

2013 ERC Sustainability & Social Responsibility Practices Survey

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Conducted by ERC

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www.yourERC.com

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Where Great Workplaces Start.

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About Us

ERC is Northeast Ohio's largest organization dedicated to HR and workplace programs, practices, training and consulting. ERC membership provides employers access to an incredible amount of information, expertise, and cost savings that supports the attraction, retention, and development of great employees. We also host the nationally recognized NorthCoast 99 program and sponsor the ERC Health insurance program. For more information about ERC, please visit www.yourERC.com.



Introduction & Methodology

This report summarizes the results of ERC's survey of organizations in Northeast Ohio, conducted in June and July of 2013, exploring their green and environmentally–friendly as well as community service policies and practices.

- Environmental/green business practices
- Community service involvement
- Socially responsible programs

All ERC members were invited to participate in the survey starting on June 17th, 2013 via email invitation and other promotions, and participated in the survey throughout the next month. The survey officially closed on July 12th, 2013. In order to provide the most reliable and accurate information, data was cleaned and duplicate records were removed. Any outliers or invalid data were also eliminated, yielding a final data set of 66 participating organizations, only from Northeast Ohio. Qualitative data was coded where applicable or analyzed according to commonality or major themes, and all quantitative data was analyzed using statistical software to ensure data validity and reliability.

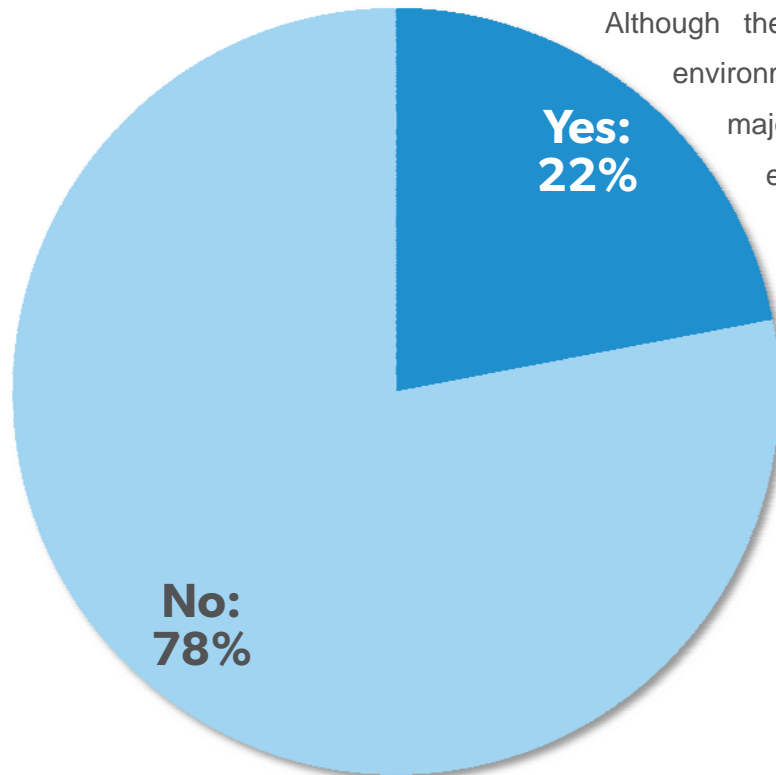
This report shows several frequencies and response distributions. Frequencies of data responses may not total 100% exactly in some cases due to rounding of decimals or the ability for participating organizations to select multiple response options. In some cases, breakouts are not included due to quantity of data or insufficient sample.

Key Findings

- In general, most employers do not have formal policies for energy or environmental responsibility, nor do they have formal policies regarding community involvement or social responsibility. Despite not having formal policies, organizations are employing a variety of efforts in both areas.
 - Sustainability efforts related to business operations and energy conservation in the workplace include recycling, reusing materials, and modifying systems (e.g. paperless options). In general, the majority of these efforts are low or no-cost programs.
 - In terms of social responsibility efforts, many employers indicated they offer monetary donations/ charitable giving or participate in walks/races.
- Most organizations still indicate that they do not build, operate, or remodel their buildings in accordance with sustainability standards such as LEED, but at 21%, this percentage has actually increased by 11% since 2010.
- In terms of the management and administration of the programs in each of these areas, top management and the CEO are most commonly responsible for sustainability practices, while HR is most commonly responsible for social responsibility practices. In both areas, about 30% of respondents have no one at their organization designated to fill these roles.
- About one-third of respondents recognize or reward their employees for their involvement in community service, usually via the company newsletter.

Sustainability

Figure 1 | Percentage of organizations with an energy or environmental responsibility policy



Although they have seen some growth in popularity since 2010, energy or environmental responsibility policies are still rare among local employers. The majority of respondents (**78%**) indicate that they do not have an energy or environmental responsibility policy in place at their organizations.

*For the full text of the energy or environmental responsibility policies provided by participating organizations, see **Appendix A**.*

Figure 2 | In terms of business operations, percentage of organizations doing each of the following

In terms of their business operations, most organizations (76%) recycle materials properly and reuse them if possible. Many organizations also use environmentally-friendly or recycled materials when conducting business (41%) and take environmental sustainability into consideration when purchasing materials and/or supplies (35%).

