



May 15, 2015

Green Plus – The Redwoods Group Foundation

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Dear Jon,

Greetings from the Green Plus team! We have received the completed Park Foundation diagnostic survey and have prepared a detailed Sustainability Report below.

The Report provides:

- a snapshot of your overall performance in sustainability
- a list of potential practices you can employ to help you get started
- a copy of your answers for your reference

All possible practices were worth one (1) point. No, Not Sure, and Commit answers were worth zero (0) points. Questions answered N/A have been removed from consideration in the score. If you provided any additional information in the comments section, you may have received additional points, which we will have noted in the report.

Simply the act of taking the survey demonstrates leadership on the part of the Park Foundation to excel in Performance, Planet and People practices. Scoring is a framework for understanding and provides a path to progress. All scores, whether high or low, can be considered a benchmark for positive change, representing a variety of opportunities to build sustainability into core business strategy in a way that is relevant and lasting for your organization.

We realize that every organization is different, with different limitations and priorities. This report is designed to lead you to achieve greater sustainability at a pace that is feasible for your organization. It is our hope that this process will provide a richer education in what leading-edge sustainability looks like for today's small businesses.

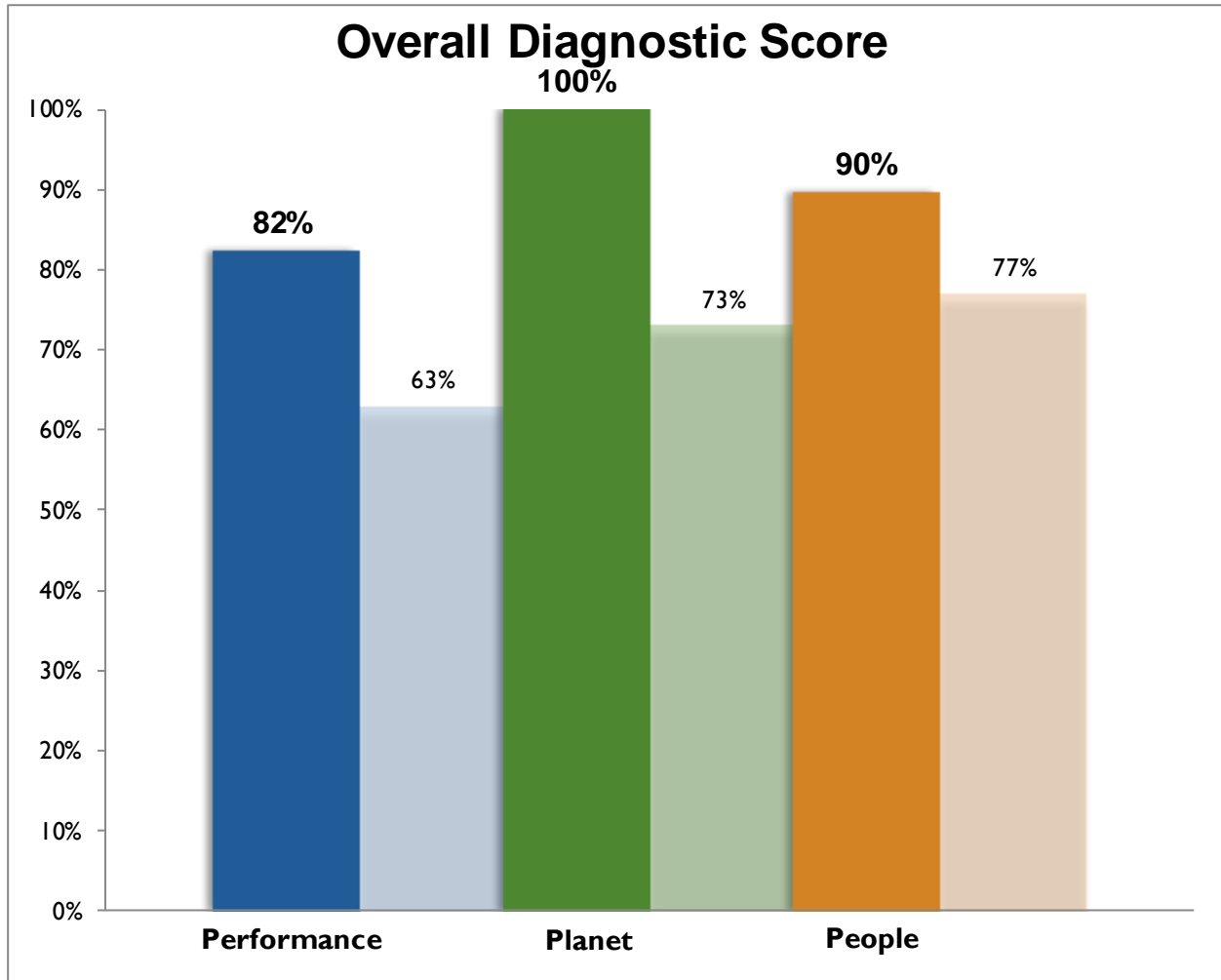
Green Plus is intended to help smaller enterprises uncover opportunities in sustainability that can lead to cost savings, new revenue and stronger workplace cultures. We hope that you all will find the process valuable in assisting your business to strengthen its sustainability efforts, and that the overall experience positions your business well for the future.

We appreciate your participation in Green Plus, and we look forward to helping you achieve your sustainability goals.

Sincerely,
The Green Plus Team

GREEN PLUS SCORE SUMMARY

Overall Score: 91%



*Lighter colors indicate past results

Overall Strengths: Planet, People
Overall Areas of Opportunity: Performance

*If your business is interested in qualifying for Green Plus Certification, an overall score of 80% with a minimum score of 70% in each category is needed.

