

SUGGESTIONS FOR CHANGE CHECKLISTS

The following pages provide sector specific checklists which identify suggestions for change within your business in order to become more sustainable.

The checklists are sector specific, however, every business operates differently so not all of the suggestions will be relevant to you and your business. If this is the case, please select the Not Applicable (N/A) option on the checklist.

Like with previous groups you are able to select the relevant box on the checklist so you can track your progress.

	TO	
ACTIONED	ACTION	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Although there are tick boxes, sustainability should not be seen as a tick box exercise. Once you have completed the action the process isn't complete. There may well be things not listed that may apply so conduct your own research as well. Keep an eye on regulation and legislation changes, consumer trends and best practice methods.

DON'T JUST THINK ABOUT THE SUGGESTION ITSELF, CONSIDER THE KNOCK ON EFFECTS SHORT AND LONG TERM.

Due to the diverse range of sectors on the Isle of Man it hasn't been possible to include very sector. Although there may be a checklist which doesn't specifically cover your sector there may be suggests that are applicable to your business.

However, if you think there is a sector that should be included please get in touch with your ideas.

IN THE WORKPLACE – office or home.

ACTIONED	TO ACTION	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Introduce glasses or mugs into communal areas rather than having plastic cups.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mixed homeworking / office approach to reduce travel or encourage carpooling, cycling, walking and use of public transport.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Use sustainably sourced / locally sourced tea, coffee, sugar etc.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Support and encourage employees who want to address sustainability issues inside and outside of the workplace.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Offer training and awareness around sustainability issues (diversity, gender equality, well-being, environmental concerns etc.).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Turn off computer monitors, printers and other non essential technology at night.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Practice paperless working and use recycled paper when printing is unavoidable.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Purchase sustainable stationery (pens, notebooks, memo pads).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Install smart or energy efficient lighting solutions which adapt to light levels.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If you are investing in other businesses or funds, ensure they are ethical and sustainable initiatives.

ACTIONED	TO ACTION	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Choose suppliers or outsource work to businesses who share the same values as you.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Introduce plants into your premises. There are low maintenance, easy to care for, non-toxic plants which are ideal.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Choose eco-friendly, plastic free packaging for your goods.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If you can't fully eliminate your carbon emissions look into carbon offsetting.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Support local goods and service providers when looking to outsource resources or for consultations.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Remove bins at every desk – have on designated area for waste disposal that includes recycling bins.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ensure there are measures in place to promote and protect colleague wellbeing.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Upgrade technologies / infrastructure to more energy efficient systems.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Source eco-friendly cleaning products.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Partner with and support businesses who are dedicating themselves to sustainability initiatives including UNESCO Biosphere Isle of Man Partners.

TOURISM– accommodation, events, hospitality, tour operators, etc.

With thanks to Visit Isle of Man for their input and advice in putting together this checklist.



ACTIONED	TO ACTION	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Support Island producers by promoting local goods and service providers and advertising local cultural activities.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	When upgrading utilities, consider appliances that use less water (taps, toilet cisterns etc.).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ensure recycling bins are available for use by visitors at your premises and consider recycling in your waste management provision.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Consider green energy options when upgrading heating and lighting systems. Change light bulbs to more energy efficient options.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Determine how your business fits in within the landscape of the local area – how it adds value to the community.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Consider the location and timing of activities, acknowledging that there may be nesting birds, young livestock, risk of fires, boggy land etc.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide visitors with information about public transport routes rather than encouraging the use of hire cars.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Encourage visitors to go to local farmers' markets to try our local produce and support the local economy.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide sustainably sourced / locally sourced tea, coffee, sugar, produce etc.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sign up to become a Refill Isle of Man Partner



ACTIONED	TO ACTION	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Look into green accreditation options that suit the nature of your business.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Introduce plants into your premises. There are low maintenance, easy to care for, non-toxic plants which are ideal.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Consider renewable and recyclable materials in the provision of outdoor and take-away catering.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sign up to run a Biosphere Bee Community Picnic 2022. Encourage visitors to attend one or to hold their own.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Encourage visitors to follow the Countryside Code when they are out exploring the Island.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Promote publicly accessible marine and land nature reserves, Areas of Special Scientific Interest and Dark Sky sites to visitors.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Carry out environmental risk assessments when looking to host an event, considering if your activity may cause undue damage.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Choose suppliers who share the same values as you.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Source eco-friendly cleaning products, toiletries when stocking for your business premises and for visitors.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Promote your sustainability efforts on your website and social media pages so people are aware of the good work you are doing.

AGRICULTURE

ACTIONED	TO ACTION	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Look into the Agri-Environment Scheme, for opportunities to further support wildlife and the environment.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Consider alternative uses for less productive areas of the farm.. i.e. tree planting or wildlife strips.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Rotationally cut your hedges where possible to encourage wildlife.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Recycle where possible
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Rotationally graze livestock to improve animal performance and allow soils to rest and regenerate.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Use minimal soil disturbance techniques when cultivating soils.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have a crop nutrient plan, to avoid non-essential use of chemical fertilisers.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have a manure management plan, and make use of natural fertiliser.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have a manure management plan, and make use of natural fertiliser.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Use lime to maintain PH levels for optimum soil levels.

