

GSFN GREEN AWARDS TECHNICAL ASSESSMENT TEMPLATE SAMPLE

Signatory / Awardee Details

Assessment scope:	Signatory / Auditee Name	Terms/phrases	Keys	Terms/phrases	Keys
Business Type	Signatory / Auditee Business sector/activities	Signatory / Auditee name	AN	Not sure	NS
		Action Plan	AP	Yes	Y
Organisation size	SMEs criteria	Mandatory question	*	No	N
No. of employees	FT and PT employees	Not application	n/a		
Signatory / Auditee Award application date		Not known	NK		
Award results date					
Evidence (All documents must be within the last 2 years) <ul style="list-style-type: none"> Supporting documentation with evidence of organisation objectives integrated in formal organisation documents available to internal or external stakeholders. Example: organisation commitment to reduce energy consumption, communicated in the environmental policy section of the CSR report Examples of statement vs qualitative objective vs target <ul style="list-style-type: none"> “We strive to improve our environmental performance” – Statement. “Our organisation is committed to reducing its environmental impact by using recycled materials to minimize its virgin materials consumption” Qualitative objective. “We are committed to use 75 percent of recycled materials in our production process by 2025” – Target 		Policies 25% Actions 35% Results 40%	POLI 20% ENDO 5% MESU 25% CERT 15% REPO 15% 360° 20%	Policies, objectives, targets Endorsement of external sustainability initiatives and principles (e.g., UN Global Compact) Actions put in place to support objectives and targets Certifications, labels, third-party audits Quantitative KPIs that measure your implementation of sustainability practices Opinions from external sources, such as NGOs, trade unions, auditors and local authorities	
Prepared by:	Auditor's name	Version/Revision	V1/R1		
Date:		Updated on			
Prepared for:	Signatory / Auditee's contact name	AWARD LEVEL			

Scoring / Award Levels

Evidence	None/ Insufficient	Partial (Bronze)	Good (Silver)	Advanced (Gold)	Outstanding (Platinum)
Negative Impact	Severe	Major	Minor	None	Positive
Policies 25%	0	25	50	75	100
Actions 35%	0	25	50	75	100
Results 40%	0	25	50	75	100
	<ul style="list-style-type: none"> No evidence of a formalized policy Only general statements on criteria 	Statements or qualitative objectives on less than 2/3 of criteria submitted	Qualitative objectives on more than 2/3 of criteria submitted	Standard requirements + Quantitative targets + <ul style="list-style-type: none"> One of the following: Governance Review mechanism Scope of application 	Qualitative objectives on ALL criteria submitted + Quantitative targets on high importance criteria + Two of the following: <ul style="list-style-type: none"> Governance Review mechanism Scope of application
Key	Repeated Action (not to worry)		Key	New introduction	
Key	Action to review/follow/new questions/indicators				
Key	Future actions		Key	Action to explore	

Award Decision Matrix

Criteria	Weight	None/ Insufficient	Partial (Bronze)	Good (Silver)	Advanced (Gold)	Outstanding (Platinum)
Policies 25%	POLI 20%	0	5	10	15	20
	ENDO 5%	0	1	2	3	5
Actions 35%	MESU 25%	0	5	12	20	25
	CERT 15%	0	4	8	12	15
Results 40%	REPO 15%	0	4	8	12	15
	360° 20%	0	5	10	15	20
TOTAL SCORE		0	24	50	77	100

GSFN Green Award Technical Assessment strategy

The scope of the GSFN Green Award is to list indicators spread out in **the Award types** which cover different Sustainability issues. The objective is to evaluate the Signatory / Auditee's management systems put in place by the Signatory / Auditee against the requirements for GSFN Green Award Questionnaire/Verification and Award. Criteria are analysed according to **3 key areas: policies (25%), actions (35%), and results (40%)**. While undertaking the review, actions are suggested to develop supporting evidence/documentation for Award Assessment/Level. **The evidence/documentation for the assessment must be within 2 years of the audit date and have Signatory / Auditee logo/letterhead/signature.**

- The document(s) should demonstrate the following: a set of principles, engagements, qualitative objectives and/or quantitative targets that address the determined issues encountered by the employers, employees, traders, suppliers, customers, relevant stakeholders at business avenues and residents, employees at work, for example physiological and psychological issues arising from, among others, working environment, social spaces at the workplace, workload, management of the products and processes of the services, dangerous equipment, work practices, hazardous substances, environment, social connections, etc.

- Examples of documents to attach, examples as shown in the template.

