

Yukon Sustainability Awards Employer Application

Date Submitted dd/mm/yyyy

Award Category

COMPLETING YOUR APPLICATION

Select the appropriate Award category from the 3 options below and record in the 'Award Category' section above. Fill in the required information on this worksheet, and the appropriate category worksheet and return the spreadsheet via e-mail at YSA@eco.ca.

SUBMISSION DEADLINE:

December 31, 2024

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).

YUKON MEDIUM TO LARGE BUSINESS SUSTAINABILITY AWARD

Organizations with 10 or more 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).

YUKON REGIONAL BUSINESS SUSTAINABILITY AWARD

Organizations of any size. Businesses must operate in Yukon and be based in locations outside of Whitehorse and its standard commuting area.

Only operations and performance in Yukon areas outside of Whitehorse will be considered for the award. This also includes Indigenous led for profit businesses (e.g., Development Corporations)

Full Legal Organization Name

Years Established

Headquarters Address

Total # Full-Time Staff

Yukon Address (if not the same as above address)

Total # Part-Time Staff

Company Website

Company Phone

Total # Volunteers

Executive Director Full Name

Title

Email Address

Phone

Point of Contact Name

Title

Point of Contact Email Address

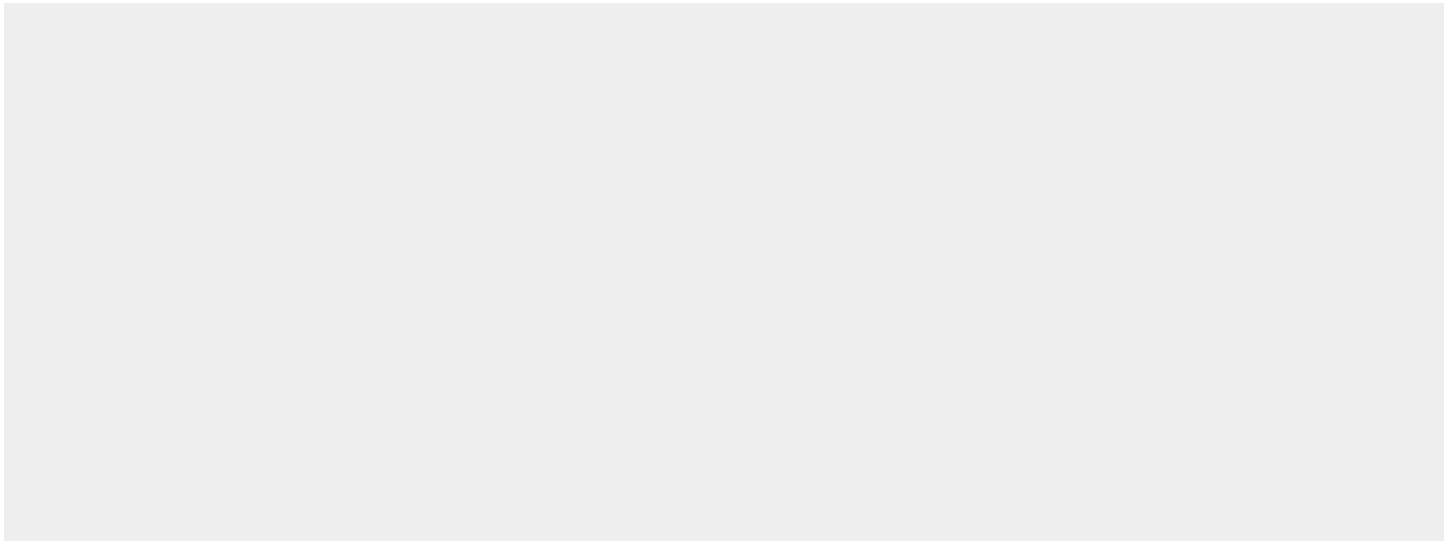
Phone

Social Media Account IDs (for promotion if selected as finalist)

