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| **Category** | **Complete** Y/N |
| Single Use Plastic |  |
| Water Quality |  |
| Recycling & Waste Management |  |
| Community Engagement / Action |  |
| Staff Awareness |  |

**Sustainable Business Network**

Award checklist

**Business Name:**

**Category: Single Use Plastic**

**Issue:**

Single Use Plastic (SUP) is a big problem for the environment even before it pollutes our rivers and oceans, as chemicals derived from fossil fuel production are used to make almost all plastics. Reducing even a couple of SUP items from use in your business can make a big difference to the carbon footprint of your business.

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| **Action:**  **Complete 3 actions to gain an award level** | **Complete?** | **Please give us some details of how you completed the action** |
| Complete a SUP audit  [Click here to download SUP audit template](https://www.litterfreedorset.co.uk/wp-content/uploads/2022/10/Single-use-plastic-audit-template.pdf) |  |  |
| Implement a workplace SUP policy  [Click here to download SUP policy template](https://www.litterfreedorset.co.uk/wp-content/uploads/2022/10/Single-use-plastic-policy-template.pdf) |  |  |
| Identify & remove **five** SUP items  e.g. removing single use cleaning products |  |  |
| Implement options to **reuse** plastic items (rather than alternative disposables) e.g. refilling cleaning bottles |  |  |
| Join the Refill campaign  [Find out more about Refill here](https://www.refill.org.uk/refill-guide-for-events/)  [Click here to download the app](https://apps.apple.com/gb/app/refill/id1137588733) |  |  |
| Provide reusable cups/bottles and tap water for staff/customers |  |  |
| Read the **Ultimate Guide to Packaging** and make at least one packaging swap  [Read the Ultimate Guide to Packaging here](https://www.litterfreedorset.co.uk/wp-content/uploads/2022/10/The-Ultimate-Guide-to-Packaging-1-1.pdf) |  |  |
| Download and display SUP posters  We have a range of SUP posters available to download for free from the Litter Free Dorset website.  [Download ‘Drinking water’ poster](https://www.litterfreedorset.co.uk/wp-content/uploads/2023/01/Drinking-water-poster.pdf)  [Download ‘Tips to reduce SUP in the kitchen’ poster](https://www.litterfreedorset.co.uk/wp-content/uploads/2023/01/In-the-kitchen-artwork.pdf)  [Download ‘Tips to reduce SUP in the bathroom’ poster](https://www.litterfreedorset.co.uk/wp-content/uploads/2023/01/In-the-bathroom-artwork.pdf) [Download ‘Tips to reduce SUP when exploring’ poster](https://www.litterfreedorset.co.uk/wp-content/uploads/2023/01/When-exploring-artwork.pdf) |  |  |
| Contact suppliers to request less packaging/return/reusable alternatives |  |  |
| Sign up to the BYO campaign! Display campaign messaging encouraging customers to bring their own cup, cutlery, container, bag etc. |  |  |

**Category: Water Quality**

**Issue:**   
We are passionate about water quality! Dorset’s beaches are some of the most beautiful in the country (we are maybe a little biased)! To maintain such brilliant beaches, it’s important for us all to do our bit to help keep the waters clean. Actions such as only flushing the 3 P’s (paper, poo and pee), installing a water butt, as well as remembering not to feed the local seagulls can help keep our bathing water clean.

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| **Action:**  **Complete 3 actions to gain an award level** | **Complete?** | **Please give us some details of how you completed the action** |
| Display What Not to Flush messaging  [Download What Not To Flush poster](https://www.litterfreedorset.co.uk/wp-content/uploads/2021/12/What-Not-To-Flush-poster-A4.pdf) |  |  |
| Ensure there are bins available in every bathroom |  |  |
| Check sinks/toilets/dishwashers/washing machines for leaks and misconnections  [Find advice from Wessex Water on how to check for leaks here](https://www.wessexwater.co.uk/your-water/checking-for-leaks) |  |  |
| Install a water butt - this helps to slow the flow of rainwater helping to reduce storm overflows operating. |  |  |
| Install a sink strainer in your staff kitchen sink to prevent food scraps going down the drain |  |  |
| Pledge to always dispose of dirty wastewater from cleaning down the toilet. |  |  |
| Pledge to always sweep up debris during building work so it does not wash down drains. |  |  |
| Display a poster in your workplace about safely disposing of fats, oils and greases  [Download FOGs poster here](https://www.litterfreedorset.co.uk/wp-content/uploads/2023/06/FOGS-guide-.pdf) |  |  |
| Share the FOGs guide digitally with staff: [FOGS guide (litterfreedorset.co.uk)](https://www.litterfreedorset.co.uk/wp-content/uploads/2023/06/FOGS-guide-.pdf) |  |  |
| **Food & drink businesses:** Train staff members to safely dispose of kitchen fats, oils, and greases (FOG) |  |  |
| **Food & drink businesses:** Fit fat traps to dispose of all kitchen fats, oils, and greases if you are a restaurant or have a commercial kitchen |  |  |
| **Food & drink businesses:** Encourage customers to safely dispose of fats, oils, and greases (FOG) at home. Litter Free Dorset’s FOG resources can be used within your business or on your social media. |  |  |