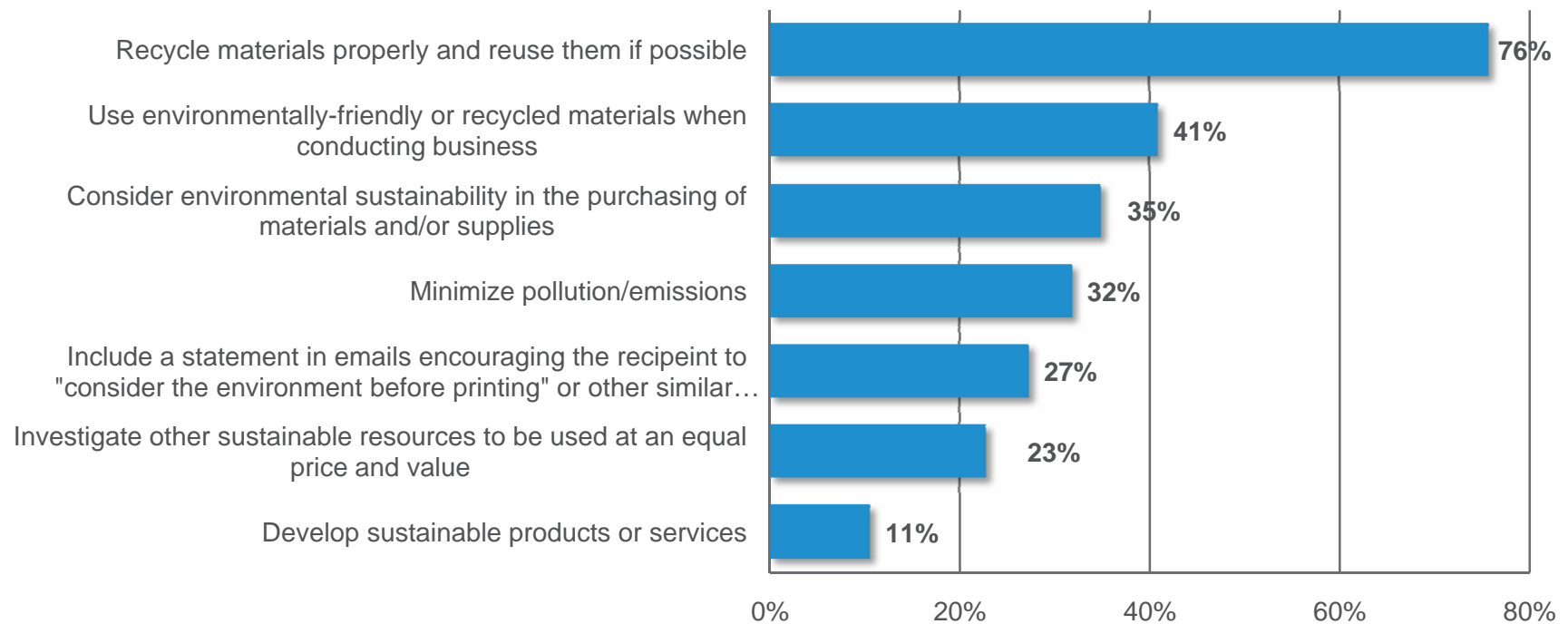


Figure 3 | Percent of organizations conserving energy in the workplace by doing each of the following

To conserve energy in the workplace, organizations primarily report low or no-cost activities such as recycling and reusing supplies, reducing printing, using paper-free systems, and controlling temperature. Less common ways of conserving energy in the workplace include making energy-efficient improvements to windows, doors, etc, encouraging/incentivizing use of public transport, carpooling and bicycling/walking, converting to more energy-efficient fuel and using solar power.

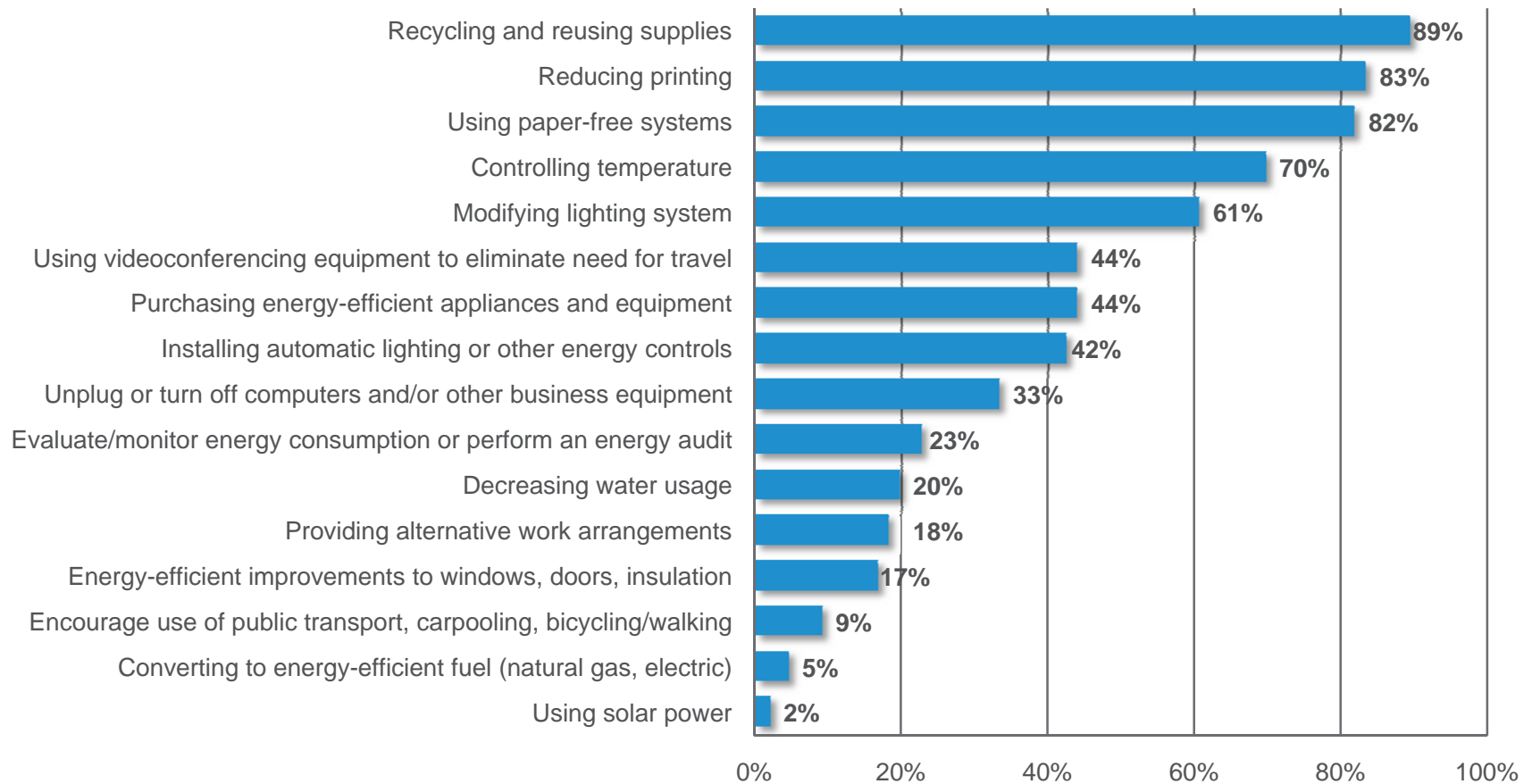


Figure 4 | Percentage of organizations that build, operate, and remodel their buildings in accordance with sustainability standards such as Leadership in Energy & Environmental Design (LEED) from the U.S. Green Building Council

Twenty-one percent of employers report that they build, operate, and remodel their buildings in accordance with sustainability standards such as Leadership in Energy & Environmental Design (LEED).