Organizational Mission Statement

Brief Organization Description

Please provide details (or links) to any Reports, Publications, Fact Sheets/Flyers detailing your Sustainability Activities in the region



PLEASE SELECT WHICH POLICIES YOUR COMPANY CURRENTLY HAS

Environmental Policy

Occupational Health & Safety Policy

Quality Policy

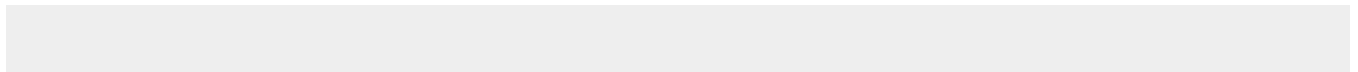
Diversity, Equity, and Inclusion Policy

Indigenous Participation Policy

Recruitment and Training Policy

Discrimination and Harassment Policy

Other, please specify below



Yukon Medium to Large Business Sustainability Award



Organizations with 10 or more full-time employees across the entire company at any point during the award year, including owners and partners. To be eligible, businesses must operate within the Yukon Territory, including Whitehorse and all other Yukon communities.

For business operations outside of Yukon, only their activities and performance within the Yukon will be considered for the award.

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.

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.

AN IMPORTANT NOTE:

If when reading through the award criteria you find certain questions are not applicable to your business, please respond as such with a note on why it may or may not be applicable. This will allow us the opportunity to discuss the inclusion of this question in your overall nomination score, or whether you should be exempt. Thank you.

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

Elaborate on initiatives that have been taken by the organization to improve gender diversity in the organization

Initiatives taken (see below)

No initiatives taken

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 does the organization identify/focus on Sustainability issues?

A Leadership/board level Sustainability committee is present (please name below):

Sustainability committee led by the top management

An advisory committee is present (not at board level)

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

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

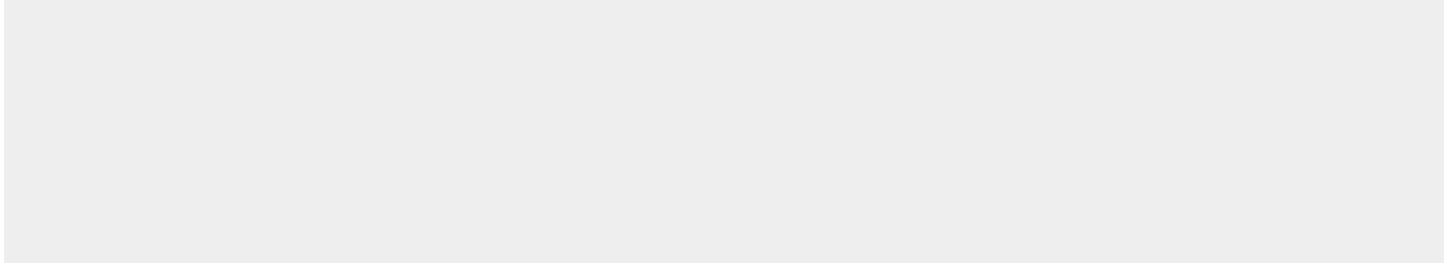
Please describe how top management reviews the organization's environmental performance for its continual improvement.