ACTIONED	TO ACTION	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Consider having an animal health plan for livestock completed with a vet for better animal welfare and reduced antibiotic use.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Use local suppliers wherever possible
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Consider engaging with school and other organisations for educational farm visits.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Support and contribute to rural events and village halls.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Encourage clovers in the swards to reduce reliance on imported nitrogen and attract pollinators.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Help to educate people about the Countryside Code and to respect it.

With thanks to the Manx National Farmers Union for their input and advice in putting together this checklist.



CONSTRUCTION & INSTALLATION

ACTIONED	TO ACTION	N/A		ACTIONED	TO ACTION	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Specialise in sustainable construction and installation, using up to date building materials.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Be transparent when reporting your emissions.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Find training opportunities that can help broaden knowledge in new green technologies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Consider how the building or product you install will impact on the environment once you have completed your part of the cycle.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Look into sustainable ways of disposing waste materials when waste is unavoidable (circular economy model).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Invest in green technology solutions to track your work to identify areas that can be made more efficient.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	When undertaking a new project consider the entire timeline of the project and where issues concerning sustainability may occur.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Keep up to date with the latest home appliance trends, such as smart thermostats, lights that change to the light levels.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Use locally sourced materials, where possible, to support the local economy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	When developing a new site, consider installing ground or air heat source pumps as a standard form of heating.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	When outsourcing, ensure that any subcontractors have measures in place which monitor their own sustainability.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fit solar panels, ground source heat pumps etc. as standard in all new builds where feasible.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Choose materials that are sustainability produced and made using sustainable materials.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Think about the longevity of the products you are fitting into a building. How long will they take to degrade?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measure and understand the emissions produced by your processes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	To reduce initial waste, order materials to the exact measurements required.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ensure adequate health and safety procedures and measures are in place.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If you have employees, ensure they are adequately trained in site safety, equipment use and material use.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Consider the impact your work is having on the environment you are operating in. How can you minimise the disruption.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	During the design of buildings consider how the building will fit into the surrounding environment. Utilising natural light, outdoor spaces, living roofs etc.

RETAIL

ACTIONED	TO ACTION	N/A		ACTIONED	TO ACTION	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	When packaging products, use recycled, reusable and biodegradable or compostable packaging.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ask your customers what they would like to see from you. More locally sourced or ethically sourced products?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	When choosing third party logistics providers, choose those with commitments to sustainability.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide customers information on how the product has been produced and how their choice has an impact on the producers.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Think about the materials you use to label your products and what sustainable alternatives there are.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Be transparent and honest about your practices and policies to build trust with your consumers.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Look at trends in the retail sector and how these trends could be introduced into your business.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	With such a customer facing role, ensure your employees and yourself are well supported when dealing with difficult situations.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Make it clear on your goods how to dispose of the product responsibly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Consider what happens to the goods you can't sell. Can they be re-purposed or donated to a company or charity that can use them.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Upgrade till systems so you can offer e-receipts or ask if customers would like a receipt before automatically printing one.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If you are marketing yourself as sustainable ensure you are accountable for these actions.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Review what policies and procedures you have in place to support and protect your employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Send invoices via email rather than printing and posting the invoice to save on paper.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Use sustainability as a marketing tool to help boost your brand. Have a section on your website or on the packaging itself.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Invest in technology that allows you to manage your stock levels to reduce the amount of waste being created.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If outsourcing your products ensure they have been sustainably produced.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Explore new business models that are more sustainable.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Depending on the types of products you sell, consider the circular economy model and the end of life process of the product.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Retrofit your business with more energy efficient insulation, appliances, lighting. If you don't own the building discuss different options with your landlord.

LOGISTICS

ACTIONED	TO ACTION	N/A		ACTIONED	TO ACTION	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Upgrade your vehicles to more environmentally friendly options. Consider electric and hybrid vehicles.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ensure adequate driver welfare procedures are in place to protect their safety and wellbeing.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Use the circular economy model within your operations to find ways to reduce waste.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Keep up to date with the latest policy and regulation changes on the Isle of Man, the UK and internationally.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Invest in systems which allow you to track your emissions so you can calculate the carbon footprint from your fleet.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If you are a logistics provider what sustainable options are you offering to consumers who want to import goods more sustainably.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Look into environmental certification marks that relate to your businesses. E.g. ISO 14001 Environment Management System	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measure the efficiency of equipment so you have visibility of processes that are under-performing and may need maintenance.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Identify where you could potentially use renewable energies through the installation of solar panels, ground-source heating etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Work with logistics providers to find more sustainable solutions.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The mentality of it's a challenge needs to be changed to view sustainability as an opportunity.				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Review your supply chain and how products are shipped to the Island from further the UK and internationally.				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Educate and keep training up to date for drivers in terms of best practice for driving.				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Make sure vehicles tyre pressure and engines are checked regularly so they are as efficient as possible.				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Optimise your routes to reduce unnecessary trips with no load.				