BREAKDOWN OF POINTS

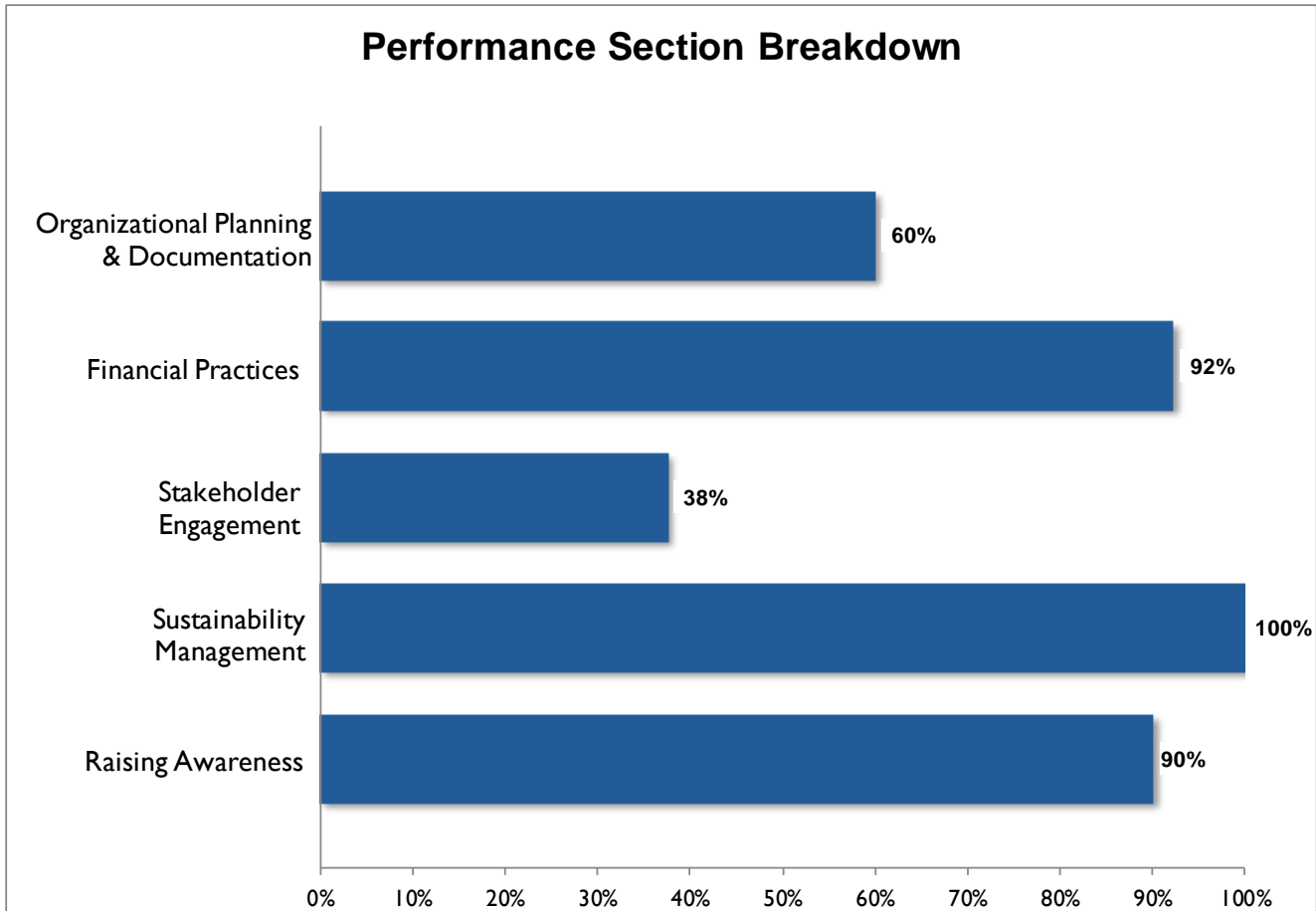
Organization Name Park Foundation
Contact Name Jon Jensen
Date Completed 5/1/2015
 As of **5/15/2015**, qualifies for **Green Plus Certification!**

DIAGNOSTIC SURVEY SCORE	POSSIBLE POINTS	POINTS EARNED	N/A	NONE OR NOT SURE	COMMIT	BONUS POINTS	TOTAL POINTS	SCORE
1. PERFORMANCE	57	44	0	0	0	3	47	82%
Planning & Documentation	15	9	0	0	0			60%
Financial Practices	13	12	0	0	0			92%
Stakeholder Engagement	8	3	0	0	0			38%
Sustainability Management	11	11	0	0	0			100%
Raising Awareness	10	9	0	0	0			90%
2. PLANET	45	40	2	0	1	5	45	100%
Site Selection	2	1	0	0	0			50%
Energy	13	11	0	0	1			85%
Water	4	3	1	0	0			75%
Transportation	5	4	1	0	0			80%
Waste Reduction	16	16	2	0	0			100%
Sustainable Purchasing	5	5	0	0	0			100%
3. PEOPLE	39	31	0	2	0	4	35	90%
Human Resources	35	28	0	2	0			80%
Community Engagement	4	3	0	0	0			75%
Totals	141	115	2	2	1	12	127	91%

Note: Earned bonus points are reflected in the overall People, Planet and Performance scores, but not in the subtopic scores.

PERFORMANCE DETAILS

Overall Performance Score: 82%



Bonus Points Earned: 3

Performance Strengths:

Sustainability Management 100%
Financial Practices 92%
Raising Awareness 90%

Performance Areas of Opportunity:

Organizational Planning & Documentation 60%
Stakeholder Engagement 38%

Performance Questions Committed To:

None.

Performance Questions Answered No, None, or Not Sure To:

None.

Performances Responses Answered “Other”:

22. Through which of the following communication channels has your nonprofit encouraged employees to adopt good environmental and health and wellness habits (e.g. turning off lights, only running the dishwasher when full, taking the stairs, making healthy choices, etc.)?

Your Answer: Verbal reminders and discussions during weekly staff meetings.