Description provided below

No information available

Not applicable. Please provide reasons below

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



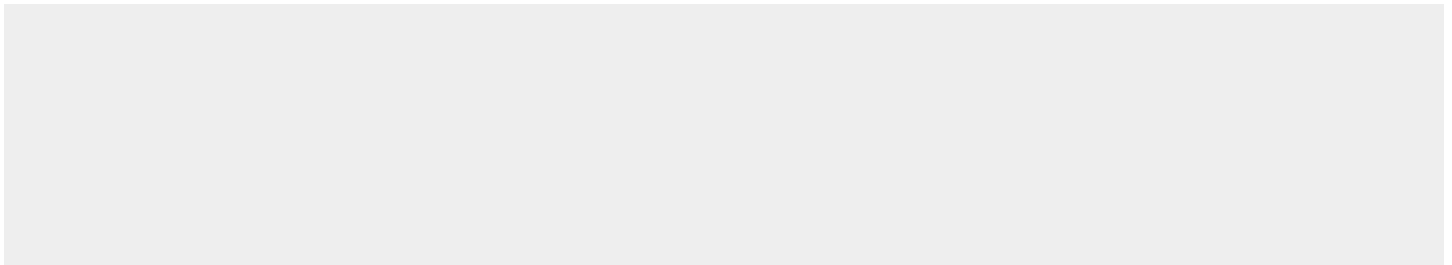
Please elaborate on how the organization evaluates its environmental management process and uses the learnings to make improvements. Please provide details on roles and responsibilities, frequency, output, etc.

Description provided below

No information available

Not applicable. Please provide reasons below

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



Please provide the total monetary value of significant environmental or OHS fines paid for an act of violation, omission, or negligence.

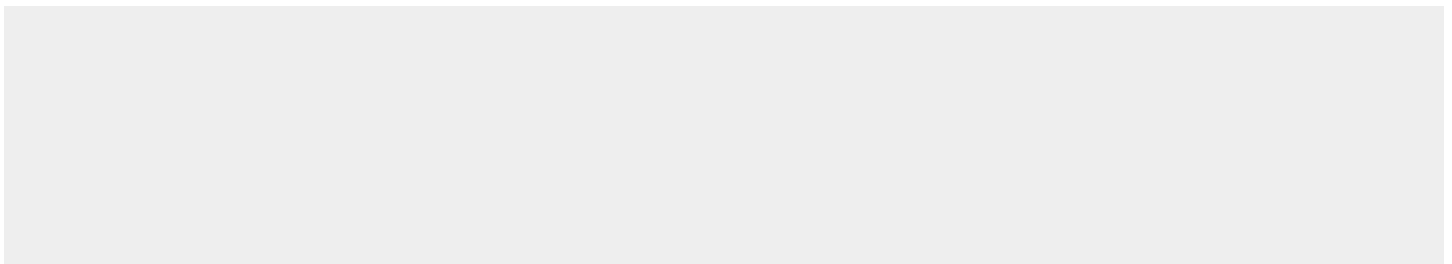
The amount of environmental fines paid in the past financial year (absolute figures in CAD) is provided below

No environmental fines paid

No information available

Not applicable. Please provide reasons below

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



Please indicate the percentage of cases resolved out of the total complaints on environmental or Indigenous issues in the past financial year

The percentage of cases resolved is indicated below

No information available

Not applicable. Please provide reasons below

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

Occupational Health and Safety (OHS)

Does the organization comply with any environment, OHS, or sustainability standards or programs (i.e. ISO 14001, ISO 9001, COR, etc.)?

Yes, it complies with (see space below)

Not, it does not follow/adhere to any standards

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 demonstrate its commitment to occupational health and safety?

The organization commits to OHS through a national or international standard; formal policy approved by a board; and/or sub-part of another policy. Name the standard and/or policy below. Not, it does not follow/adhere to any standards

The organization does not have commitment via any policy

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 employees who attended health and safety training in the past financial year?

Percentage of employees is listed below

Percentage of workers (this includes contract workers) is listed below

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 an emergency preparedness response plan for all identified potential emergencies?

Yes, the organization has an emergency preparedness response plan. More details below

The organization is currently developing an emergency preparedness response plan

No, the organization does not have an emergency preparedness response plan

No information available

Not applicable. Please provide reasons below

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

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

Not applicable. Please provide reasons below

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

Please elaborate on the process in place to measure the effectiveness of health and safety management systems and how the learnings are used to make improvements. Please provide details on roles and responsibilities, frequency, output, etc.

