🌱 Sustainable HR Green Practices

Comprehensive Implementation Checklist for Staffing & Payroll

📋 Company Information

Company Name:

Enter company name

Industry Sector:

Select Industry ⌄

Company Size:

Select Size ⌄

Geographic Locations:

e.g., North America, Europe

Assessment Date:

dd - mm - yyyy 📅

Completed By:

Name and title

Foundation | Processes | Technology | Compliance | Measurement

Implementation

🎯 Foundation & Strategy

0% Complete

🎯 Purpose & Business Case

- [ ] **Business Case Development:** Document environmental impact of current HR practices and potential ROI from green initiatives

- [ ] **Stakeholder Analysis:** Identify key stakeholders and their sustainability expectations

- [ ] **Regulatory Assessment:** Review environmental regulations affecting HR operations

- [ ] **ESG Alignment:** Ensure sustainable HR aligns with corporate ESG goals

🎯 Leadership & Governance

- [ ] **Executive Sponsorship:** Secure C-suite commitment and visible support

- [ ] **Governance Structure:** Establish sustainable HR governance framework and decision-making authority

- [ ] **Budget Allocation:** Secure dedicated budget for sustainable HR initiatives

- [ ] **Cross-functional Team:** Form interdisciplinary team including HR, IT, Facilities, and Sustainability

📊 Current State Assessment

- [ ] **Environmental Audit:** Conduct comprehensive assessment of current HR environmental impact

- [ ] **Technology Inventory:** Catalog existing HR technology and sustainability features

- [ ] **Process Mapping:** Document current HR processes and identify improvement opportunities

- [ ] **Benchmark Analysis:** Compare current practices against industry sustainability standards

📝 Foundation Notes & Action Items

Add notes about foundation assessment, challenges identified, key stakeholders, timeline considerations, etc.