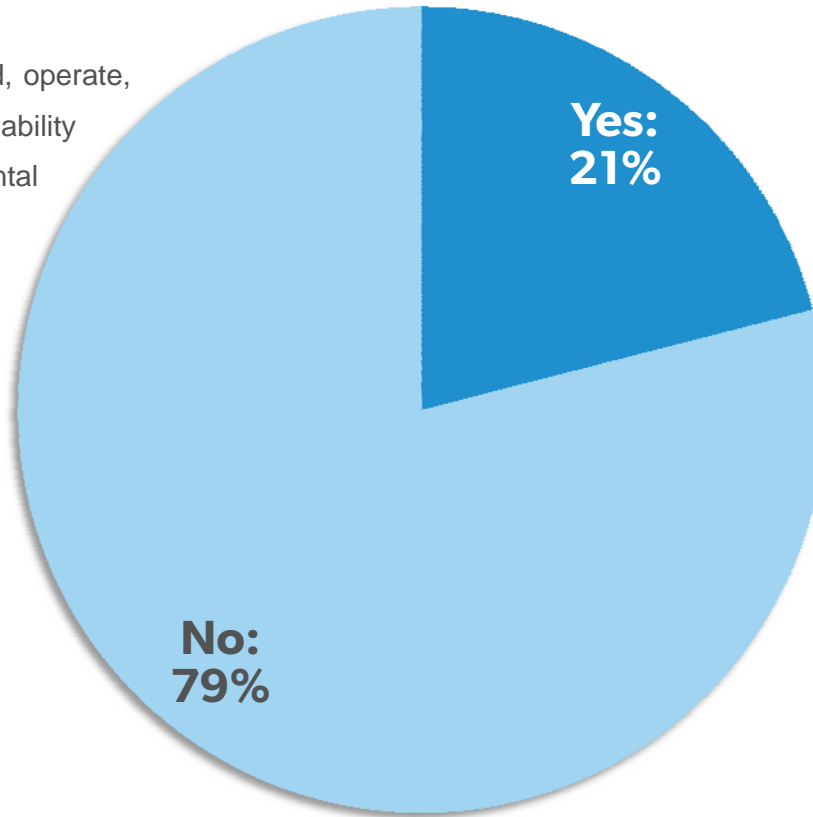
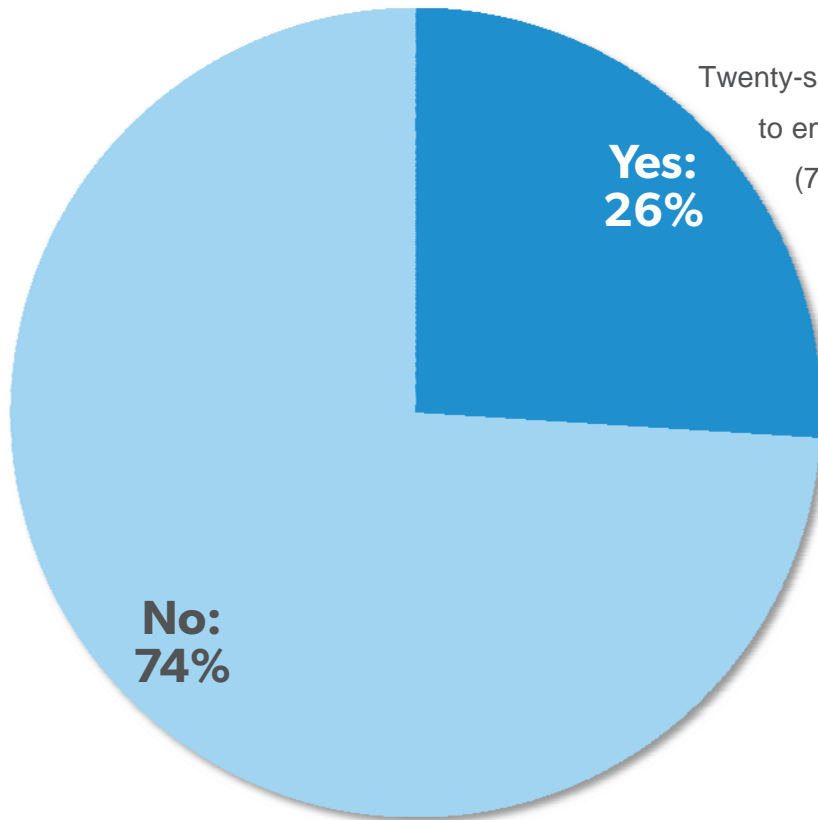


Figure 5 | Percentage of organizations providing education and training to employees regarding sustainable business practices



Twenty-six percent of employers surveyed provide education and training to employees regarding sustainable business practices. The majority (74%) do not provide such education and training.

Figure 6 | Percentage of organizations using each of the following positions to manage, initiate, or administer sustainability efforts

Most frequently (39%), of employers indicate that their top management and CEO manage, initiate, or administer their organization’s sustainability efforts, although one-third of respondents say no one is designated to manage these activities. Specific positions named that cover this function include Environmental Program Coordinator, Director of Support Services, QA/HSA Manager, and Training and Safety Coordinator.

