

# **GCP/COSE**

# **2010 Sustainability Report**

Prepared by the GCP Green Team



# Our Mission

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The Greater Cleveland Partnership (GCP) is committed to minimizing our collective impact on the environment and reducing our overall expenses through focused efforts to become more sustainable and energy efficient. Through the GCP Green Team, we are building a culture of responsibility that encourages every employee to ask the questions that lead to more sustainable processes and practices, and help our organization support a sustainable future through energy and waste reduction, recycling and social responsibility.

# Our Reporting Process

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The GCP Green Team has dedicated time and resources needed to transform our organization from a Green Plus Mover to Green Plus Certified. We will accomplish this by achieving goals that we have committed to in order to achieve our certification. In addition we will establish metrics to track our achievements in the areas of Performance, Planet and People. This report marks the beginning of monitoring our results to better report on our achievements on an annual basis.

This report will assist us in:

- Establishing goals for the upcoming year.
- Identifying opportunities to enhance our Performance, Planet and People initiatives.
- Developing guidelines to address these opportunities.

The Green Report will be updated on an annual basis to clearly indicate our success in achieving our metrics from year to year.

# Focus Areas

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The Green Team has dedicated time and resources needed to transform our organization from a Green Plus Mover to Green Plus Certified. We will accomplish this by achieving goals that we believe will increase our support of Performance, Planet and People initiatives. The members of our Green Team established the following focus areas in which to achieve our goals and help us to achieve our Green Plus Certification:

- Organizational Performance
- Community Engagement
- Employee Health and Wellness
- Employee Orientation and Engagement
- Environmental Stewardship



# Organizational Performance

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GCP/COSE strive to use best practices in accounting, finance, planning, human resources and reporting to successful run our organization as outlined below:

- Established multi-year written strategic plan;
- Established human resources policies including EEO and discrimination policies, promoting diversity during our hiring process, and a formal grievance policy;
- Following GAAP (Generally Accepted Accounting Principles);
- Maintaining a positive operating cash flow; and
- Recognize our employees for their professional successes through our established GCP Catalyst Award program and Service Awards.

In 2010, we have established goals in the following areas:

- Finalizing our Business Continuity and Disaster Recover Plan: and
- Establishing additional tools to integrate new hires into the organization

# Community Engagement

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We believe that giving back to the community that we serve will bring positive rewards to our staff as well as those individuals that we touch by dedicating our time and talent.

## **Team Volunteer Day**

In 2009, we began an annual staff volunteer day in which we achieved 60% participation. In August 2009, our employees left the office for an afternoon of volunteering at University Settlement. The University Settlement provides a full range of essential, fundamental services for people of all ages and is committed to encouraging people to realize their individual potential as contributing members of society. The GCP volunteer team performed needed yard work and cleaning of the indoor facilities during our visit.

On an annual basis we will host a volunteer day at an area non-profit agency. Our goal will be to increase participation each year by 5%.

## **United Way Campaign**

In addition, we continue to support the United Way of Greater Cleveland through our annual employee pledge drive. We will continue to strive towards achieving Pacesetter status each year which we have attained for the past 5 years.

## **Board Involvement**

Our senior management team sits on a variety of local boards of community organizations. In 2010, we will be working to establish a comprehensive list of this board involvement to report in 2011.



## **Buying Local**

Through our internal initiatives to support our member organizations, we promote buying local for necessary products and services as well as supporting small businesses and minority owned businesses. Our Purchasing Council establishes annual metrics for supporting these initiatives.

# **Employee Orientation and Engagement**

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At GCP, we understand the importance of engaging employees to achieve our organization's goals. We have been successful in engaging our employees through the following:

- Hosting an annual Staff Social to foster team building among employees.
- Continue to offer competitive benefits to our eligible employees (and their dependents where applicable) including health care, 401(k), paid time off, ancillary benefits, and flexible work arrangements. We will rely on the work of our GCP Benefits Committee to continually evaluate our offerings and make improvements where necessary.
- Continue to offer recognition programs.
- COSE is encouraging sustainability initiatives by participating in and marketing the Green Plus program to member companies.
- Include green tips in our GCP 411 Employees eNewsletter.
- Encouraging employees to participate in community sustainability initiatives including Sustainable Cleveland 2019 – a program designed by the city of Cleveland with a goal of becoming a model of sustainability and leader in the emerging green economy over the next 10 years.

Through our new program, Greening GCP, our goal in 2010 is to identify additional tools to orient new employees to our organization's sustainability practices as well as using the GCP 411 to provide details on our sustainability successes and policies.

# **Employee Health and Wellness**

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GCP wants to provide employees with an environment that promotes healthy lifestyles to our employees. Our healthcare plans include specific programs to support preventative care as well as chronic disease management. We will also continue to offer the following:

- On-site Fitness Center
- Annual Health Screenings and Flu Shots
- Farmshare Program
- Ease@Work EAP program which offers free counselling as well as nutritional counselling.
- Participation in COSE Wellness programs such as Walktober and Colorful Choices.

In 2010, we will be looking to provide lunch-n-learn seminars to our employees in the areas of stress management to help keep employees healthy and productive.



# Environmental Stewardship

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Although GCP has made some strides in advancing our environmental sustainability through our internal operations, our goal is to formalize our environmental commitment with an Environmental Policy and a Sustainable Purchasing Policy.

## Transportation

To reduce the impact of vehicle emissions, we encourage our employees to:

- Use public transportation and take advantage of GCP's RTA Discount Passes
- Walk to meetings close to the office
- Share rides to off-site events and meetings
- Use conference calls or video conferencing instead of face-to-face meetings whenever possible
- Telecommute when appropriate and approved.
- Use local bike courier service when possible to deliver mail to local businesses.