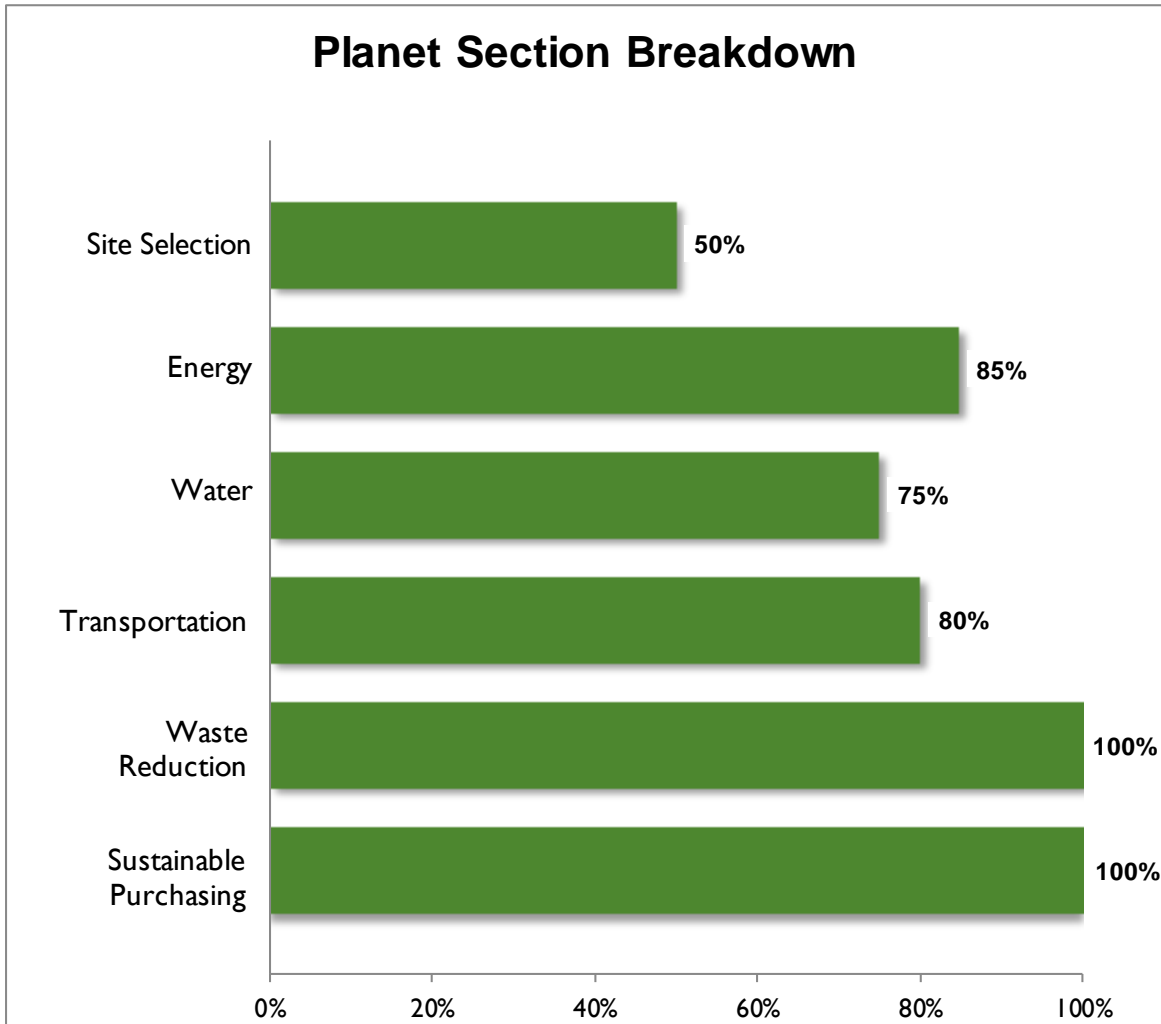
Explanation: Points for this answer would be considered under Question 21.

Notes:

Your score in the Performance section meets the minimum requirements necessary for Certification in this category.

PLANET DETAILS

Overall Planet Score: 100%



Bonus Points Earned: 5

Planet Strengths:	
Waste Reduction	100%
Sustainable Purchasing	100%
Energy	85%
Transportation	80%

Planet Areas of Opportunity:	
Water	75%
Site Selection	50%

Planet Questions Committed To:

25. Has your nonprofit (or your landlord) conducted an energy audit/assessment of organization-run facilities in the last three years?

Planet Questions Answered No, None, or Not Sure To:

None.

Planet Responses Answered “Other”:

28. Which of the following water conservation methods has your nonprofit (or your landlord) implemented in the majority of your organization’s facilities?

Your Answer: The office has an ENERGY STAR certified dishwasher that is only run when it is completely full.

Explanation: You received one additional point for this answer.

31. Which of the following practices are in place for encouraging alternative transportation?

Your Answer: The Foundation has recently purchased a bicycle for office use. We also provide information about public transportation to all staff members and sponsor a TCAT bus pass for office use.

Explanation: You received credit for this in the Bonus section.

34. Of which of the following materials does your nonprofit regularly recycle at least 75%?

Your Answer: Old computers are donated to Finger Lakes Reuse where they are refurbished for resale or donated to local nonprofits.

Explanation: You received credit for this in the Bonus section.

35. Which of the following practices are in place to reduce the use of natural resources?

Your Answer: Old computers are donated to Finger Lakes Reuse where they are refurbished for resale or donated to local nonprofits.

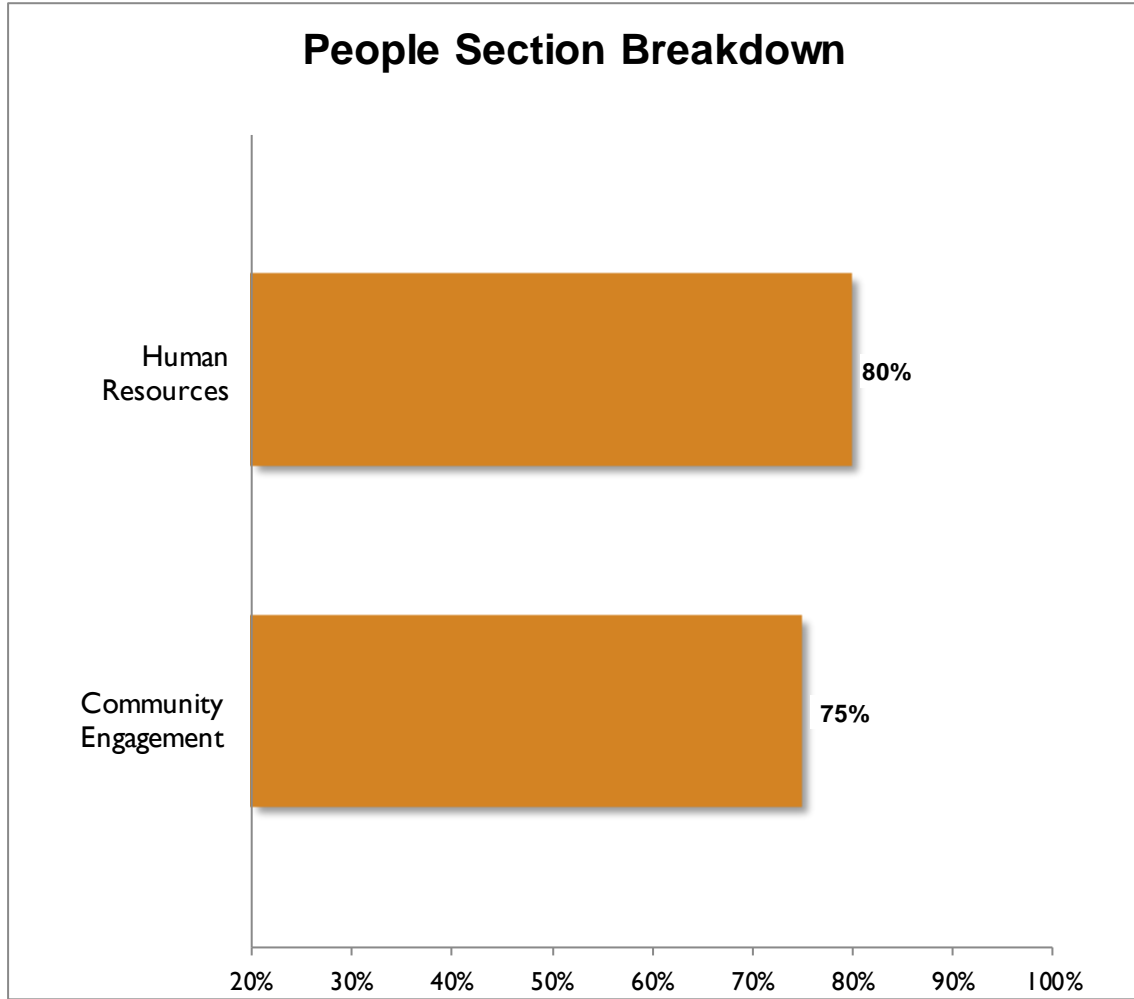
Explanation: You received credit for this in the Bonus section.