Description provided below

No information available

Not applicable. Please provide reasons below

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

Employee and HR Related

Does the organization have a process for the identification and assessment of training & development needs of its employees? Please elaborate.

Yes, process in place and detailed below

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 well-defined performance evaluation process in place covering all employees?

Yes, there is a process in place for all employees

There is a process in place, but it does not cover all employees

The organization is currently developing a performance evaluation process

No formal process in place

No information available

Not applicable. Please provide reasons below

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

Does the organization conduct employee satisfaction surveys?

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

Does the organization have a policy on human rights and/or Indigenous rights?

The organization is publicly committed to human rights and/or Indigenous rights by:

The organization is committed to human rights/Indigenous rights, but not publicly:

The organization neither has a human rights policy/Indigenous rights policy, nor is it committed to support the Universal Declaration of Human Rights/UNDRIP

No, the organization does not have a formal human rights policy/Indigenous rights policy but the human rights/Indigenous rights issues are addressed in either of the ways: code of conduct, process, part of a different policy (give details of policy):

No information available

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

Select above and use this space to expand on your response. If a policy exists, indicate whether it is available public or not, and whether the organization has publicly or not publicly committed to support the Universal Declaration of Human Rights/UNDRIP.

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)

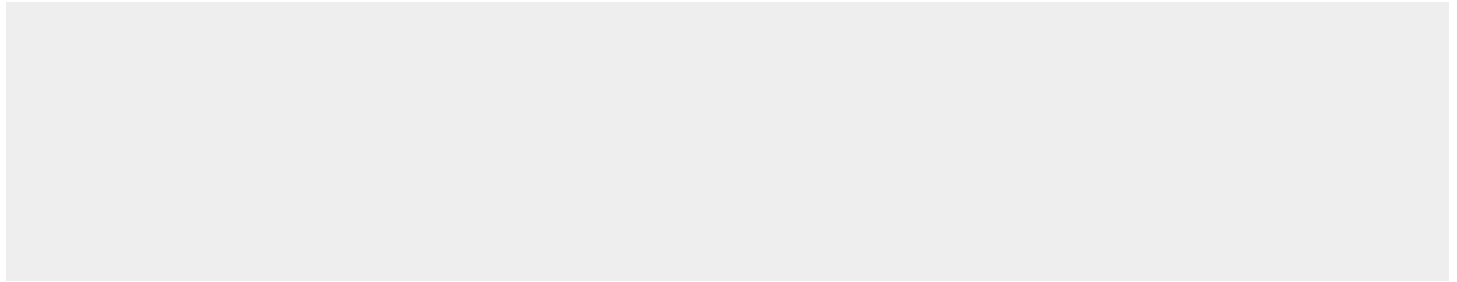
No, priorities are not linked to the organization's business strategy

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



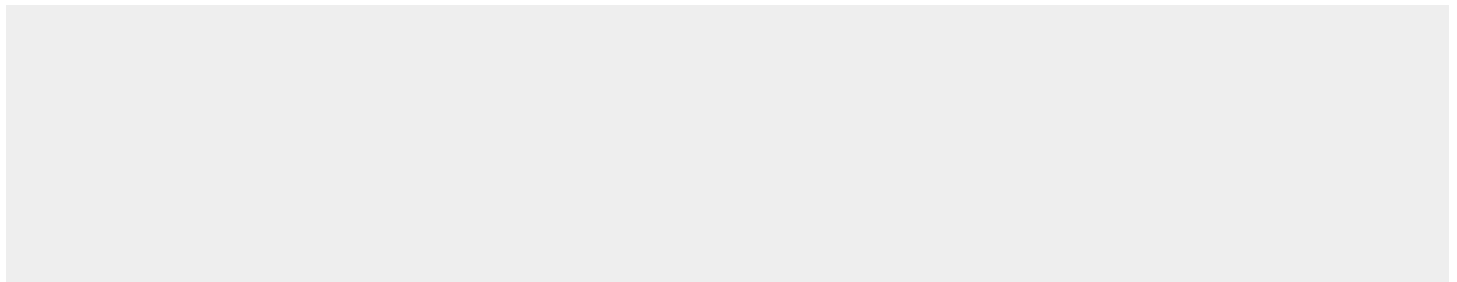
Describe the process for engagement with communities and responding to any concerns or complaints

Description provided below

No information available

Not applicable. Please provide reasons below

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



Does the organization take initiatives to improve capacity/capability of local vendors? Please elaborate.

