



## MEASURE WHAT MATTERS NH – MWM 101 SURVEY

The MWM 101 survey is designed to provide a review of your sustainability practices and insights into where you might enhance your efforts. It is not an assessment, but it will provide you with benchmarks relative to other NHBSR businesses.

We are providing this document so that you can review the questions before taking the survey online. You can access the form at <https://forms.gle/xacSMYrur3a5XksNA>

Our goal is to use this data to develop future programming that is both actionable and impactful for member companies.

### **Environment**

- Does your organization have any of the following environmental sustainability practices in place? (Check all that apply)
  - Formally encourage environmentally responsible behavior (reminders to turn lights off, double-sided printing, reusable utensils & cups in break areas)
  - Have programs in place to recycle standard recyclable materials
  - Have programs in place to recycle/reuse waste beyond standard practices (i.e. composting, reusing materials like cardboard boxes)
  - Other (describe)
  - None of the above
  
- Has your organization used any of the following energy conservation or efficiency measures in your facilities? (check all that apply)
  - Equipment: Energy Star appliances, automatic sleep modes, after-hours timers, etc.
  - Lighting: natural light, LED bulbs, occupancy sensors, daylight dimmers, task lighting, etc.
  - HVAC: programmable thermostats, timers, occupancy sensors, shade sun-exposed walls, double-paned windows, etc.
  - Other (describe)
  - None of the above

- Which of the following environmentally preferred materials does your organization use at your facilities or in your products? (check all that apply)
  - Natural/non-toxic cleaning products
  - Packaging made with post-consumer recycled content, or efficient design that reduces material volume used
  - Paper products that are processed without chlorine
  - Soy-based inks or other low VOC inks in office and/or products
  - Recycled/environmentally preferred office supplies (paper, pens, notebooks, etc.)
  - Other (describe)
  - None of the above
  
- Does your organization use any of the following water conservation measures? (check all that apply)
  - Low-flow faucets, taps, toilets, urinals, or showerheads
  - Grey-water usage for irrigation
  - Low-volume irrigation, harvest rainwater
  - Other (describe)
  - None of the above
  
- Does your organization track and record the following?
  - *Options for each: “Yes”, “No”, “Don’t Know”, “Planned” & “Not Applicable”*
    - Energy usage (electricity, propane, natural gas, etc.)
    - Greenhouse gas (GHG) emissions
    - Generation/recycling/reduction of solid waste
    - Generation/recycling/reduction of hazardous waste
    - Hazardous or toxic water or air emissions
    - Other (please name)
  
- Has your organization worked to reduce or offset any of the following?
  - *Options for each: “Yes” “No”, “Would like to”, “Not Applicable”*
    - Water usage
    - Energy usage (through on-site renewables, renewable energy credits, etc.)
    - GHG emissions from company-owned facilities
    - GHG emissions from business travel
    - Non-hazardous waste (conducted waste assessments)
    - Air emissions
    - Toxic wastewater
    - Other (name)

**Workers**

- Does your organization have an employee handbook?
  - Yes
  - No
  
- Does your organization pay all employees a wage that is equal to or exceeds a living wage? Find information on [NH Living Wage](#) here. (For purposes of this survey, assume single adult.)
  - Yes
  - No
  - Exploring
  
- Does your organization provide any of the following benefits to employees? (check all that apply)
  - Health insurance
  - Dental insurance
  - Short-term disability
  - Long-term disability
  - Structured account for qualified medical expenses (e.g. HSA, HRA, FSA)
  - Domestic partner or civil union spousal benefits
  - Life insurance
  - Compensation packages at or above market
  - Annual cost of living adjustments
  - Bonus or profit-sharing
  - Stock options or ownership in company
  - Employee retirement plan
  - Other (please name)
  - None of the above
  