Notes:

Your score in the Planet section meets the minimum requirements necessary for Certification in this category.

PEOPLE DETAILS

Overall People Score: 90%



Bonus Points Earned: 4

People Strengths:
Human Resources 80%

People Areas of Opportunity:
Community Engagement 75%

People Questions Committed To:

None.

People Questions Answered No, None, or Not Sure To:

47. Do you provide funding for employees to pursue further education?

51. Is your organization's Human Resources Manager part of the Executive Management Team?

People Responses Answered "Other":

41. Which of the following workforce strengthening practices has your nonprofit implemented?

Your Answer: Employee manual describes all personnel policies and benefits. A copy is available on request.

Explanation: Points for this answer would be included in Question 2.

44. Which of the following activities does your nonprofit offer to build team or community spirit?

Your Answer: The Foundation has periodic chair massages for staff in the office. The Foundation also goes on periodic field trips to events and places within the community. The field trips are especially great for building a community spirit within the company.

Explanation: You were awarded one point for this answer.

45. Which of the following health care and leave options does your nonprofit offer employees?

Your Answer: military and jury duty leave

Explanation: You were awarded one point for this answer.

46. Which of the following health and wellness practices have been implemented for employees?

Your Answer: The Foundation is currently working with a local business to put in a green wall in the office's lobby area. Employees also have free membership in the fitness center located in the building and are encouraged to use it.

Explanation: You received points for this answer in the Bonus section.

Notes:

Your score in the People section meets the minimum requirements necessary for Certification in this category.

CONCLUSION

Congratulations! Your score has qualified you for Green Plus Certification. We will be in touch with you to follow up with more details. In the meantime, we invite you to fill out your Green Plus profile and connect with other Green Plus Movers and Certified businesses in our [Directory](#).

Next Steps:

Green Plus staff will be in touch with you to discuss the next steps in the Certification process, which includes a document verification step.

You can access and update your saved answers by going back to the [Green Plus Diagnostic Survey](#) page and entering your username and password.

As you update your answers, please be sure to periodically save the survey.

Green Plus Diagnostic Survey Nonprofit

Created Thursday, March 07, 2013

Updated Friday, May 01, 2015

<http://fluidsurveys.com/account/surveys/85280/responses/export//s/green-plus-diagnostic-survey-nonprofit/ddb3f3de191333543fle>

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Instructions for Completing the Survey

The Green Plus Diagnostic Survey assesses your business's sustainability efforts across three categories: People, Planet, and Performance. A business must earn a score of at least 80% overall, with at least a 70% in each of the three categories to become Green Plus Certified.

Please find the instructions for completing the survey below:

Answer "Commit" if the question is in regards to a practice your organization is planning on implementing, but to date has not.

Answer "No" if you do not implement the practice asked in the question.

Answer "N/A" if the question does not apply to your organization.

Answer "Other" if you feel you implement a practice that was not included in the answer set, but would satisfy the question. In this instance, please provide more detail in the comments section.

All possible practices are worth one (1) point. No, Not Sure, and Commit answers are worth zero (0) points. Please answer all questions truthfully and with as much detail as possible. There is a comments section after each question for you to add any information you feel would be an important addition to your assessment.

Important Notes

Please note that in order to advance to a different page of the survey, you must click the "Next" button at the bottom of each page.

You can save your answers to continue the survey at a later time, just be sure to save the link so you can access your saved answers.

It will take approximately one business week for the Green Plus team to generate a customized report for your organization. Thank you again for taking the survey, and good luck!

Page 2

Organization Name

The Park Foundation

Contact Name

Maegan Krieger

Contact Email

assistant@parkfoundation.org

On my honor, I pledge that all information provided in this survey is accurate and factually correct to the best of my knowledge.

Yes

Does your organization comply with all United States federal, state, and local laws and regulations in its operations both domestically and internationally to the best of your knowledge?

Yes

PERFORMANCE

Organizational Planning Documentation

1. Which of the following organizational planning documents exist in written form, are easily-accessible, and circulated in your nonprofit, at least among your leadership/management team (please check all that apply)?

-
- A marketing/communications plan
-

Comments

(No response)

2. Which of the following employee documents exist in written form, are easily-accessible and circulated in your nonprofit (please check all that apply)?

-
- Employee handbook
-
- Job descriptions
-
- Structured work plans for employees

Comments

Employees have Individual Development Plans that they create on an annual basis.

3. Which of the following mission-oriented planning documents exist in written form, are easily accessible, and publicly available (please check all that apply)?

-
- A mission statement
-

Comments

The Park Foundation has one overall statement, which is:

The Park Foundation primarily supports scholarships in higher education, quality media that heightens public awareness of critical issues and protection of the environment.

4. Which of the following commitments has your nonprofit integrated into its written mission, vision, or values statements (please check all that apply)?

-
- An explicit commitment to positive social or community impact
-
- An explicit commitment to environmental stewardship

Comments

(No response)

5. Which of the following ethical planning documents exist in written form, are easily accessible and circulated among key stakeholders in your nonprofit (please check all that apply)?

- Conflict of interest policy
-

Comments

(No response)

6. Which of the following board member documents exist in written form, are easily accessible and circulated among relevant stakeholders in your nonprofit (please check all that apply)?

- Written description of board duties and responsibilities
-

Comments

(No response)

PERFORMANCE

Financial Practices

7. Which of the following standard financial practices has your nonprofit implemented (please check all that apply)?

- System (paper or software) in place for record keeping of financial data
- Use of Generally Accepted Accounting Practices (GAAP) in accounting
- Monthly budget maintained that includes cash flow projections
- System in place for tracking accounts payable and accounts receivable
- Form 990 is provided to entire board annually

Comments

(No response)

8. Which of the following board-related budgeting practices has your nonprofit implemented (please check all that apply)?