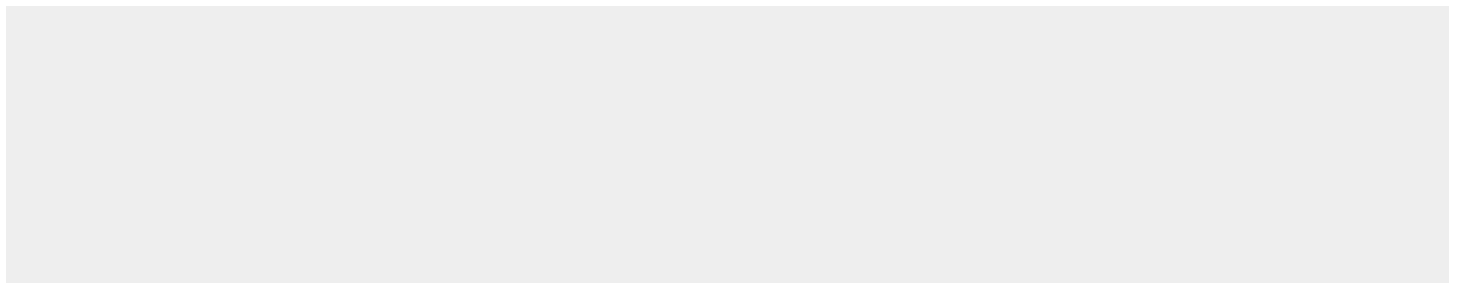
Yes, initiatives taken are listed below

No commitment

No information available

Not applicable. Please provide reasons below

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



Please indicate the percentage of procurement budget of significant locations of operations spent on local suppliers of that operation (such as percentage of products and services purchased locally) and targets for the next 3 years.

List all information available for the next 3 years — Procurement budget data:

Year 1 Local suppliers as % of procurement budget; Year 2 Local suppliers as % of procurement budget;

Year 3 Local suppliers as % of procurement budget:

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

What are the organizations sustainability related goals/targets and action plans to reach these goals for its supply chain?
The organization has set the following sustainability-related goals/targets in supply chain:

Sustainability Goal/Target 1:

Sustainability Goal/Target 2:

Sustainability Goal/Target 3:

Collaboration with Suppliers

Does the organization have a policy/code of conduct for suppliers?

Yes, it has a policy/code of conduct for suppliers and it is publicly available

Yes, it has a policy/code of conduct for suppliers but it is not publicly available

No, it does not have a formal policy/code of conduct for suppliers

No information available

Not applicable. Please provide reasons below

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

Does the organization require its suppliers to measure and disclose their sustainability performance (e.g., carbon emissions, impact on local communities, and labour practices)?

Yes, the organization requires its suppliers to measure and disclose the sustainability performance on regular basis

Yes, the organization requires its suppliers to measure sustainability performance, but disclose on requirement basis

No such requirement

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.

Please indicate the percentage of reclaimed products and waste reduction.

Information available, percentage of reclaimed products listed below

Information available, percentage of reclaimed packaging materials listed below

No information available

Not applicable. Please provide reasons below

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

How frequently does the organization conduct 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

Does the organization have an environmental management system in place?

Yes, in the integrated report

No public reporting

Yes, on its website

No information available

Yes, in the Sustainability Report

Not applicable. Please provide reasons below

Yes, in a separate section in the Annual Report

Through other channels
(such as brochures, mailers, flyers, and pamphlets)

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

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

What is the percentage of raw materials that were sourced sustainably (sourcing is done in an environment friendly manner with consideration to Indigenous and human right issues)?

