



Sustainability Steering Wheel

GUIDANCE NOTES

Welcome to the YouTree™ Sustainability Steering Wheel, the visual tool that helps assess your progress whilst supporting you to create a more sustainable organisation.

Having co-ordinated sustainability actions within many organisations we understand that it can be a complex process involving many people and activities, each with their own agenda. **This steering wheel has been developed as a generic tool which creates a visual overview on your progress that can also be used for communication.** Visually validating your current position will help you to celebrate where things are well advanced, and to highlight areas that may require some additional focus.

Every organisation has its own unique context and drivers behind their reason for embracing sustainability principles, whatever organisational culture, sector, size and complexity of operation. However, each will have their own blind spots!

The steering wheel can only be a guide, but is here to help you gain clarity on where you currently are, and help you to plan future action.

The table attached outlines what each of the categories refer to and provides prompts for things to include. They are suggestions to encourage you to think laterally and holistically to ensure that sustainability is being incorporated throughout the organisation.

Let's get started...

1

Looking at the *Sustainability Wheel* diagram, consider each of the topics in turn, and allocate a number between 1 and 5 depending on where you feel your organisation currently sits. Mark this on the sheet by circling the appropriate number.

1 = Not engaged or introduced —————> **5 = The absolute best it can be**

2

Now refer to the table below that describes each of the categories in more detail and includes elements to consider. Having read it, do any of your scores require some alteration? Once you are clear on your choices, join up your circled numbers and view the pattern you have created.

The bigger shape you have created, the more sustainable actions your organisation is taking.



You will notice that the right side of the circle is more functionally based, and the left side considers elements of engagement and promotion activities. **Any sections that are closer to the centre indicate where some work is still required.**

**So, how did you do?
Were there any surprises?**

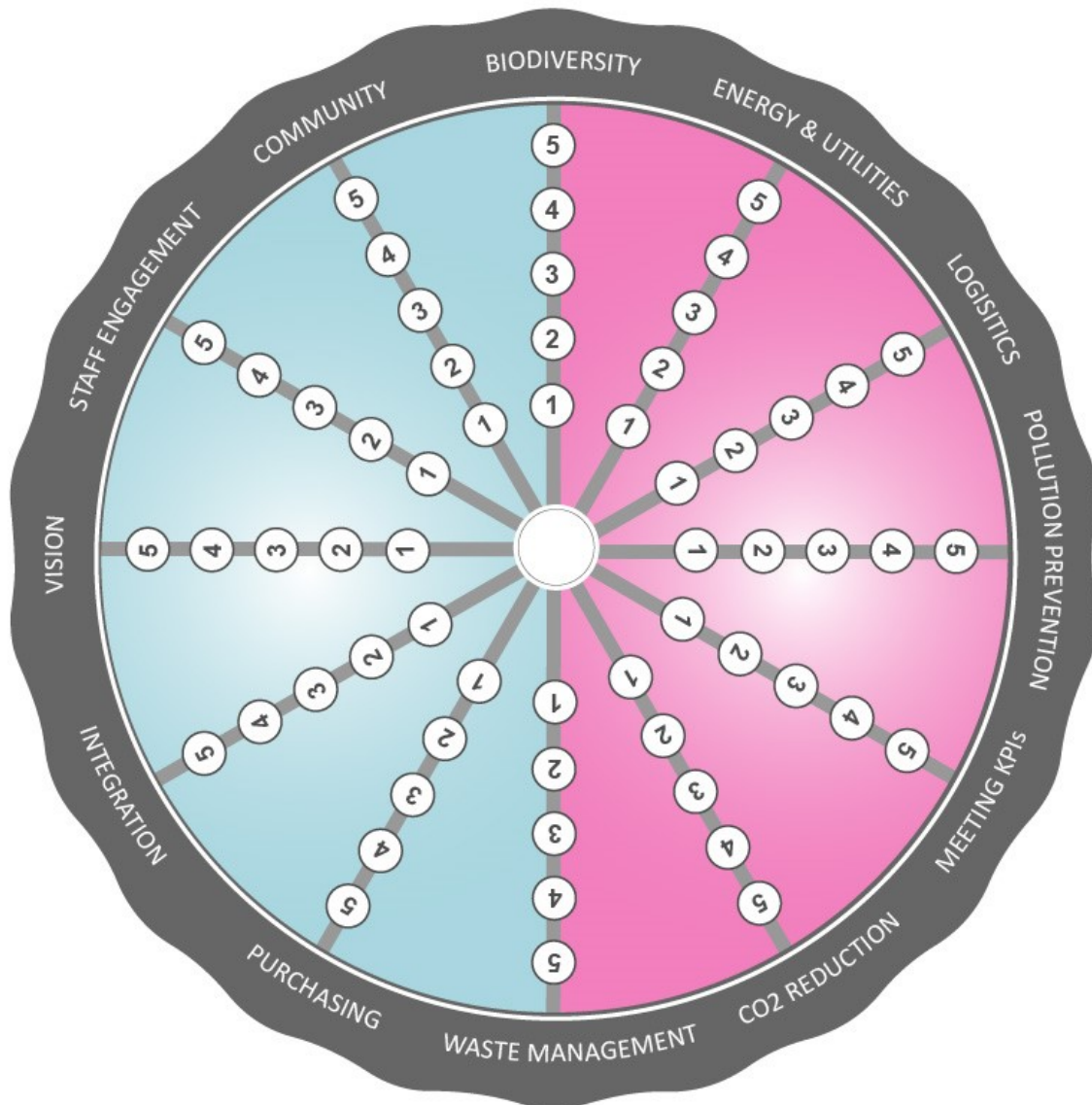
Stronger sustainability bonds and actions are created through embracing both the functional and promotional/ educational elements of your activities.