## Energy Use

Although our energy footprint is small based on our line of business and office size, we encourage energy conservation on a daily basis by the following:

- Switch lights off wherever possible and when not in use especially when leaving the office.
- Turn off your computer, monitor, and other electronic equipment and undock your laptop when leaving the office.
- Turn off TV's around the office when not in use.
- Turn off monitors/projectors in conference rooms when completed.
- Don't run the dishwasher until it is full.
- Utilize natural light when possible.
- Use only as much lighting as you actually need. Don't use your extra task lighting if not necessary.
- Maintain settings of motion activated lights in your office.

In 2010, we will begin to review our monthly electric consumption and measure the success of our Greening GCP communications to staff.

## Sustainable Purchasing

Our goal is to establish a formal Sustainable Purchasing Policy to help create a system for evaluating and selecting products to improve our environmental impact. This policy will include:

- Screening products for their environmental impact and purchasing products made from environmentally friendly materials
- Purchasing only post-consumer recycled office paper
- Purchasing products with minimal packaging



Although not currently part of a formal policy, we do give preference to the following:

- Buying local to support our local businesses
- Purchase reusable, recycled, recyclable or compostable products
- Eliminate the purchasing of plastic water bottles

### **Waste and Recycling**

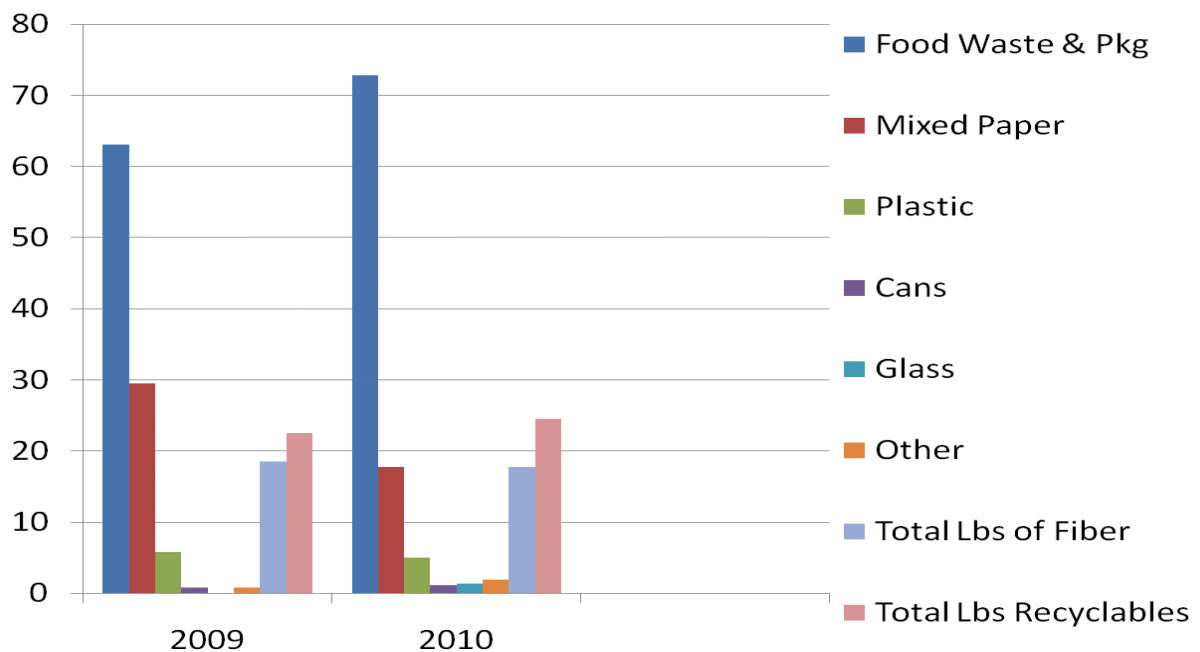
One of the most significant environmental impacts that we can control on a daily basis both in the office and at our homes is with reducing the amount of standard office waste. We currently provide the providing recycle bins throughout the office for plastic, cans and paper. We also encourage employees to reduce the use of paper by:

- Making double-sided copies when printing or copying
- Reusing single-sided copies as scratch paper instead of purchasing post-it notes or notepads.
- Using spell check and print preview options before printing a document.
- Limiting printing by keeping files on your computer instead of in file cabinets.
- Requiring direct deposit which eliminates the need for paper checks.

Our IT department recycles computer equipment to RET3 Job Corp, a local non-profit organization dedicated to recycling and refurbishing electronics in an environmentally safe manner to create a more productive and technologically adept workforce in NE Ohio. In 2009, we recycled 6 printers, 8 desktop computers, and 2 fax machines.

### **Waste Audit**

GCP completed our first waste audit in March 2009. We collected trash from one workday in the office and sorted trash into categories.



# 2010 Goals

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## Organizational Performance

- Finalize the GCP/COSE Business Continuity and Disaster Recovery Plan.
- Establish new tools to integrate new hires into the organization.

## Community Engagement

- Increase employee participation in Volunteer Day by 5%.

## Employee Orientation and Engagement

- Establish training for new hires on *Greening GCP* initiatives

## Employee Health and Wellness

- Provide lunch-n-learn seminars to our employees in the areas of stress management to help keep employees healthy and productive.

## Environmental Stewardship

- Review our monthly electric consumption and measure the success of our Greening GCP communications to staff.
- Complete our 2010 Waste Audit and set goals to attain in our 2011 Waste Audit.
- Establish Sustainable Purchasing Policy
- Establish *Greening GCP* guidelines for our staff in accordance with our goals

## Other

- Establish marketing plan and materials to educate the community and our members on our sustainability initiatives, goals and successes.

