to conduct a comprehensive assessment of their environmental sustainability performance, to achieve Certification and for continual improvement.

The outcome is a roadmap to more efficient and cost effective use of resources, and an overall enhancement of an organization's environmental, social and economic performance.

The following key performance areas are addressed in this Standard and aim to improve the overall sustainability of your organization.

Key Performance Areas:

- Greenhouse gas emissions
- Energy efficiency, conservation and management
- Management of freshwater resources
- Waste water management
- Solid waste management



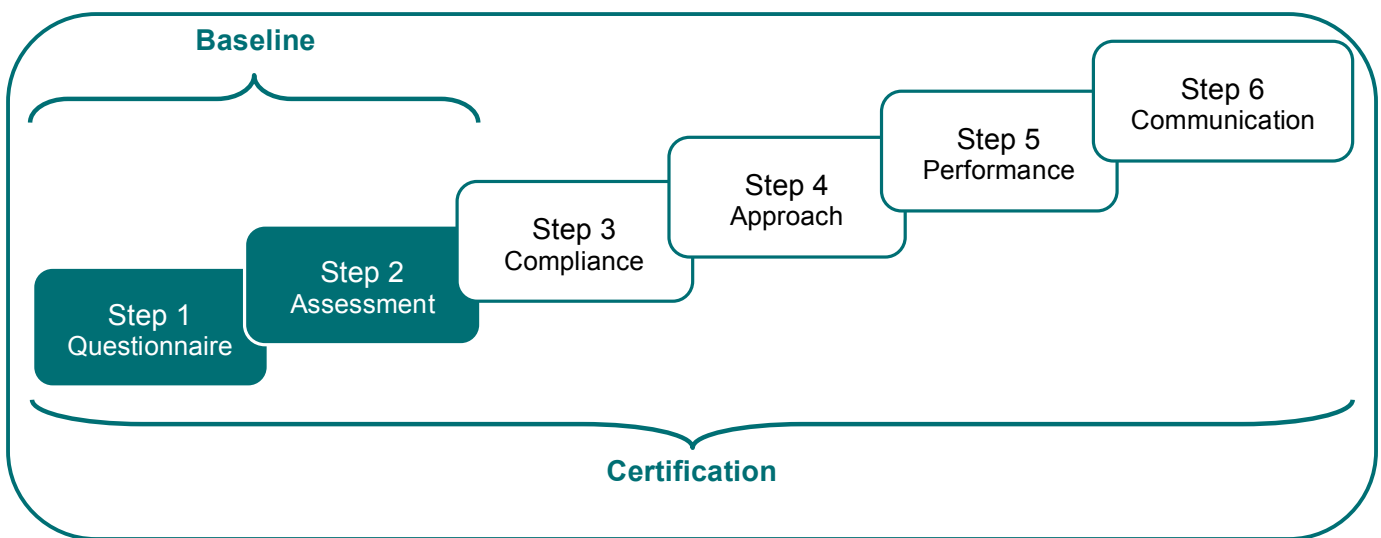
Six Key Steps to Sustainable Business Practices

The Green Globe Company Standard consists of six key steps that establish the foundation for the journey to sustainable business practices. This process has two distinct stages:

- Baseline
- Certification

Each of the following six steps in the Company Standard has a set of key criteria that must be met by an organization in order to achieve the Green Globe Baseline Standard and become Green Globe Certified™.