Sustainability Steering Wheel

THE WHEEL

How is your organisation performing?



1 = Not engaged or introduced → 5 = The absolute best it can be



Represents functional elements of an organisation



Represents elements requiring engagement and promotion

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Sustainability Steering Wheel

REFERENCE NOTES

Category	Refers to	Considerations to make
Energy & Utilities	Electricity, gas, water, heating oil and any other power source you utilise.	Consider how your energy is generated. Consider the level of control within your organisation.
Logistics	Delivery routing. Company fleet management. Travel to work plans for staff.	The maintenance and procurement of vehicles. Flexible home working options, parking/transport availability car sharing and promotion of local public transport.
Pollution Prevention	Emergency preparedness in place that is regularly tested and trained for.	Maintenance checks on air conditioning. Storage & underground pipe work. Bund requirements & condition for lubricants/fuels/liquids. Fire and flood prevention.
Meeting KPIs	Key performance indicators. e.g. targeted reduction of KWh against headcount or production.	Have you set your objectives to monitor key elements of your operations with targets aligned to measureable output?
CO ₂ Reduction	Proactive CO ₂ reduction planning.	Holistic appraisal of projects that incorporated CO ₂ modelling. CO ₂ offsetting actions.
Waste Management	Not just wastes and recycling! Includes Life Cycle Analysis of products and services.	Design products and systems sustainably. Review processes to eliminate wastes including transactional wastes (moving/handling). Assess packaging. Remove/reduce/reuse/recycle/recover.
Purchasing	Consciously assessing contractors and suppliers. Understanding your supply chain & areas of vulnerability.	Proactively sourcing local & fair trade sustainably sourced or products containing recycled content. Working to support sustainability within supply chain. Supporting local suppliers/SMEs.
Integration	Is sustainability in action across the organisation with imbedded policies and practises in place?	Are sustainability considerations made when planning new services or infrastructure? Are full life cycle analyses made for new products/services during planning phase? How integrated is sustainability into other management systems or departmental processes?
Vision	Sustainability awareness of global events and the potential interaction with your organisation.	Forthcoming legislation/guidelines. Changing customer requirements. Climate change, El Nino & other global events & how they can impact the organisation.



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Category	Refers to	Considerations to make
Staff Engagement	Includes leadership of the organisation & internal stakeholders	<p>Are sustainability actions included as part of the DNA of the organisation or is this seen as something separate or a stand alone element?</p> <p>What level of staff engagement is visible within the organisation?</p> <p>Do all staff understand the consequences of making sustainable choices at work and in their home?</p> <p>Quantity of reactive incidents occurring?</p> <p>The enthusiasm of the staff in general for embracing charitable and volunteering opportunities.</p> <p>A symbiotic relationship between current KPI performance and proactive action of staff members.</p>
Community	Stakeholder engagement with neighbours, local community & within your chosen sector	<p>Sponsorship of community events</p> <p>Support for local charities</p> <p>Providing work experience & volunteering opportunities</p>
Biodiversity	Creating and protecting habitats for wildlife, including consideration on how suppliers grow products that you utilise or are used in supply chain (if applicable)	<p>From window boxes/bird feeders to planting trees.</p> <p>Managing green areas to encourage biodiversity of species.</p> <p>No outdoor access/space? Support wildlife charities or provide staff volunteering opportunities.</p>

Tailored Consultancy & Staff Engagement Tool

Most functional sustainability actions rely on personal action and choice. YouTree offers coaching programmes and tailored training for managers leaders and employees alongside supply chain development projects to improve the resilience and sustainability of your suppliers.

YouTree also has online programmes for sustainability and wellbeing to help staff understand and engage in sustainable actions, whilst self assessing and improving their wellbeing awareness.

YouTree – sustainability starts with ‘you’.



FREE SUSTAINABILITY CONSULTATION!

Downloading and using this Sustainability Steering Wheel entitles you to a free 20 minute consultation with one of our Sustainability Coaches.

Please email hello@youtree.uk to schedule your call.