Award Type 1. **GSFN Green School Award**

NO.	CRITERIA	EVIDENCE		
		POLICIES	ACTIONS	RESULTS
GS1	Sanitation and Hygiene	<p>Clear policy for</p> <ul style="list-style-type: none"> • Maintaining clean and functional sanitation facilities. • Access to clean water. • Adequate toilets. • Arrangement for female students. 	<p>Demonstrate efforts to</p> <ul style="list-style-type: none"> • improve hygiene and sanitation. • Implement handwashing stations. • Install clean water systems. • Waste management facilities. 	<ul style="list-style-type: none"> • Improved hygiene and sanitation. • All students have access to clean, safe facilities. • Increased attendance in the school. • Reduced environmental health risks. • Increased overall students' health.
GS2	Attendance Support	<ul style="list-style-type: none"> • Policies encouraging regular student attendance. • Addressing the impacts of environmental degradation, health, or poverty-related barriers to education. 	<ul style="list-style-type: none"> • Regular attendance rate • Engaging with parents and community to understand the reasons for absences. • Actively engaging with students to understand their interests in various subjects. • Introducing fun-based activities, interactions with Science and Community. • Working with other stakeholders to understand the barriers to regular attendance. 	<ul style="list-style-type: none"> • Improved student attendance, especially for vulnerable groups, by addressing environmental or infrastructural barriers.
GS3	Environmental Education	<p>Policies to include</p> <ul style="list-style-type: none"> • Environmental awareness in their curriculum • Emphasise local ecological challenges and sustainability practices. 	<ul style="list-style-type: none"> • Actively involving students in sustainability actions, such as tree planting, gardening, or waste reduction programs. • Work closely with local communities to address shared sustainability and educational challenges. 	<ul style="list-style-type: none"> • Increased energy and resource efficiency. • Sustainable energy and water systems, such as solar power or rainwater harvesting. • Progress towards sustainable infrastructure. • Eco-friendly classrooms. • Use of local materials.

Award Type 2. GSFN Green Building (Housing) Award

NO.	CRITERIA	EVIDENCE		
		POLICIES	ACTIONS	RESULTS
SB1	Sustainable Design and Material	<ul style="list-style-type: none"> • Adopt designs that promote energy efficiency. • Use locally sourced and sustainable materials. • Minimise environmental impact during construction and operation. 	<ul style="list-style-type: none"> • Effective management • A financial periodic review • A healthy financial sustainability report • Efficient Accounting System • Efficient Auditing 	<ul style="list-style-type: none"> • Strong balance sheet • Equity investment • Raise in the share price in the stock market • Good Cash Flow Generated Cost Is Controlled and Within the Planned Limit
SB2	Water and Energy Efficiency	<ul style="list-style-type: none"> • Policies for reducing water and energy consumption. • Plans for integrating renewable energy sources such as solar panels or rainwater harvesting systems. 	<ul style="list-style-type: none"> • Energy-efficient construction methods. • Thermal insulation, • Energy-saving windows • Low-energy lighting. • Reduce the building's overall carbon footprint. 	<ul style="list-style-type: none"> • Overall reduction of water usage. • Use of greywater recycling system • Rainwater harvesting
SB3	Waste Management	Policies for <ul style="list-style-type: none"> • construction waste reduction. • Recycling. • Management of household waste post-occupancy. 	<ul style="list-style-type: none"> • Implement recycling practices. • Reduce material waste. • Training for waste management. • Reuse of waste material. 	<ul style="list-style-type: none"> • Reduce environmental impact / degradation. • Rate of waste recycled. • Reduced waste generation.
SB4	Affordable and Inclusive Housing	<ul style="list-style-type: none"> • Policies to ensure housing projects are accessible and affordable for low-income and vulnerable populations. 	<ul style="list-style-type: none"> • Use energy-efficient construction methods. • Thermal insulation. • Energy-efficient windows. • Low-energy lighting. • Reduced overall carbon footprint of the building. 	<ul style="list-style-type: none"> • Affordable and accessible housing. • Cost-effective sustainable facilities. • Benefits to low-income and vulnerable groups.

Award Type 3. Sustainable Factories

NO.	CRITERIA	EVIDENCE		
		POLICIES	ACTIONS	RESULTS
SF1	Corporate Social Responsibility	<ul style="list-style-type: none"> Energy policies Waste policies Employees Handbook Social policies Community strategic partnership policies 	<ul style="list-style-type: none"> Employee perspective – Employees’ survey Health and security – H&S statistics Diversity supportive ratio Product recycling Waste management/waste carrier notes Greenhouse gas emissions – CO2 emission of the fleet Energy usage Mental health support and wellbeing support Volunteering management initiatives 	<ul style="list-style-type: none"> Recognition achieved Increase in employee’s productivity / satisfaction
SF2	Financial Sustainability	<ul style="list-style-type: none"> Financial / Income generation strategy Correct financial condition to investors Resource Diversification 	<ul style="list-style-type: none"> Effective management A financial periodic review A healthy financial sustainability report Efficient Accounting System Efficient Auditing 	<ul style="list-style-type: none"> Strong balance sheet Equity investment Raise in the share price in the stock market Good Cash Flow Generated Cost Is Controlled and Within the Planned Limit