- Board approves budget annually
- Board assesses past year's financial performance relative to approved budget at least annually
- Board independently reviews, assesses, and approves executive compensation

Comments

(No response)

9. Which of the following fraud prevention policies has your nonprofit implemented (please check all that apply)?

- Board treasurer receives bank/financial statements independently of staff
- Bylaws include a policy setting financial limits for staff expenditures without board approval
- Bylaws include a policy setting financial limits on borrowing/incurred debt without board approval
- Board includes a designated audit committee

Comments

Currently, we have a policy in place that says all checks over \$10,000 require two authorized signatures and there are financial limits on foundation credit cards that are given to staff members. Further, the Board of Trustees authorizes and reviews the general operating budget each year.

PERFORMANCE

Stakeholder Engagement

10. Which of the following governance practices has your nonprofit implemented (please check all that apply)?

-
- Written meeting minutes maintained and distributed
-

Comments

(No response)

11. Which of the following steps are taken to ensure alignment between your stakeholders and the nonprofit's mission and ethical policies (please check all that apply)?

-
- None of the above alignment practices in place
-

Comments

(No response)

12. Does your nonprofit have an assigned employee or employee working group to oversee its social and/or environmental performance (e.g. a dedicated Green Team or Sustainability Committee)?

Yes (Please describe below)

Comments

The Green Team consists of one member of the programming staff, one intern, the director and one trustee. However, all staff members are invited to join at any time.

13. Does your nonprofit have an open line of communication to gather feedback from external stakeholders such as clients, funders, the government, or the community in the form of any of the following: surveys, suggestion boxes, online forums, or annual meetings?

Yes (Please describe below)

Comments

In all Grant Reports, there is a question that asks "Do you have any feedback on your experiences working with the Park Foundation? We value your thoughts and ideas as we continually strive to improve the effectiveness and efficiency of our grant making process." Grant Reports are filled out annually. These responses are discussed among employees during the weekly staff meeting. Staff regularly seek input from grantees and other members of the community on relevant issues and the Foundation's work.

PERFORMANCE

Sustainability Management

14. Does your nonprofit have a written, comprehensive sustainability plan that includes key objectives, indicators and timelines for achieving sustainability outcomes?

Yes

Comments

(No response)

15. Does your nonprofit track the financial impacts of its environmental sustainability related activities (e.g. payback periods on investments, savings, etc.)?

Yes (Please describe below)

Comments

The Park Foundation believes that its endowment investment practices should reinforce its grantmaking priorities. The Park Foundation screens a portion of its portfolio along Environment, Social and Governance (ESG) screens to exclude corporate investments that are inconsistent with its mission. The Foundation also invests in funds that incorporate sustainable investments. Approximately 98% of the Foundation's assets are either screened or invested in SRI. In 2011 the Foundation committed to a plan to move 100% of its portfolio to SRI.

16. Which of the following specific commitments are included in your nonprofit's written purchasing policy, to be favored over other options when feasible (please check all that apply)?

- Local vendors
- Vendors whose businesses are owned by women, minorities, or individuals from economically disadvantaged communities
- Environmentally friendly products or services
- People/community-friendly products or services (e.g. Fair Trade)
- Bulk purchasing or products with minimal packaging
- Ground transportation over air for delivery

Comments

(No response)

17. Does your nonprofit have a written travel policy that includes a commitment to minimize environmental impacts when feasible (e.g. minimizing emissions and fuel consumed)?

Yes (Please describe below)

Comments

Policy Scope

This Travel and Transportation Policy is intended to guide the transportation and travel decisions of the Park Foundation's employees. The policy includes local travel as well as out-of-town travel and will aid the Foundation staff in choosing the best practices for sustainable travel and transportation.

Policy Goals

The goals of this policy are to:

- *Reduce the Park foundation's carbon footprint*
- *Support businesses that are local and environmentally sustainable*
- *Increase the use of public transportation by employees*
- *Facilitate the building of a sustainable economy*

Local Transportation

Whenever possible, employees will be encouraged to utilize the follow methods of reducing transportation-related emissions:

- *Carpool to and from work or meetings*
- *Bike to or from work or meetings: The Park Foundation's office includes bicycle racks available for employee use. The Foundation recently purchased a bicycle for office use.*
- *Walk to or from work or meetings*
- *Take public transportation whenever possible: The Park Foundation will provide information about public transportation options to all staff members and sponsors a TCAT bus pass for office use. Employees who would like a TCAT bus pass can ask and acquire one at any time.*

The Park Foundation encourages employees that must have out-of-office meetings to plan meetings back-to-back in an effort to reduce travel time and carbon emissions. Additionally, The Foundation recently became a member of Ithaca Carshare. Ithaca Carshare is a local nonprofit with the mission of enhancing community access to transportation while reducing negative environmental and economic impacts. Thus far, two of our employees have signed up as drivers under our membership. Any and all of our employees are welcome to join as drivers on the Foundation's membership at any time.

Out-of-Town Transportation

The Park Foundation promotes environmentally sustainable travel by encouraging employees to:

- *Travel by car instead of plane if the destination is within driving distance*
- *Carpool to and from the destination*
- *Use public transportation as often as possible when traveling*
- *Select green hotels, restaurants, and stores when feasible (Typically, a list of businesses that provide green services will be available on a community's Chamber of Commerce or government website)*
- *Book travel through green conscious vendors (ex. Expedia's green travel guide - http://www.expedia.com/daily/sustainable_travel/going_green/)*

The Park Foundation also encourages employees to consider their carbon footprint when planning personal vacations. While there is no policy on this, it is something that the Foundation considers to be important.

Carbon Offsets

Carbon offsets offer a way to compensate for employee's travel and energy use by investing in sustainability initiatives in the Ithaca community. Carbon offsets purchased from the Finger Lakes Climate Fund contribute money to grants that will be used to help local low to modest income families make energy upgrades to their home.

Park Foundation staff may purchase these offsets for work-related travel by visiting the Finger Lakes Climate Fund website, <http://fingerlakesclimatefund.org>. The website leads to a Carbon Offset Calculator that will determine the CO2 emissions resulting from the travel and determine an offset cost. Employees will be required to purchase that carbon offset using his/her Park Foundation credit card.

Additionally, The Park Foundation has begun to offset the carbon emitted from employee's daily commutes to the office. This will be done annually using the Finger Lakes Climate Fund website listed above.

Communication of Travel and Transportation Policy

Any updates to the travel and transportation policy will be announced during weekly staff meetings. New employees will be given the policy to read, review, and discuss with supervisor.

