



GREEN TEAM AWARD

GUIDANCE NOTES

2016



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1. The Competition

The VIBES (Vision in Business for the Environment of Scotland) Awards aim to raise awareness of environmental and sustainable development issues within businesses in Scotland.

The competition emphasises that best environmental practice is not only good for business, the economy and competitiveness, but that it also benefits the surroundings in which we work, live and relax. VIBES rewards those who have addressed sustainable development issues in the work place and encourages others to follow their examples.

Green teams are cross-functional groups of employees who come together to educate, inspire and empower employees around sustainability. They identify and implement specific solutions to help their organisation operate in a more environmentally sustainable fashion. Green teams focus on greening operations at the office, addressing such issues as recycling in the office, composting food waste, , energy efficiency e.g switch off campaigns for lights, IT equipment; water efficiency e.g low pressure taps, repairing water leaks . Green teams will also work to integrate sustainability into employees' personal lives.

The **Green Team Award** rewards teams that have recognised the importance of working as a team to deliver environmental improvements. A green team can be within an organisation or between organisations.

This award can apply to organisations (public and private sector) or collaboration between different organisations to achieve efficiencies.

- Successful green teams comprise people from different departments and levels of seniority. This helps to ensure that ideas are varied and dynamic.
- A key attribute needed from green team members is enthusiasm.
- Team members do not have to be 'green.' Indeed, those who understand the commercial imperative of resource efficiency can be powerful in motivating others to act who have similar attitudes.

Benefits that a green team can offer can include:

- Cost savings – reducing costs associated with waste, energy and water;
- Attracting and retaining talent – supplying transferable, in-office skills, improving employee morale and satisfaction, reducing staff absenteeism;
- Influencing others at work and at home;
- Customer expectations – strengthening brand and increasing market share;
- Regulatory compliance – staying ahead of legislation;
- Aligning practices with values – walking the talk; and
- Sharing best practice – within the organisation and to a wider audience.



2. Judging Criteria

This award will be evaluated on the following:

- Identification of green team and evidence that this includes staff from all levels within the organisation with demonstration of buy-in from senior management;
- Identification of written policy or action plan, responsibilities and targets for green team agreed with senior management;
- Examples of initiatives actioned by the Green Team that have impacted on the sustainability of the organisation and/or on employees' personal lives;
- Evidence that the green team communicates effectively with the organisation and raises employee awareness of initiatives being undertaken; and
- Evidence of wider benefits, e.g. staff motivation, reduction in absenteeism, influencing others to embrace sustainability at work and at home.

3. Next Steps

All the forms we receive will be assessed, and those which show a high level of commitment and have reached the appropriate standard will be added to the list of finalists.

If you are placed on the list of finalists you will then receive a judge's site visit. This gives you the opportunity to provide more details of your achievements and allows the judges to more accurately assess your application