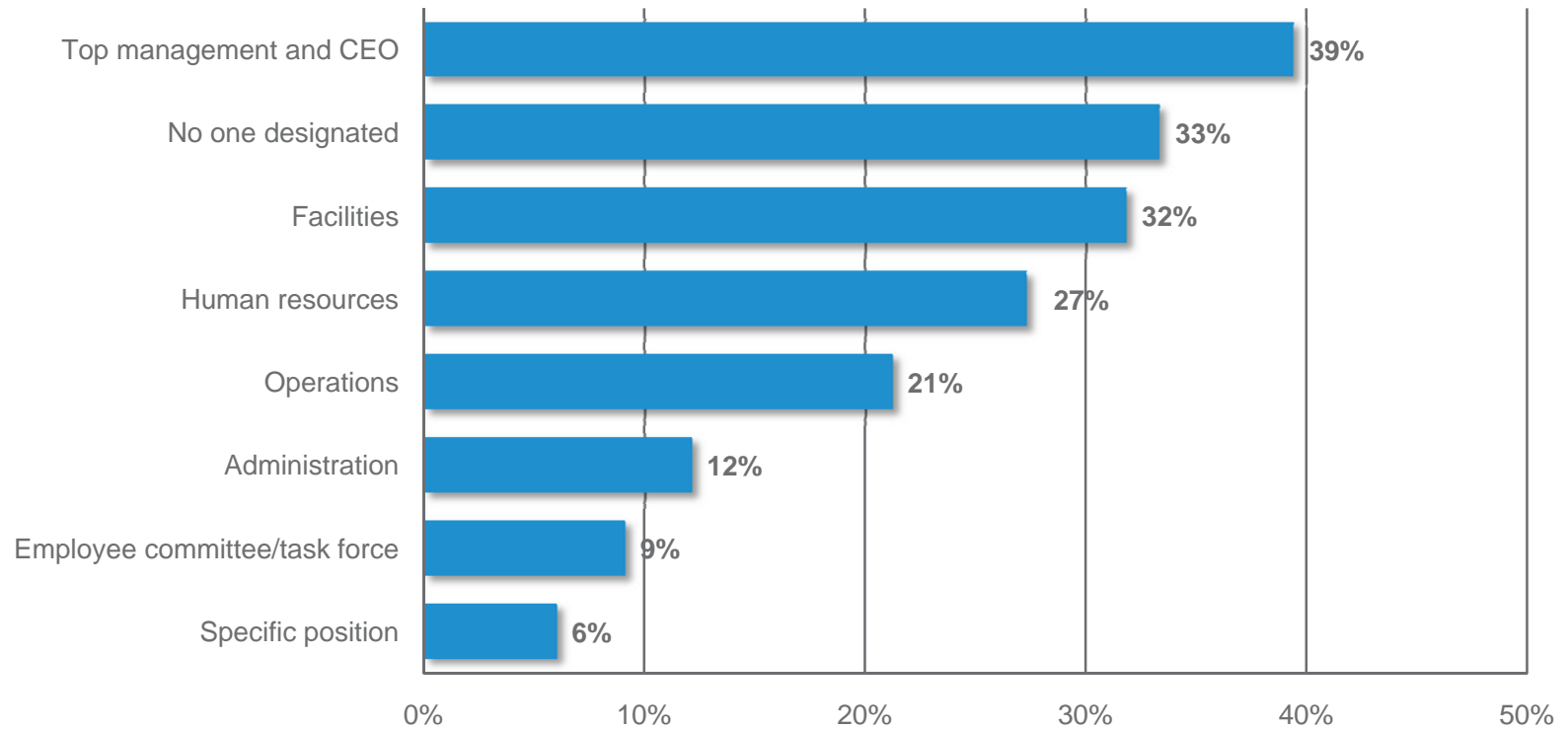
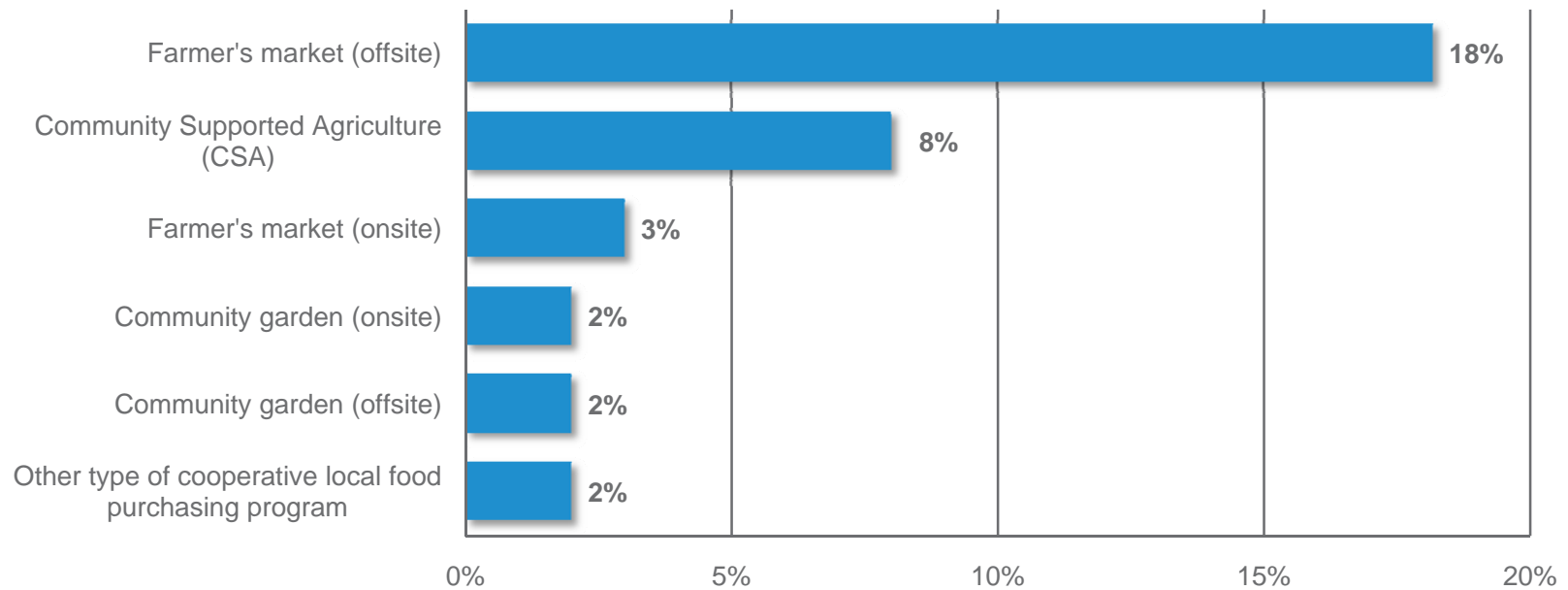


Figure 7 | Percentage of organizations incentivizing/encouraging participation in each of the following local food purchasing options

Local food options are incentivized/encouraged by a very small proportion of organizations, with the most common option cited being an offsite farmer’s market at 18%. Onsite community gardens, offsite community gardens, and other types of cooperative local food purchasing programs are only offered by one organization each.



Social Responsibility

Figure 8 | Percentage of organizations with a community service or social responsibility policy

Similar to sustainability policies, few organizations surveyed (22%) have community service or social responsibility policies. This suggests that many organizations still have not formalized their social responsibility efforts.

*For the full text of the community service or social responsibility policies provided by participating organizations, see **Appendix B**.*