18. Which of the below statements is true of your nonprofit's marketing and communication of its environmental sustainability?

- Has reviewed, understood, and not violated the FTC's Green Guides for environmental marketing
- Has reviewed, understood, and not violated any of the Seven Sins of Greenwashing

Comments

As a grantmaking institution, the Foundation does not market itself, per se.

PERFORMANCE

Raising Awareness

19. Which of the following has your nonprofit put in place for communicating your commitment to sustainability?

- A written internal communications plan (i.e. targeted to employees) for sustainability
- An employee training plan for sustainability
- Website content or print materials dedicated to sustainability (please describe)

Comments

We have included an employee training plan for sustainability in our Overall Office Sustainability Policy. Our website will soon have a page dedicated to our sustainability efforts and commitments. Our Sustainability Intern is in the process of creating a display in the office lobby that explores and showcases our sustainable initiatives, efforts, and commitments.

20. Have any of your nonprofit's leadership/management participated in sustainability-focused seminars or training in the past two years (i.e. educational opportunities related to improving environmental or social performance)?

Yes (Please describe below)

Comments

Members of the Green Team have attended webinars to inspire future courses of action for office greening initiatives. Staff members have attended numerous local, regional and national conferences focused on sustainability.

21. Through which of the following channels has your nonprofit fostered dialogue about sustainability topics internally during the past year (please check all that apply)?

- Meetings
- In-service employee training
- Lunch and learns or other optional trainings

Comments

(No response)

22. Through which of the following communication channels has your nonprofit encouraged employees to adopt good environmental and health and wellness habits (e.g. turning off lights, only running the dishwasher when full, taking the stairs, making healthy choices, etc.) (please check all that apply)?

- Signs throughout the office
- Bulletin boards
- Other (Please describe): Verbal reminders and discussions during weekly staff meetings.

Comments

As part of a LEED Platinum (anticipated) design plan, the office is extensively equipped with occupancy sensors that control lighting and HVAC.

PLANET

Site Selection

23. Which of the following best describes your office location (please select one answer)?

An average of between 9 and 16 miles from where employees live

Comments

(No response)

PLANET

Energy

24. Which of the following best describes how your nonprofit monitors and records its energy usage (please select one answer)?

Nonprofit monitors and records energy usage at least monthly (no reduction targets)

Comments

The Park Foundation is beginning to use ENERGY STAR's Portfolio Manager to monitor and track energy usage. We currently have all of our energy usage data input into the Portfolio Manager. As stated in the Office Sustainability Policy, while reduction targets are not currently set, if an upward trend in the amount of energy used begins, monthly reduction targets will be put in place. The Portfolio Manager is being used to comply with LEED Commercial Interiors v2009 standards and USGBC has access to our energy usage for their own data collection process. Furthermore, as part of an interpretation program, the Foundation plans to compare energy usage for its new office to its previous office.

25. Has your nonprofit (or your landlord) conducted an energy audit/assessment of organization-run facilities in the last three years?

Commit to an energy audit/assessment

Comments

We are in a newly built office and have only occupied the space since April 2014. Renovations were done before entering the space to make it energy efficient. The Foundation is working toward becoming LEED certified and are striving for LEED Platinum. All appliances, HVAC, and lighting are in compliance with what is necessary for LEED Platinum certification. We have HVAC occupancy sensors, lighting occupancy sensors, and Energy Star certified appliances. Because of this, we felt uncomfortable having someone come out to conduct an energy audit on a space that was so new and was made as energy efficient as possible. We reached out to Amanda Komar about our reluctance to have the audit conducted at this time and she suggested that we commit to conduct an energy audit in the future and perhaps at this time an exception could be made due to our unique situation.

26. Which of the following energy conservation/efficiency measures has your nonprofit (or your landlord) implemented at your facility (please check all that apply)?

- Equipment: ENERGY STAR appliances
- Equipment: Automatic sleep modes on equipment
- Equipment: After-hours timers on equipment
- Lighting: Natural light
- Lighting: Compact fluorescents or LED bulbs
- Lighting: Lighting occupancy sensors
- Lighting: Task lighting
- Building envelope: Double-paned windows
- Building envelope: Sealed air leaks around doors and/or windows
- HVAC: Programmable thermostats or HVAC timers

Comments

(No response)

PLANET

Water

27. Which of the following best describes how your nonprofit monitors and records its water usage (please select one answer)?

Asked, but landlord will not provide energy usage information

Comments

The Park Foundation wanted to use ENERGY STAR's Portfolio Manager to monitor and track water usage. We are still in the process of locating the water meter as it is described in construction plans. It is our plan to add a sensor to link water usage to a systems "dashboard" monitor in our office lobby for public education purposes.

28. Which of the following water conservation methods has your nonprofit (or your landlord) implemented in the majority of your organization's facilities (please check all that apply)?

- Low-flow urinals/toilets
- Low-flow faucets or showerheads
- Other (Please describe): The office has an ENERGY STAR certified dishwasher that is only run when it is completely full.

Comments

(No response)

29. Which of the following sustainable landscaping techniques has your nonprofit (or your landlord) implemented at your facility (please check all that apply)?

- N/A: no land associated with office facility

Comments

(No response)

PLANET

Transportation

30. Which of the following methods does your nonprofit employ to educate employees about viable alternative modes of transportation to the office (please check all that apply)?

- Actively shares information about public transportation options (Please describe below)
- Helps facilitate employee carpooling to work or meetings (Please describe below)
- Actively shares information about best practices for biking to work (Please describe below)

Comments

The Park Foundation offers subsidized bus passes and provides employees with information regarding bus schedules when prompted. The Foundation is also a member of Ithaca Carshare and currently 2 of our employees are registered drivers. Any and all employees are welcome to become drivers on our membership. Additionally, a bike was recently purchased for employee use. This information is typically discussed during staff meetings.

31. Which of the following practices are in place for encouraging alternative transportation?

- Recognizes or rewards employees utilizing alternative transportation
- Other (Please describe): The Foundation has recently purchased a bicycle for office use. We also provide information about public transportation to all staff members and sponsor a TCAT bus pass for office use.

Comments

(No response)

32. Has your nonprofit invested in fuel-efficient cars or trucks?

N/A: no vehicles

Comments

While The Foundation has no vehicles, two out of the eight full time staff members have hybrid vehicles.

PLANET

Waste Reduction Responsible Disposal

33. Has your nonprofit performed a solid waste audit in the past two years for the purpose of reducing waste production?

Yes

Comments

(No response)

34. Of which of the following materials does your nonprofit regularly recycle at least 75% (please check all that apply)?