- Does your organization provide any of the following health & wellness benefits? (check all that apply)
  - Incentives for employees to participate in health & wellness activities (e.g. subsidized gym membership, on-site exercise area, employer-paid fund for exercise equipment, etc.)
  - Policies and programs to prevent ergonomic-related injuries
  - Access to behavioral health counseling services, web resources, or Employee Assistance Programs
  - Mental health and/or recovery-friendly policy removing stigma and recognizing addiction and mental health issues as any other health issue
  
- Does your organization provide any of the following programs and services to address the financial needs of employees? (check all that apply)
  - Financial management tools or coaching
  - Emergency or short-term savings programs

- Low-interest or interest-free loans
  - Debt management, refinancing, or loan payment contributions
  - Employer match for deposits into savings accounts
  - Paychecks issued off-schedule on a needs basis
  - Tax preparation services
  - Other- please describe
- What is the annual minimum number of paid days off (including holidays) for full-time employees?
- Do you provide paid family and medical leave?
    - Partial pay through insurance and/or company
    - Full pay through insurance and/or company
    - Provided on an as needed basis
    - No paid leave offered
- If one of first 3 options in last question is selected: How much leave is provided? (Identify as # of days, using decimals to indicate partial days.)
- If one of the first 3 options in paid family and medical leave is selected: What can the leave be used for? (check all that apply)
    - Personal illness or recovery
    - Care of family member
    - Paid parental leave
    - Other (describe)

## **Community**

- How does your organization engage with the community? (check all that apply)
  - Financial or in-kind charitable donations (excluding political causes)
  - Community investments
  - Community service
  - Pro-bono service
  - Paid employee volunteer hours
  - Social and/or environmental advocacy
  - Discounted products or services for underserved groups
  - Free use of company facilities to host community or charitable events
  - Equity or ownership in the company granted to a nonprofit
  - Other (please describe)
  - None of the above

- Does your organization ask vendors/suppliers to sign an agreement to uphold a Code of Conduct or review a Compliance Manual that addresses social and environmental performance?
  - Yes
  - No
  
- Does your organization screen for any of the following practices, negative or positive?
  - Child labor
  - Environmental pollution
  - Unsafe/unhealthy worker conditions
  - Fair wages
  - Sustainability practices
  - Equal employment opportunities
  - Other (describe)
  - None of the above

## **Governance**

- Does your organization have a formal, written corporate mission statement?
  - If yes, please provide your mission/values statement in the box below (Optional)
  - If yes, does the mission/values statement include any of the following (check all that apply)
    - A general commitment to social or environmental responsibility (e.g. to conserve the environment, to respect and help people)
    - A commitment to a specific positive social impact (e.g. poverty alleviation, sustainable economic development)
    - A commitment to a specific positive environmental impact (e.g. climate change reversal, waste reduction, etc.)
    - A commitment to serve a target beneficiary group in need (e.g. low-income customers, people struggling with addiction/mental health issues, refugees, etc.)
    - None of the above
  
- Has your organization done any of the following to ensure social or environmental performance as part of its decision-making over time, regardless of company ownership?

For more information on the B Corp Declaration of Interdependence, [click here](#) or NH Benefit Corporation requirements, [click here](#).

- Signed a contract or Board resolution committing to incorporate social and environmental performance in decision-making (e.g. signed B Corp Declaration of Interdependence)
- Adopted a specific governance structure to preserve mission (e.g. cooperative)

- Become a Public Benefit Corporation
  - Other (please name)
  - None of the above
- Does your organization engage in any of the following practices to promote accountability and transparency? (check all that apply)
  - Hold regular (at least monthly) management or staff meetings
  - Share financial performance with employees
  - Have a code of ethics/anti-corruption policy
  - Have a whistleblowing policy
  - Tie a portion of bonuses to social and/or environmental performance
  - Have an advisory committee that provides advice and guidance
  - Review and/or audit financials through a third party
  - Have a formal board of directors
  - Share data publicly about our impact on workers, community and/or the environment
  - Other (please specify)
  - None of the above

For more information and resources, visit our Measure What Matters NH program page at [www.nhbsr.org/mwm](http://www.nhbsr.org/mwm)