Diagram 1: Key Steps of the Green Globe Company Standard

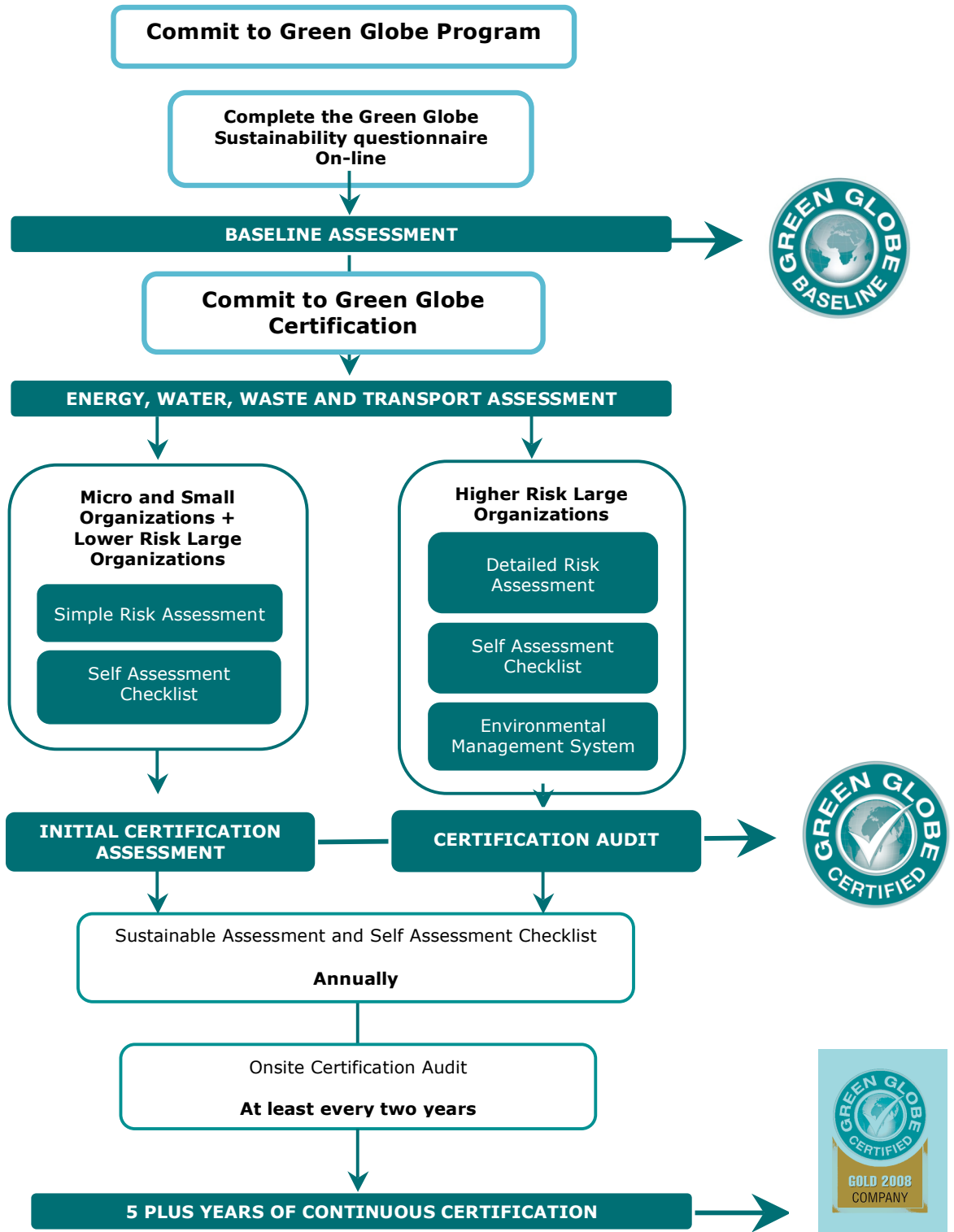




The Green Globe process consists of two distinct stages, Baseline and Certification.

GREEN GLOBE BASELINE AND CERTIFICATION PROCESS

The following diagram provides an overview of the Green Globe Company Standard Process.





GREEN GLOBE BASELINE

When an organization commits to the Green Globe program, the baseline stage begins. The baseline stage involves completing the following two key steps of the Green Globe Company Standard.

1. Questionnaire - completing a Sustainability Questionnaire on the business; and
2. Assessment - completing a Baseline Sustainability Assessment.

These steps are completed via the online Village Green Global SMARTweb™ sustainability tool.

Sustainability Questionnaire

The first step of the Self Assessment tool is to answer a series of sustainability questions about the business related to Policy, GHG Emissions, Purchasing, Marketing, Energy, Water, Waste Water, Solid Waste, Air Quality and Transport.

Baseline Assessment

The assessment step requires organizations to enter 12 consecutive months of billing information for electricity, gas, water, waste and transportation using SMARTweb™.

Baseline Status

Once the Online Baseline Sustainability Assessment and Sustainability Questionnaire have been completed, organizations are provided with an Assessment Report that provides organizations with a visual analysis of their operation's performance.

The successful completion of this stage will involve organizations reaching a level of Baseline. The organization will then become officially 'Green Globe Baseline' under the program.

Organizations that have achieved Baseline Status and maintain their indicators above the baseline level may use the 'Green Globe Baseline' logo to promote their sustainability performance.

Baseline organizations are encouraged to progress to Green Globe Certification within 1 years of achieving Baseline status.



GREEN GLOBE CERTIFICATION

Achieving Certification involves completing the last four key steps of the program using the Self Assessment Checklist and On-line Assessment Tools:

3. Compliance - comply with relevant legislation and policy requirements;
4. Approach - implement an environmental and socially sustainable approach;
5. Performance - documented performance outcome
6. Communication - communicate and consult with interested parties.