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| **Action:**  **Complete 3 actions to gain an award level** | **Complete?** | **Please give us some details of how you completed the action** |
| Provide recycling bins for customers & staff with clear instructions |  |  |
| Display messaging encouraging customers & staff to recycle |  |  |
| Provide a food waste bin for staff to use |  |  |
| Add one additional recycling stream e.g. soft plastics/cartons/pens/batteries |  |  |
| Ensure all business waste is properly separated into general waste and recycling |  |  |
| Find one way of reusing a waste item e.g. partner with another business |  |  |
| If using rubbish bags, ensure they are seagull proof |  |  |

**Category: Recycling & Waste Management**

**Issue:**   
Every day millions of things that could be reused or recycled end up being thrown away. Waste is everyone’s problem, and every business has a role to play in the solution. Recycling can help protect the environment while conserving natural resources. It is critical to recycle and minimize the amount of waste we are putting into the atmosphere. Doing so can help save energy, reduce landfill waste, and protect our environment.

**Category: Community Engagement / Action**

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| **Action:**  **Complete 3 actions to gain an award level** | **Complete?** | **Please give us some details of how you completed the action** |
| Signpost customers to the closest bin/recycling point |  |  |
| Organise/sponsor a community litter pick/beach clean  [Find out more about how we can help organise a litter pick here](https://www.litterfreedorset.co.uk/get-involved/organising-a-clean-up/) |  |  |
| Create a social media post to highlight a sustainable change you have made  Be sure to tag us in your post and use the hashtag #MaketheChange  Facebook: [Litter Free Dorset](https://www.facebook.com/LitterFreeDorset/)  Instagram: @[litterfreedorset](https://www.instagram.com/litterfreedorset/) |  |  |
| Invite a business friend to join the Sustainable Business Network |  |  |
| Bring a business friend to the next Sustainable Business Network event |  |  |
| Install a public ashtray outside or in staff smoking areas |  |  |
| Choose to remove disposable BBQs from sale and display a #BBQsBurnMoreThanBangers poster  [Download BBQ poster here](https://www.litterfreedorset.co.uk/wp-content/uploads/2021/11/A3-shops-poster-REMOVE-BBQ.pdf) |  |  |
| Display a ‘Don’t feed the locals’ poster to encourage the public not to feed seagulls  [Download ‘Don’t Feed the Locals’ poster here](https://www.litterfreedorset.co.uk/wp-content/uploads/2021/11/Dont-feed-the-locals-poster.pdf) |  |  |
| Add something to your communications (website, e-news, social) about sustainability and your commitment |  |  |

**Issue:**   
We want your businesses to be a force for good in your local community. Community engagement is an effective way to help all your customers #makethechange by providing them with sustainable choices when they use your business.

**Category: Staff Awareness**

**Issue:** Encourage everyone who works within your business to #makethechange today! Employees play a pivotal role in driving sustainability within a business, by actively engaging with your staff, you can create a thriving culture of sustainability.

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| **Action**  **Complete 3 actions to gain an award level** | **Complete?** | **Please give us some details of how you completed the action** |
| Create a mission statement that includes a commitment to the environment |  |  |
| Highlight reuse at your next staff event! - e.g. everyone bring a share meal |  |  |
| Encourage employees to reuse coffee cups and water bottles. *You can promote this initiative in-office by offering company merchandise items such as travel mugs and stainless steel water bottles.* |  |  |
| Provide smokers with stubby packs / ash trays in designated smoking areas |  |  |
| Promote a paperless workplace - *let staff know digital is the default* |  |  |
| Encourage sustainable transportation (have safe places to store bikes) |  |  |
| Conserve energy within the office (you could display a sign reminding everyone to turn the lights off as they leave) |  |  |
| Display our workplace poster to encourage staff to reduce, reuse and recycle!  [Download ‘Reducing plastic at work’ poster](https://www.litterfreedorset.co.uk/wp-content/uploads/2022/10/PPP-workplace-poster-2.pdf) |  |  |
| Invite everyone at work to share any innovative ideas they may have to make more sustainable changes in your business. |  |  |