What percentage of raw materials were recycled raw materials?

Percentage of raw materials sourced sustainably listed below

No information available

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

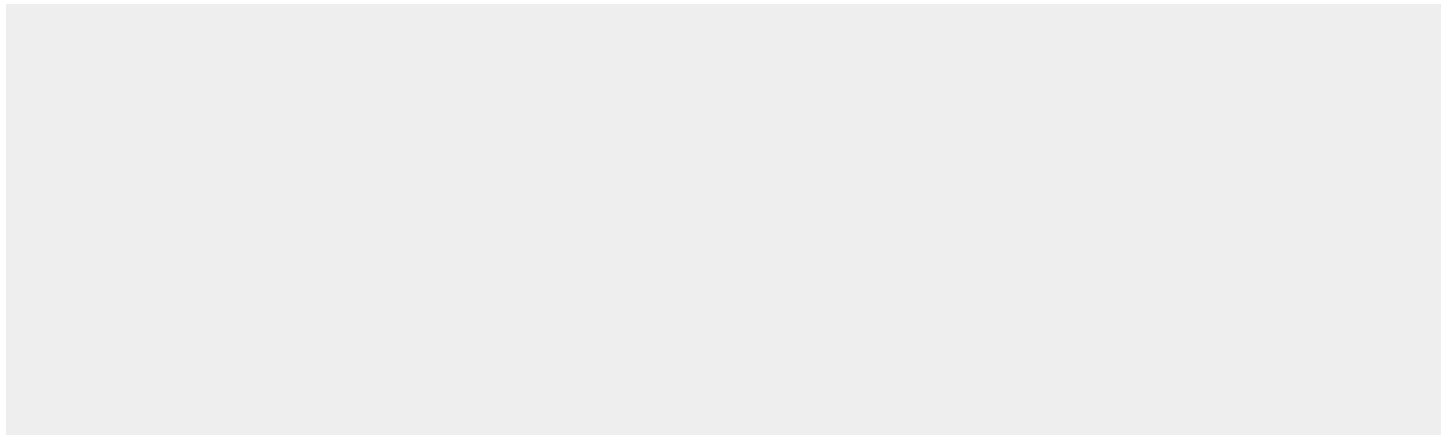
Renewable energy as % of total energy consumption:

No information available

Not applicable. Please provide reasons below

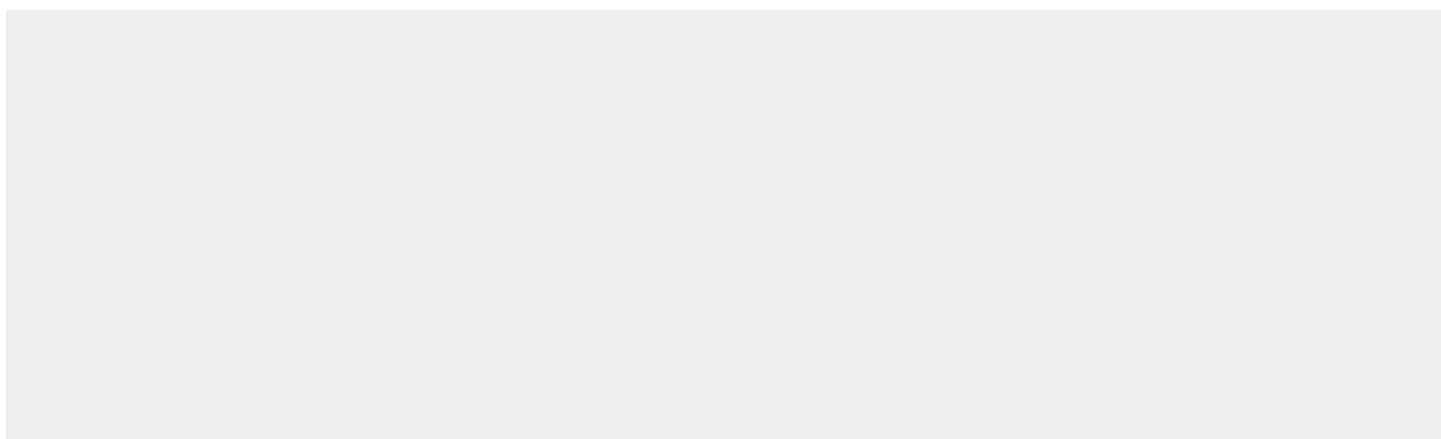
Select above and use the space below to expand on your response