Once these steps have been completed, organizations will be assessed under set criteria in order to achieve 'Certified' status as a Green Globe organization.

Green Globe Certification: Assessment and Audit Criteria

The Certification process varies depending on the size and social and environmental impact of the organization. Smaller organizations with minimal social and environmental impact are required to complete a Simple Risk Assessment and steps 1 – 6 of the Self Assessment Checklist and a Sustainability Assessment, while larger organizations with potentially high impacts are required to complete a Detailed Risk Assessment and steps 1 – 6 of the Self Assessment Checklist, a Sustainability Assessment and in some cases implement an Environmental Management System.

All organizations must complete a comprehensive Sustainability Assessment to achieve 'Green Globe Certification'. This comprehensive assessment will include 4 environmental areas (Energy, Water, Waste and Transportation). This detail Assessment will include all devices within an organization that consume energy or water. It will also look at the organizations waste generation and transportation uses. The assessment will generate a report that will detail the organizations consumptions and make recommendations to help the organization achieve certification.

Green Globe Company Standard Organizational Categories		
Micro and Small Organizations	<ul style="list-style-type: none"> • Single site; and • Less than 50 staff; 	<ul style="list-style-type: none"> ✓ Simple Risk Assessment ✓ Self Assessment Checklist ✓ Sustainability Assessment
Lower Risk Large Organizations	<ul style="list-style-type: none"> • Up to 5 sites; or • 50 to 500 staff; and • No known potential ecological and/or social harm. 	<ul style="list-style-type: none"> ✓ Simple Risk Assessment ✓ Self Assessment Checklist ✓ Sustainability Assessment
Higher Risk Large Organizations	<ul style="list-style-type: none"> • More than 5 sites; or • More than 500 staff; and • Known potential ecological and/or social harm. 	<ul style="list-style-type: none"> ✓ Detailed Risk Assessment ✓ Self Assessment Checklist ✓ Environmental Management System ✓ Sustainability Assessment

Organizations have different requirements to achieve certification; depending on whether they are considered 'low risk' or 'high risk' organizations. Specifications for these organizational categories are outlined in the following Table.

In most cases, it will be easy to determine whether the organization is a lower or higher risk organization. In cases where it is not clear, a third party auditor will make the determination once the organization has completed all six steps of the Self Assessment Checklist.



Certification Process for Micro, Small and Lower Risk Large Organizations

Micro, small and lower risk large organizations can achieve 'Certified' status for the first time by successfully completing the following three steps.

1. The Certification Process requires organizations to complete and submit steps 1 – 6 of the Online Self Assessment Checklist.
2. The Certification Process requires organizations to complete a Simple Risk Assessment Report
3. The Certification Process requires organizations to complete a comprehensive Sustainability Assessment

Information provided on the Online Self Assessment Checklist, Simple Risk Assessment and the Sustainability Assessment is reviewed by a qualified Green Globe Auditor who then undertakes an **on-site assessment** of the organization's performance against the Company Standard criteria.

Certification Process for Higher Risk Large Organizations

Higher risk large organizations must successfully complete an On-site Certification Audit to achieve 'Certified' status as well as the following four steps

1. The Certification Process requires organizations to complete and submit steps 1 – 6 of the Online Self Assessment Checklist
2. The Certification Process requires a detailed Risk Assessment Report,
3. The Certification Process requires a comprehensive Sustainability Assessment
4. The Certification Process requires implementation of an Environmental Management System.

The above information provided by the organization is reviewed by a qualified Green Globe Auditor who then undertakes an **on-site assessment** of the organization's performance against the criteria of the Company Standard.

Certification Assessment Report

Once the initial Certification Assessment has been completed, organizations are provided with a Certification Assessment Report that provides feedback about the organization's performance against the criteria of the Company Standard, outlines non-conformities, corrective action requests and future Audit requirements.



GREEN GLOBE ONGOING CERTIFICATION (Gold)

In order to retain 'Certified' status all organizations are required to:

- Successfully complete an annual Sustainability Assessment and Annual Report
- Annually Submit Completed Self Assessment Checklist and Simple Risk Assessment
- Undergo a Certification Audit at least every two years after initial Certification.

Annual Report

The Annual Report is a declaration that organizations are required to complete with their Annual Sustainability Assessment to confirm ongoing commitment to the program and stating that no new level of environmental risk has occurred.

Certified (Gold)

Organizations that have achieved Green Globe Certification for a period of 5 or more continuous years are entitled to use the Green Globe Certified Gold logo.