- Paper
- Cardboard
- Plastic
- Glass
- Metal
- Other (Please describe): Old technology

Comments

Old computers are donated to Finger Lakes Reuse where they are refurbished for resale or donated to local nonprofits.

35. Which of the following practices are in place to reduce the use of natural resources (please check all that apply)?

- Save and use the second side of scrap pieces of paper for note taking
- Use reusable cups, mugs, plates, or silverware
- Use second hand office furniture, equipment, or supplies whenever possible
- Donate or sell office furniture, equipment, or supplies no longer needed rather than discarding to the landfill
- Other (Please describe below)

Comments

Old computers are donated to Finger Lakes Reuse where they are refurbished for resale or donated to local nonprofits.

36. Which of the following environmentally friendly printing habits have been implemented at the majority of your facilities on a regular basis (please check all that apply)?

- Electronic sharing options in place of hard copy printing
- Use recycled printer cartridges
- Double-sided printing as the default setting
- Use of soy-based or other low VOC inks

Comments

(No response)

37. Which of the following pollution prevention practices has your nonprofit completed?

- Identified possible sources of pollution (e.g. janitorial chemicals, manufacturing chemicals, excessive use of fertilizer/pesticides, fryer oil, etc.)
- Formally educated employees about proper storage and disposal of possible sources of pollution

Comments

Office is operated as a toxics-free environment.

PLANET

Sustainable Purchasing

38. Which of the following products made from recycled/sustainable/renewable materials are purchased for office use (please check all that apply)?

-
- Post-consumer recycled content paper
-
- Office supplies (pens, notebooks, plates, flatware, etc.)
-
- Office furniture

Comments

In purchasing furniture for the new office space, the foundation purchased recycled and sustainable office products. This included wood that was FSC Certified. All items purchased were in compliance with LEED Commercial Interiors v2009 standards. Further, all previous office furniture was donated within the community and to other non profit organizations.

39. Which of the following chemical reduction methods have been implemented at the majority of your nonprofit's facilities on a consistent basis (please check all that apply)?

-
- Non-toxic janitorial products
-
- Unbleached/chlorine-free paper products (e.g. office paper, toilet paper, etc.)

Comments

The Park Foundation requires that its cleaning staff use only non-toxic, environmentally friendly janitorial products that do not include bleach or chlorine when cleaning the offices.

PEOPLE

Human Resources Employee Effectiveness

40. Which of the following are written, easily-accessible, and circulated in your nonprofit (please check all that apply)?

- Equal opportunity hiring policy
- Discrimination/harassment policy

Comments

(No response)

41. Which of the following workforce strengthening practices has your nonprofit implemented (please check all that apply)?

- An employee representative(s) or process to mediate employee complaints, grievances or issues
- Other (Please describe): Employee manual describes all personnel policies and benefits. A copy is available on request.

Comments

(No response)

42. Which of the following are established aspects of employee performance evaluation and feedback (please check all that apply)?

- Conducted on at least an annual basis
- Includes a self-assessment
- Provides written guidance for career development
- Includes personal goals

Comments

Annual Individual Development Plans emphasize setting personal goals and means by which success can be measured. It is not associated with annual salary adjustments so as to encourage candor and setting of challenging goals.

43. Whenever feasible, which of the following flexible work options are offered (please check all that apply)?

- Part-time work schedules at the request of workers
- Flex-time work schedules (allowing time to vary daily start and stop times)
- Telecommuting options (working from home one or more days per week)

Comments

The Foundation also has a liberal child care and snow day policy.

44. Which of the following activities does your nonprofit offer to build team or community spirit (please check all that apply)?

- Annual staff and family gathering
- Open recognition for employees' personal and professional successes
- Regular staff birthday or other celebrations
- Other (Please describe): The Foundation has periodic chair massages for staff in the office. The Foundation also goes on periodic field trips to events and places within the community. The field trips are especially great for building a community spirit within the company.

Comments

(No response)

45. Which of the following health care and leave options does your nonprofit offer employees (please check all that apply)?

- The opportunity for all full-time employees to participate in an employer-sponsored healthcare plan
- The opportunity for dependents of all full-time employees to participate in an employer-sponsored healthcare plan
- Paid or unpaid leave time for the birth or adoption of a child
- Paid or unpaid leave time for dependent care for a child or family member
- Other (Please describe): military and jury duty leave

Comments

(No response)

46. Which of the following health and wellness practices have been implemented for employees (please check all that apply)?

- An environment that meets all safety code requirements
- Weekends or two days off per week for all employees
- Natural daylight for the majority of the work day
- Use of indoor plants to aid in improving indoor air quality
- Other (Please describe): The Foundation is currently working with a local business to put in a green wall in the office's lobby area. Employees also have free membership in the fitness center located in the building and are encouraged to use it.

Comments

Almost all of the offices have windows to let in natural daylight. The board room, kitchen, and lobby all have windows and allow for plenty of daylight.

47. Do you provide funding for employees to pursue further education?

We do not provide funding for further education

Comments

The foundation offers funds and time off for further employee training in workshops and courses but does not offer formal payment for tuition.

48. Do you have programs in place to diminish employee turnover? If so, how has turnover diminished?

Yes (please describe below)

Comments

Steps Taken

- 1. The Foundation begins their efforts to reduce employee turnover by interviewing candidates carefully to ensure that they not only have the right skills, but also that they fit well with the company's culture, managers, and co-workers.*
 - 2. The tone and expectations of the job are set and a written job description is provided. Job descriptions are detailed and include the position, title, duties, responsibilities, and skills needed to complete the job.*
 - 3. The Foundation offers competitive compensation packages to employees.*
 - 4. Company values are explained and an overview of the company history is given to new employees.*
 - 5. The Foundation strives to create a positive culture by celebrating birthdays and special occasions.*
 - 6. Flexible work hours are offered to employees and can always be adjusted with approval from the Executive Director.*
 - 7. Employees are given the opportunity to telecommute during the week.*
 - 8. The Foundation encourages employees to attend conferences, workshops, and meetings to further develop skills and to become more involved with the local community.*
 - 9. Formal feedback is given to employees once each quarter. Informal feedback is provided to employees whenever needed.*
 - 10. The Foundation strives to create a positive social atmosphere by having a kitchen in the office. The kitchen is a place for employees to eat lunch, relax, and communicate with one another.*
 - 11. When an employee leaves the company, an exit interview is performed to gather information that the company can use to potentially improve its operations.*
- *The Foundation has done research on reducing employee turnover and has developed the list above in accordance with that research. The Foundation continues to search for new and innovative ways to reduce employee turnover.*

This has been newly outlined and we have not had the specific plan/programs in place for long enough to see effects.