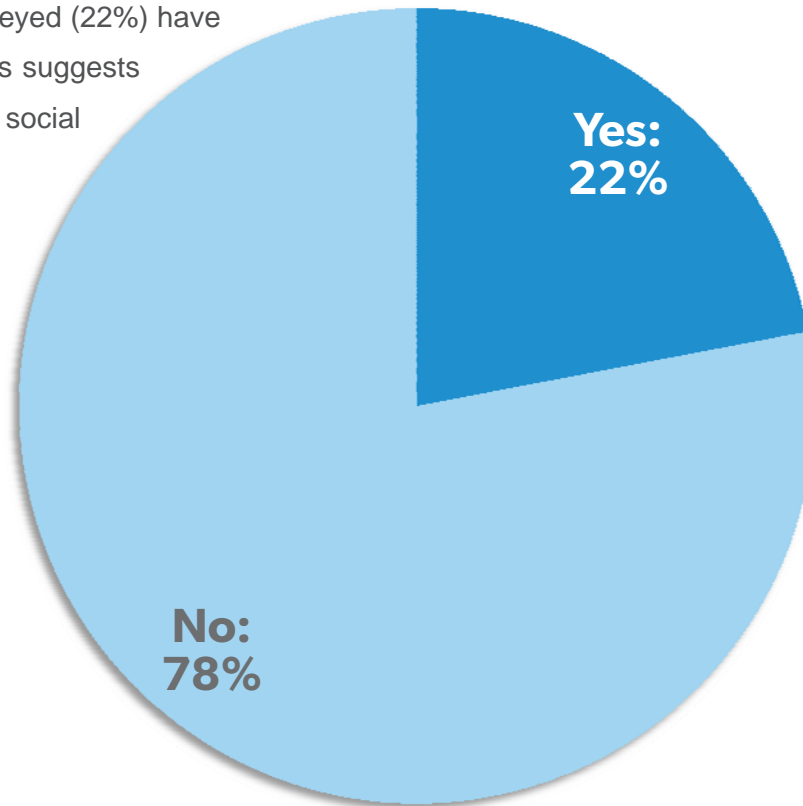


Figure 9 | Percentage of organization offering their employees any of the following community service related opportunities

The coordination of community service activities or functions and the donation of company products are most commonly offered by organizations and are fairly consistent with the 2010 data. However, having active leadership participation in community service fell 16% from 2010 to only 24% in 2013. Matching charitable donations made by employees is still a more common practice when the money is distributed for specific occasions than when the matching option is offered more generally.

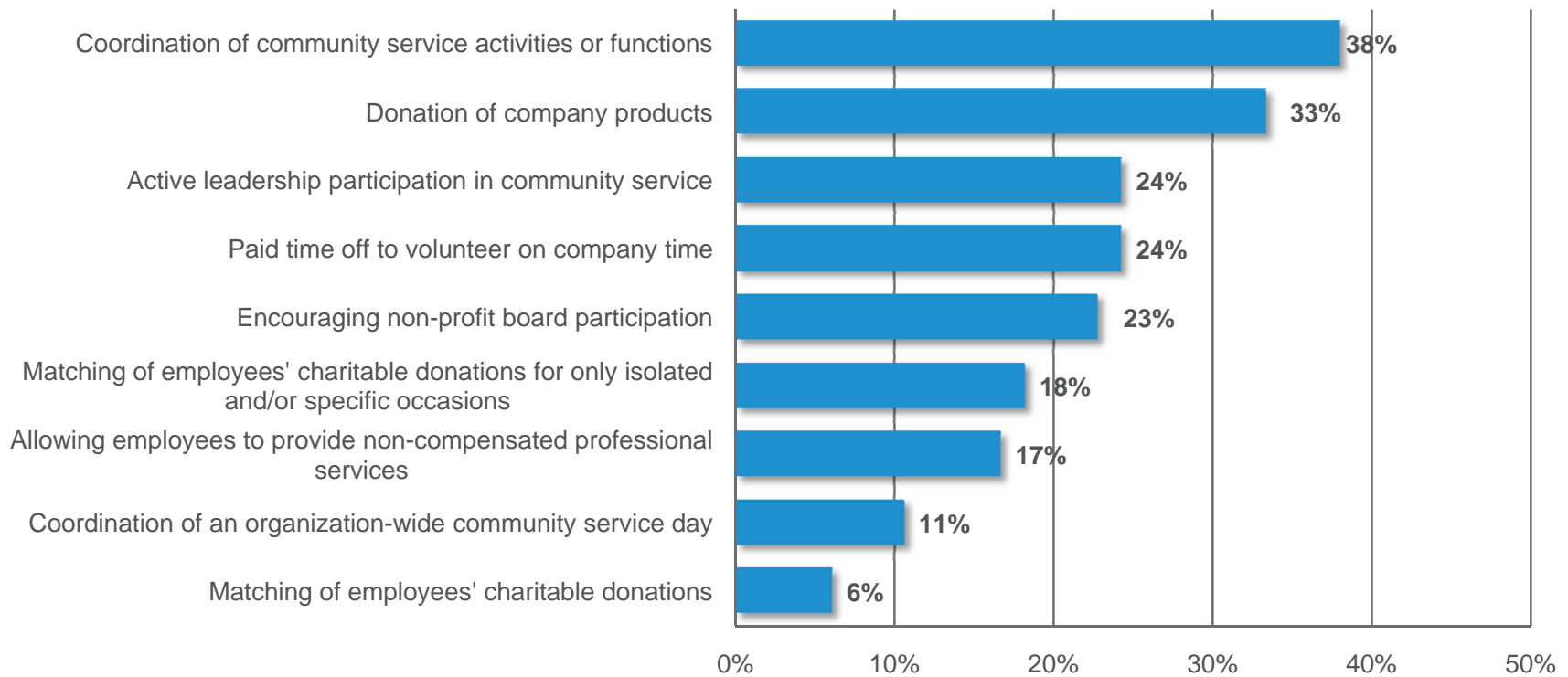
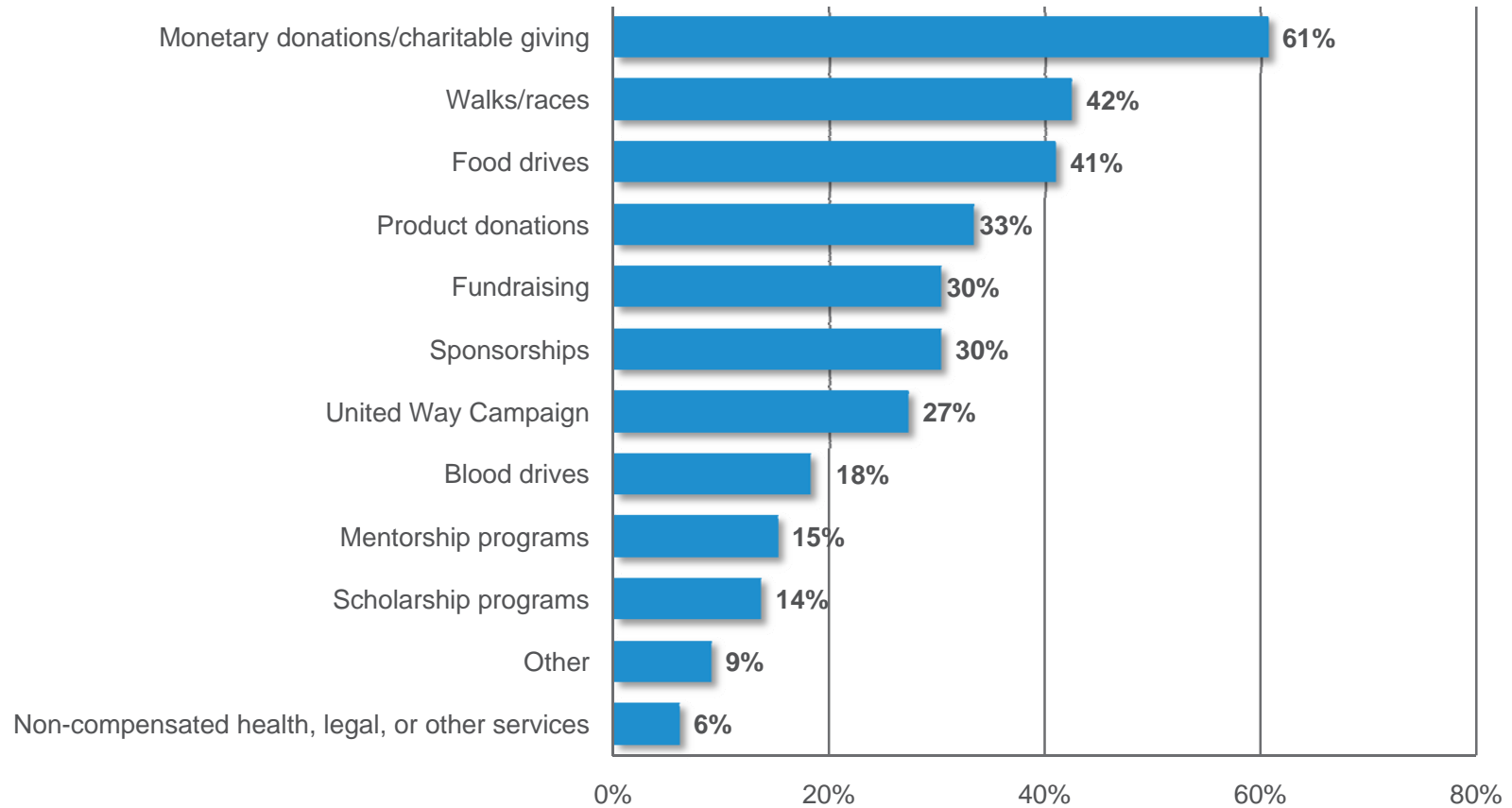