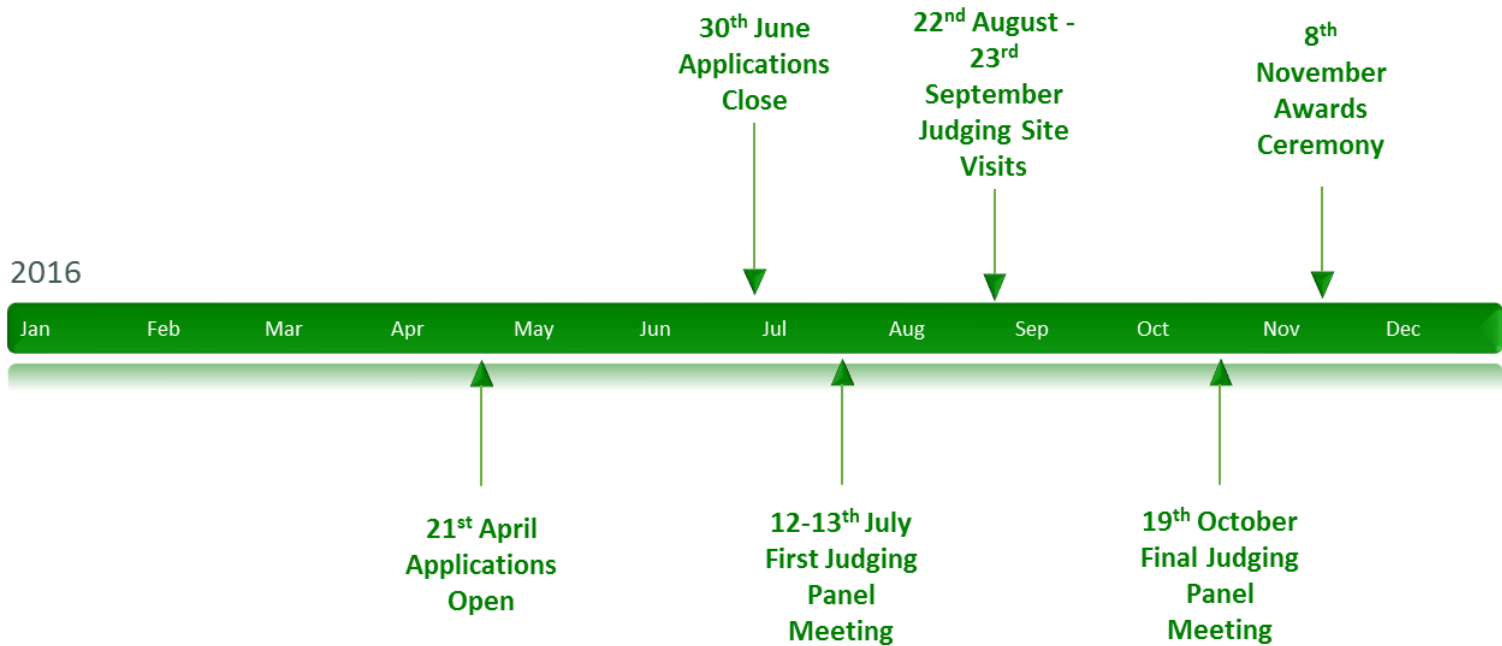
The VIBES Awards is all about recognising and promoting good practice, and it is therefore incumbent on the organisers to ensure all finalists are compliant with any relevant environmental regulations. This will be done by making contact with local SEPA offices to assess the status of applicants.

The judges' site visits will take place during August or September. The visit allows the judges to meet the employees at the site/premises responsible for improving environmental performance and sustainable development. The visit should be used to support and expand on your application and should ordinarily take no longer than 3 hours.

Finalists will be chosen from each size category, and a final judging panel comprising Bob Downes (SEPA Chairman), Lady Susan Rice (Chair of Scottish Water) and Lorne Crerar (Chair of Highlands and Islands Enterprise) will then select the winner for each of the size categories. These will be announced at the awards ceremony in November 2016.



4. Key Dates



5. Further Information

We hope that these guidance notes are of some help in the completion of your application form.

Please note that by entering VIBES you agree to share the information you provide with the partner organisations. The partner organisations are:

- Energy Saving Trust
- Highlands and Islands Enterprise
- Scottish Environment Protection Agency
- Scottish Enterprise
- Scottish Water
- Scottish Government
- Zero Waste Scotland
- 2020 Climate Group

The Awards are supported by:



- CBI Scotland
- Institute of Directors
- Bright Green Business
- FSB
- Quality Scotland

We may ask the partner organisations for additional information. This information will only be used to help assess your suitability as a VIBES winner.

If you're successful with your entry, we will prepare a case study to highlight the areas of your business that particularly impressed the judges. Once you have approved the content of the case study it will be used to promote good practice more widely.

Further advice, support and assistance with the application form are available from the VIBES Awards Co-ordinator vibes@sepa.org.uk

You can get support and assistance from a number of the partner organisations to further improve the environmental performance and sustainable development of your business.

Sources of help will be highlighted in the feedback on your entry. You can also find out how each of the partners might be able to help you now by contacting the VIBES Co-ordinator or looking at the competition website (www.vibes.org.uk).

To submit your completed application save this word document using your company as the file name (if saving as PDF please also provide a word version of the application form). Then electronically submit this to us at the email address below.

Completed forms must be submitted no later than **1700 hours on Thursday 30th June 2016.**

Contact us:

Help Desk 0300 0996699

Address : Scottish Environment Protection Agency

VIBES Awards

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Good luck from the whole team!