49. Which of the following open book management practices do you use? (Please check all that apply)

- Share financial information and metrics with employees
- Teach employees how to read and manage balance sheets and other financial documents
- Teach employees how to track progress on critical numbers through regular meetings and scorecards

Comments

(No response)

50. Do you communicate new job openings internally before sharing them publicly?

Yes

Comments

(No response)

51. Is your organization's Human Resources Manager part of the Executive Management Team?

No

Comments

Because the foundation only has eight full-time staff members, there is no set executive management team.

PEOPLE

Community Engagement

52. Has your nonprofit offered internship and/or mentoring opportunities for local youth or other individuals in the community in the past two years?

Yes

Comments

The Foundation periodically hires interns from local colleges and universities for project work and exposure to philanthropy.

53. Does your nonprofit have a policy allowing unpaid or paid time off for employee volunteering in community projects?

Yes

Comments

(No response)

54. In which of the following civic engagement activities do members of your senior management/leadership team engage (please check all that apply)?

-
- Serve on the board or committee of a community organization (Please describe below)
-

Comments

Three of our employees serve on a board or committee of a community organization. Sue Kittel is on the committee of the Homeless and Housing Taskforce, Workforce Diversity Advisory Committee, and Continuum of Care Committee. Amy Panek is on the board of The League of Women's Voters of Tompkins County. The Foundation's conflict of interest policy prohibits staff from serving on governing boards of grantees. Staff are encouraged to serve on the boards of non-grantees.

BONUS - Performance

Risk Management and Future Planning

(No response)

Mission-Oriented Planning

(No response)

Sustainability Organization Documentation

- Have binders or digital repository where all information related to organizational sustainability performance is organized and centralized
-

Annual Reporting

(No response)

External Communication

(No response)

Sustainability Reporting

(No response)

Accounting for Sustainability

(No response)

Environmental Management Systems

(No response)

Product Sustainability Certifications

(No response)

Sustainability Networks

- Organization is a member of a local, national, or international association/network/consortium that fosters sustainable business practices (other than Green Plus) (Please describe): The foundation is a member of the Sustainable Enterprise and Entrepreneur Network in Ithaca, the Consultative Group on Biological Diversity, Confluence Philanthropy, the Environmental Grantmakers Association, the Funders Network for Smart Growth, the Interfaith Council for Corporate Responsibility, the Sustainable Agriculture and Food System Funders, and the Health and Environment Funders Network.
-

Fostering Sustainable Practices at Home

- A strategy for engaging employees in sustainability-related activities at home or in their personal lives (Please describe): Every week at our weekly staff meeting we have a "sustainability second" where we discuss initiatives staff members are implementing at home to be more sustainable. This allows us to celebrate and learn from our fellow staff members' home activities.
-

BONUS - Planet

Building or Lot Revitalization

- Office facility is located on a restored brownfield: a location that was previously contaminated and has been restored
-

Green Building Practices

- External shading for sun-exposed walls
 - Increased building insulation added in renovations within last two years
 - Daylight dimmers for lighting
 - Occupancy sensors for HVAC
 - Low or no volatile organic compound (VOC) paint used in renovations within last three years
 - Use of recycled, reused, or sustainably-sourced building materials used in building or renovations
-

Green/Sustainable Building Certifications

(No response)

Encouraging Biodiversity

(No response)

Energy Monitoring

(No response)

Renewable Energy Installed

(No response)

Carbon Offsets

- Purchased any renewable energy credits (RECs) or carbon offsets to offset emissions from any business-related activities in the past year
-

Energy Management Systems

(No response)

Water Capture Reuse

(No response)

Stormwater Runoff Management

(No response)

Alternative Transportation Facilities Practices

- Bike racks at facilities
- Showers at facilities

Advanced Alternative Transportation Incentives

- Subsidized public transportation
- Membership with or provide employee access to car-sharing service (e.g. Zip Car)

Advanced Waste Reduction Responsible Disposal Practices

- Retired office electronics are donated for reuse
- Food scraps or yard material are composted

Zero Waste to Landfill

(No response)

BONUS - People

Professional Development

- Paid time off or sponsorship for employee participation in professional development opportunities
-

Compensation

- All full-time, part-time, and temporary workers, and independent contractors (excluding interns) earn at least 200 percent of the state minimum wage
-

Financial Benefits, Incentive Pay Profit Sharing

- 401(k), IRA or other employee retirement match
-

Team Building

- Annual all-staff off-site retreats
-

Responsible Suppliers

- Organization has a written code of conduct/ethics in place for suppliers
-

Advanced Health Wellness Practices

- Ergonomic equipment or assessments provided
 - Subsidized gym memberships
-

Advanced Volunteerism Practices

- 20 or more hours paid time off offered per year for employee volunteerism
-

Advanced Charitable Giving Practices

- Employee gift-matching policy in place
-

Other - advanced sustainable practice(s) not listed above and on preceding pages (Please describe below)

1. The Foundation is in the process of submitting their LEED for Commercial Interiors v2009 certification. The Foundation is aiming for LEED Platinum certification.

2. There is a gym in the building that employees have full access to and it is subsidized by the Foundation's rent. The gym includes a bathroom and shower for employee's convenience.

3. The employee gift-matching policy matches up to \$1,000 per employee per year.

What are the biggest challenges, barriers or hurdles your organization faces when it comes to adopting more sustainable practices?

The foundation receives a great deal of mail from grantees and has a lot of paperwork to deal with. The high standards set by LEED Platinum have also been a challenge. While the building that our office is located in is new and efficient, it is not LEED certified. It has been difficult at times when we have needed to engage the building, as they have not been as responsive to greening opportunities as we would have hoped. Despite this, we still are on target to achieve LEED Platinum certification and Green Plus certification.

What is your organization most proud of when it comes to your current sustainable practices?

Our LEED Platinum certification goal and our Green Plus certification goal. We are also proud of our highly capable interns that have been of great assistance in completing our LEED and Green Plus certifications.

Are you a member of your local Chamber of Commerce?

No

How many people does your business employ?

8 full time employees

What is your business's annual income?

Note: this is for internal use only. Green Plus will not share this information with any outside parties.

\$3,000,000+

Do you feel that your organization has saved money, made money, attracted and retained more talented employees or become more competitive through your sustainability initiatives? If so, how?

Yes, our new office is lighter, more comfortable and more efficient. Park Foundation is a desirable place to work for its work environment, compensation and benefits, and mission for the public good.

Please share any other comments or feedback with our team.

Going through this Green Plus certification process has inspired us to find ever-more ways to become sustainable. It has caused us to branch out and be more creative in the ways that we pursue sustainability as an office.

This is our final survey. Thank you!