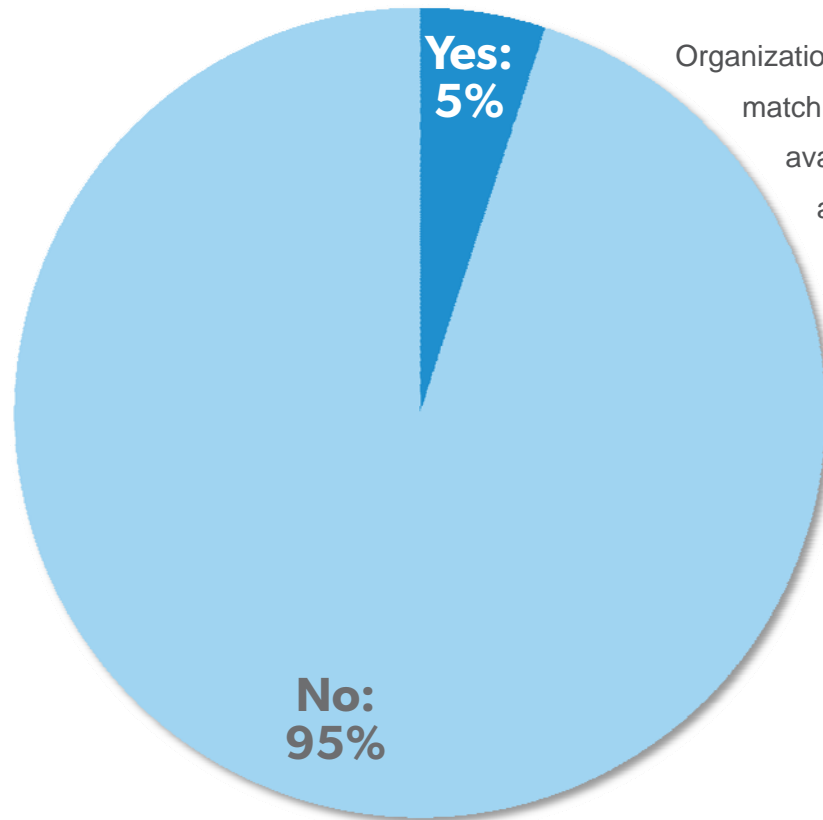
Figure 10 | Percentage of organizations participating in each of the following community involvement efforts

Organizations most commonly participate in community involvement efforts such as monetary donations/charitable giving, walks/races, food drives, and product donations. Participation in non-compensated services and both scholarship and mentorship programs were less common.



Other: Volunteering for Feed Medina; Habitat for Humanity; Giving Tree at the holidays; Tours of lab for college students; Employee volunteers at youth camps; Hunger, working on landscaping projects

Figure 11 | Percentage of organizations with set rules or guidelines regarding request from employees for matching donations or other employee initiated charitable giving requests



Organizations typically evaluate employee requests for charitable giving and matching activities on a case-by-case basis or pick one or a few charities available for employees to donate and then the company matches this amount. Only **5%** of organizations have a formalized set of rules or guidelines regarding employer requests for matching donations or other employee initiated charitable giving requests. Most employers that have a matching program match 100% of employees' donations with no limit.

Figure 12 | Percentage of organizations where employees are recognized or rewarded for their involvement in community service

Recognizing employees for their community service involvement is not a widespread practice among organizations, but about one-third of respondents do recognize or reward employees for their involvement in community service efforts. Among those respondents that recognize or reward employees for their involvement, the most common method cited is recognition in the company newsletter or during internal staff meetings.

Other less common ways of recognizing employees for their involvement in community service included offering additional days off, a special “volunteer” t-shirt, gift cards, and certificates of recognition.

