

Corporate Environmental Responsibility Checklist

Date: _____

To: [Recipient's Name]

From: [Your Name]

Subject: Corporate Environmental Responsibility Checklist

1. Commitment to Sustainability

- Has a sustainability policy been established?
- Is there a designated sustainability officer?

2. Waste Management

- Is there a waste reduction program in place?
- Are recycling bins available throughout the facility?

3. Energy Conservation

- Are energy-efficient appliances used?
- Is there a program to track energy consumption?

4. Water Conservation

- Are water-saving devices installed?
- Is there a plan for monitoring water usage?

5. Green Transportation

- Does the company promote carpooling or public transportation?
- Are electric vehicle charging stations available?

6. Employee Engagement

- Are employees trained on environmental practices?
- Is there an incentive program for eco-friendly behavior?

Please review the above checklist and confirm compliance or provide comments by [Response Deadline].

Best regards,

[Your Name]

[Your Title]

[Your Company]