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.

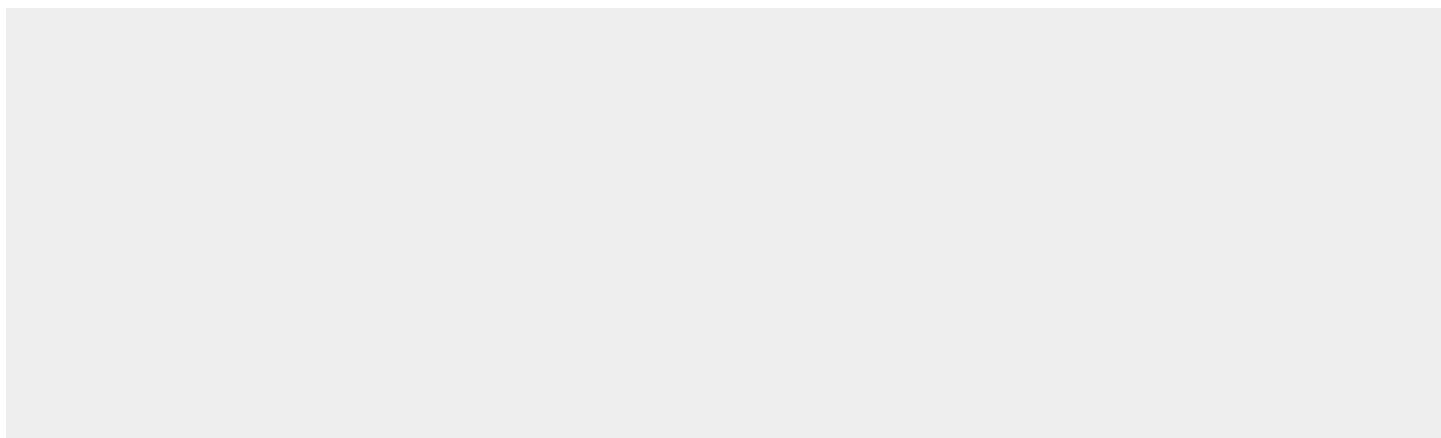


GHG Emissions

Please provide gross scope 1 emissions figures in metric tons CO₂e and targets for the next 5 years. Explain the trend for past years. If the organization does not track direct GHG emissions (scope 1 emissions), if no information is available, or if this is not applicable, please explain in the space below.



Please provide gross global scope 2 emissions figures in metric tons CO₂e and targets for the next 5 years. Explain the trend for past years. If the organization does not track direct GHG emissions, if no information is available, or if this is not applicable, please explain in the space below.



Water

Please indicate the specific water use data and targets for the next 5 years.

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

What is the process to track non-compliance with applicable environment laws and regulatory permits in the organization?

Information available

No information available. Please provide reasons below if not applicable

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

Biodiversity

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 biodiversity conservation have been specified and widely known in most all departments and offices that are considered to have a strong influence on biodiversity

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

Does the organization have a long-term biodiversity management plan? Please elaborate.

Yes, the organization has a long-term biodiversity management plan (listed below)

No, the organization does not have a long-term biodiversity management plan in place

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

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