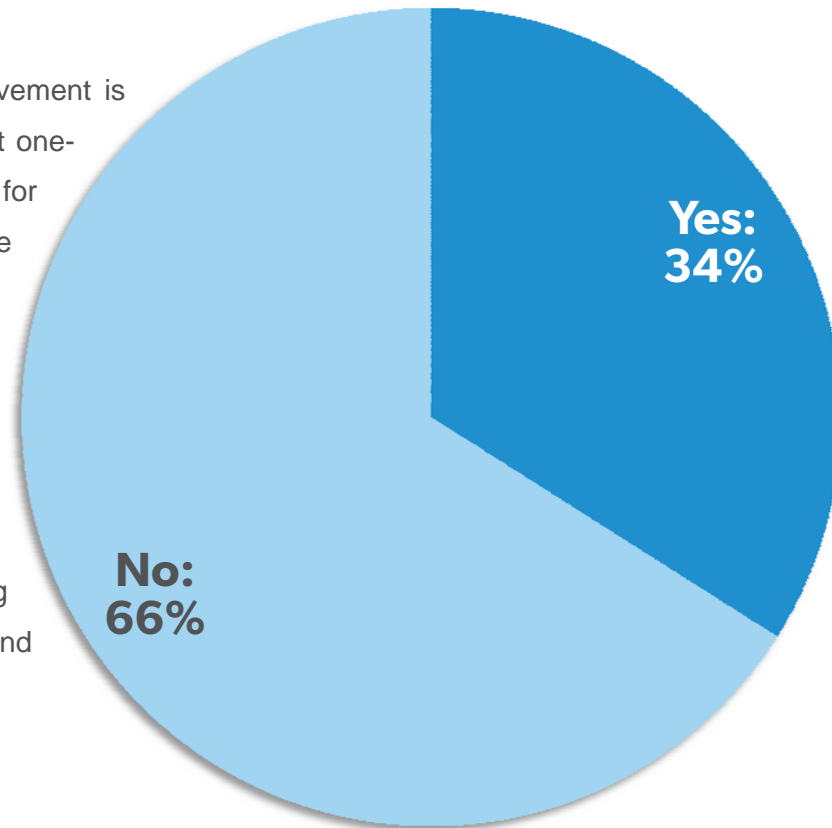
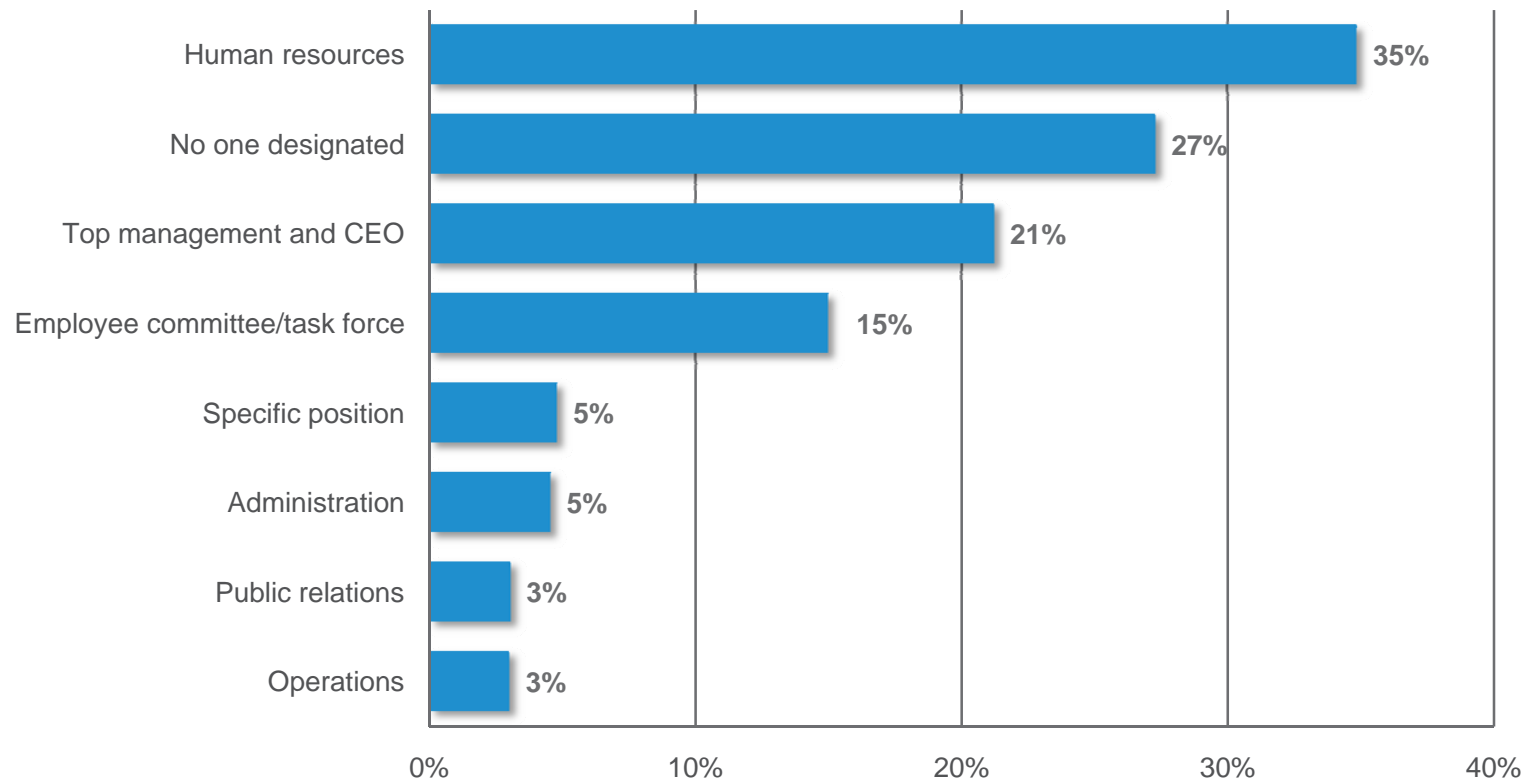


Figure 13 | Percentage of organizations at which each of the following positions manages, initiates, or administers community service efforts

Thirty-five percent of respondents report that human resources manages, initiates, or administers their organizations' community service efforts, though several indicate that no one is designated. Top management and the CEO as well as employee committee/task forces also occasionally manage, initiate, or administer such activities. Specific positions cited include Philanthropy Assistant, Outreach Committee Chair and the United Way Coordinator, Community Outreach Officer, and a Giving Back Committee.



Respondent Demographics

Sixty-six organizations in Northeast Ohio participated in the survey; a breakdown of the industries they represent and organizational size is provided below.

	Percent
Industry	
Manufacturing	48%
Non-Manufacturing	35%
Non-Profit	17%
Organizational Size	
1-50	27%
51-200	59%
201-500	11%
Over 500	3%

Appendix A

Energy/environmental responsibility policies

- Comply with applicable laws, reduce consumption, minimize waste, prevent pollution, identify significant aspects and impacts, and maintain documented environmental objectives.
- [Organization name] supports environmental awareness. [Organization name] strongly encourages reducing and reusing, especially with office supplies and resources. All paper can be recycled by placing it in the Iron Mountain Shredding bins. Everything in those containers will be shredded and recycled. Employees are encouraged to conserve energy by shutting down their computers, monitors and printers at night and turning off the lights when not in use.
- To be energy and natural resource efficient as possible.
- It touches base on Continual Improvement, Compliance with Legislation, Resource Efficiency and Waste, emission and Chemicals, Health & Safety, and evaluation or performance.
- We engage in economic, social, and environmental practices that achieve a sustainable yet profitable business. This Triple Bottom Line philosophy is present in almost every aspect of our business. From our in-kind and monetary donations to community organizations, to green building and energy efficiency, to utilizing house-made biofuels, we are deeply invested in the sustainability of our business, our community, and our planet.
- We are a small organization of ten people including full-time, part-time and contract workers. We recycle paper, plastics, metals, cardboard and any other items that the City of Cleveland accepts at their recycling stations. Any old computer equipment is recycled via RET3 in Cleveland.
- [Organization name] is committed to recycling the materials it uses and to minimizing non-hazardous waste. It is the responsibility of every employee to support these efforts that will protect our environment by conserving resources and preserving rapidly diminishing landfill space. The implementation of a company-wide recycling program is the first step toward developing a comprehensive environmental policy for [organization name]. Recycling is just one part of a much larger

program of activities through which [organization name] will take an increasingly active role to further understanding and preservation of our environment in the years to come. Goals: Act as good stewards of our earth; Reducing waste disposal costs; Stimulating awareness and to involve all employees of [organization name] in the recycling effort.; To seek cost efficient means for accomplishing these goals. [Organization name] has targeted the following materials as recyclables: Aluminum Cans; Plastic Bottles; Plastic Buckets and Lids (includes flavor bottles); Office and Computer Paper; Corrugated Cardboard; Tin Cans; Plastic Wraps and Plastic Bags; Clamshells

- Our Vision Statement is: [Organization name] vision is “Clean, Green, Sustainable Materials Solutions.”
- We recycle, reuse, program thermostats, and any renovations we've done have been green as much as is possible and practical.
- We are committed to conserving energy and use clean energy whenever possible. We turn off lights when a room isn't in use, etc. Our air is tested annually for pollutants in the air
- We are working on formalizing a written policy but we have initiated a sustainability team that is driving our initiatives in both energy and environmental conservation as well as efficiency in our practices. Money saved through our waste reduction and recycling efforts is going back to employees via programs and activities.
- Says that we will work to reduce our carbon footprint
- Continual improvement and prevention of pollution, by investigating past, current and future environmental impacts. Providing a structure for the objectives and targets program. Reducing our consumption of electricity. Avoiding wherever practical the use of environmentally damaging substances, materials and processes. Meeting all legislative regulatory and other requirements relating to our activities. Ensuring all staff are aware of and understand this policy and how their commitment is vital to ensure our goals are reached.

Appendix B

Community service/social responsibility policies

- Making meaningful contributions to the community in which we live and work is one of our organization's core values. We also allow employees 1 paid volunteer day per year.
- The introduction of environmental management systems, improved energy efficiency, reduced risks arising from chemical products and transparent reporting of Group performance in terms of environmental and social responsibility.
- We engage in economic, social, and environmental practices that achieve a sustainable yet profitable business. This Triple Bottom Line philosophy is present in almost every aspect of our business. From our in-kind and monetary donations to community organizations, to green building and energy efficiency, to utilizing house-made biofuels, we are deeply invested in the sustainability of our business, our community, and our planet.
- From Employee Handbook: Community Service and Political Participation
- Employees of the [Organization Name] are encouraged to provide volunteer services to the community, including active participation in the political party of their choice. Job duties take first priority, and community service cannot conflict with work standards and requirements. Any community activity performed during working hours must have the prior approval of the President and CEO.
- We are a nonprofit organization that provides administrative and support services to our member centers (neighborhood centers) and other community based nonprofit organizations.
- Because we are a non-profit whose mission is to provide social services to refugees coming into our country, our mission is defined around social responsibility.
- We are a social service agency that aides the elderly population.

- Contained in our Mission Statement: Together to continually, innovatively and profitably improve an organization that overwhelms our customers with our devotion to high quality frozen bakery products and value-added solutions. We will always be responsible and committed to responding to the needs of our customers, our organization, our team members and our community. Core Values: Integrity; Team Work; Responsible; Responsive; Work Hard; Enjoy Life/Have Fun; Health & Safety
- The company encourages and supports your participation in service activities that contribute to the community. You are allowed to take one paid day of normal scheduled work time to participate in an approved community service activity each six months. The time must be scheduled at least two weeks in advance and approved by your supervisor. Please provide a statement indicating the date and amount of time volunteered to the community organization. The list of approved organizations is subject to change.
- We donate a % of our earnings annually to selected community service and natural resource organizations.
- Employee Run Committee currently in development
- One of our Core Values is: I am an active part of my community.

Participating Organizations

Thank you to the following organizations for their participation!

A Raymond Tinnerman
A-Brite Plating Co.
Akron Energy Systems, LLC
Aluminum Line Products Co.
Bainbridge Township
Benesch Friedlander Coplan & Aronoff LLP
Boiler Specialists, Inc.
C&K Industrial Services
CareerBoard.com
Chemspec USA, Inc.
Clark-Reliance Corp.
Cleveland Center for Eating Disorders
Climax Metal Products Co
Cornwell Quality Tools Company
Design Molded Plastics
Enerco Group Inc
EnerSys
GLT Companies
Gold Key Processing, Inc.
Great Lakes Brewing Company
Greater Akron Chamber
Greater Cleveland Neighborhood Centers
Associaition
Group Transportation Services, Inc.
ideastream

Insight Services
international institute of akron
Interstate-McBee, LLC
Jergens Inc.
JTC Contracting Inc.
Kappus Company
Kaufman Container Company
Lake County Council on Aging
Litigation Management, Inc.
Main Street Gourmet
Majestic Steel USA
Meister Media Worldwide
MesoCoat, Inc./ Powdermet
National Safety Apparel, Inc.
National Telephone Supply
Neundorfer, Inc.
NineSigma Inc
NSL Analytical Services, Inc.
OhioGuidestone
Orbital Research
Park Place Technology
Pearne & Gordon LLP
PRC Medical, LLC
Process Technology
Pyramyd Air Ltd

RBB Systems
TES Engineering
The Burton D. Morgan Foundation
The Holden Arboretum
The Hygenic Corporation
The Lanly Company
TMG Performance Products
Trelleborg
TT Electronics Integrated
Manufacturing Services
Tylok International, Inc.
United Disability Services
Waltco Lift Corp
Wayne Homes
Weltman, Weinberg & Reis
Wheeler Manufacturing
Willoughby Supply
Winter Equipment Company, Inc.

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