

For use by all private and government agencies.

The business must also meet *General criteria*.

Criteria marked with § are imposed in accordance with law/regulation.

See the guide for additional information.

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<b>Criteria ID</b>	<b>Anchoring</b>
2154	The management shall appoint a minimum of two employees responsible for following up work related to climate, environment, and working environment in the company.
2164	Employees must be informed at least annually about the company's ongoing work on the climate, environment, and working environment in the company.  Employees must have the opportunity to provide input to the work.
2165	The company shall give customers, partners, or other stakeholders the opportunity to provide input on how the impact of the company's goods and services on climate and environment can be improved.
2166	The Board of Directors must be informed at least annually about the company's ongoing work on the climate, environment, and working environment in the company.
2183	The company must have an overview of relevant laws and regulations on health, safety, and environment (HSE). The overview must be updated. Management shall confirm compliance with all HSE requirements.
<b>Criteria ID</b>	<b>Control</b>
2155	The management shall have a policy for the company's work on climate, environment, and working environment.
2156	The company shall (1) have an overview of which of its activities, goods and services may affect the climate, environment, and working environment, as well as (2) assess which of these factors are significant.
2157	(1) The company must have set goals to improve its significant impacts on the climate, environment, and working environment in the company,  and (2) The company shall take measures to achieve each of its goals. All measures must have a responsible person and deadline.
2161	(1) By the 1 <sup>st</sup> of April of each year, the company shall report results for the last year.  (2) The company shall have an updated written routine for obtaining data for reporting in the management tool.
2162	The management shall annually assess the company's work to achieve the goals associated with climate, environment, and working environment in the company. The assessment must be performed in writing.
<b>Criteria ID</b>	<b>Publication</b>
2163	Information about the company's work on climate, environment, and working environment in the company shall be published.
<b>Criteria ID</b>	<b>The working environment in the company</b>

2177	<p>The company must have a written overview that describes common rights and obligations for the employer and employee.</p> <p>The overview must be easily accessible to all employees. It must at least contain a description of:</p> <ul style="list-style-type: none"> <li>- employees' rights</li> <li>- employees' responsibility to follow up the company's environmental work</li> <li>- routine for notification of objectionable conditions</li> <li>- guidelines for promoting equality, diversity, and inclusion</li> </ul>
2158	<p>(1) The company shall undergo regular safety inspections, or in other ways ensure regular follow-up of the physical working environment and safety in the workplace.</p> <p>(2) The Management shall review the results of the safety inspections and ensure that the identified deficiencies are rectified.</p>
2159	<p>The company must have a system for mapping the psychosocial and organizational work environment at least once a year.</p>
2178	<p>The company shall offer courses on basic first aid to all its employees.</p>
2179	<p>The company must ensure that fire drills are carried out regularly and that all employees are familiar with current fire regulations.</p>
<b>Criteria ID</b>	<b>Purchasing</b>
2167	<p>The company must have a purchasing routine that ensures that the goals the company has set for climate, environment, and internal working environment, are met.</p>
2168	<p>The company must set requirements for its suppliers in line with the purchasing goals.</p>
<b>Criteria ID</b>	<b>Energy</b>
2171	<p>Building owners must facilitate the possibility for tenants(s) to monitor their own energy use.</p>
<b>Criteria ID</b>	<b>Transportation</b>
2172	<p>The company shall, to the greatest extent possible, facilitate that employees can travel environmentally friendly to and from their workplace, and in service.</p>
2173	<p>Wherever possible, the company shall prioritize fossil-free transport in its access and parking solutions.</p>
<b>Criteria ID</b>	<b>Waste and its reuse</b>
2169	<p>(1) The company shall have a waste management system that is adapted to the waste fractions (types of waste) that arise from the company's operations.</p> <p>(2) A written waste management and reuse instruction shall describe the waste management system, as well as the rules for use, reuse, and emptying waste.</p> <p>(3) This instruction shall be available where the waste is handled by employees and other users. They must be trained in the use of the waste management system.</p>
2170	<p>(1) The building owner shall arrange with the tenant(s) or other users, how to sort, store and collect the waste and used materials generated by the tenants.</p> <p>(2) The building owner shall, if necessary, facilitate that the tenant(s) can weigh their own waste.</p>

<b>Criteria ID</b>	<b>Biodiversity and land use</b>
2146	The company must work for the conservation and/or improvement of nature on its territory in open areas available at the company's disposal.
2148	The company shall not plant out or intentionally spread or move plant species that are prohibited from being planted. If such species already exist in the company's outdoor area, the company must either try to have them removed or implement measures that prevent their further spread.
<b>Criteria ID</b>	<b>Ownership</b>
2180	The company must set requirements for its subsidiaries in Norway, in order to develop them in a more sustainable manner.

**Guidance**

<b>Criteria</b>	<b>Anchoring</b>
2154	<p><b>**Clarification:**</b></p> <p>The goal is to place the responsibility for following up work associated with climate, surrounding environment, and working environment within the company in question, in order to ensure the continuity of the company's work. Sufficient time and resources should be given to those whose work is associated with climate, surrounding environment, and internal working environment in the company. One of the appointed employees will have the role of <i>Environmental Eco-Lighthouse responsible</i>. In addition, at least one employee with environmental responsibility must be listed in the Environmental Lighthouse Portal. The Management may hold one or more responsible roles.</p> <p><b>**Recommendation:**</b></p> <p>It is recommended that areas of responsibility for the appointed employees are included in their job descriptions. For large companies, it is recommended to form an environmental group that can support the Eco-Lighthouse Manager and other relevant employees.</p> <p><b>**Documentation:**</b></p> <p>Two employees with responsibilities related to climate, environment, and/or working environment in the company, must be listed in the Eco-Lighthouse portal. One of them must be designated as the "Environmental Lighthouse manager".</p>

2164	<p><b>**Clarification:**</b></p> <p>The purpose is to anchor environmental management in all employees, in addition to receiving input that represents different perspectives and areas of responsibility. The company chooses its own communication channel. For example, emails, Intranet, meetings, workshops, surveys, or information board notices.</p> <p><b>**Recommendation:**</b></p> <p>Feel free to choose channels that are already used in everyday life to communicate with employees. A good time to provide information and use the opportunity for involvement is when you can combine these activities with the evaluation of goals and measures. It is also useful to see this criterion in connection with the company's internal control system. The system will, among other things, ensure that employees have knowledge and skills in the systematic health, environment, and safety work. Employees must also be able to contribute, so that overall knowledge and experience are utilized.</p> <p>Employees can find inspiration for new environmental measures in [Eco-Lighthouse environmental tips] (<a href="https://www.miljofyrtarn.no/miljotips/">https://www.miljofyrtarn.no/miljotips/</a>).</p> <p><b>**Documentation:**</b></p> <p>(1) Oral and/or written description of how the employees are kept informed about the company's ongoing work associated with climate, environment, and working environment in the company.</p> <p>and</p> <p>(2) Oral and/or written description of which channels the employees can use to provide input.</p>
2165	<p><b>**Clarification:**</b></p> <p>By providing opportunities for input, the company can understand what needs and expectations stakeholders have for the company's goods and services, and how they can be improved.</p> <p>The company chooses the communication channel and decides who will be able to provide input (customers, users, partners, suppliers, experts, organizations, or other stakeholders).</p> <p>Examples of communication channels: Customer surveys, marketing campaigns, social media, posters in-store / premises, and websites with button/email addresses where you can submit your input.</p> <p><b>**Documentation:**</b></p> <p>Oral description of how customers, partners, or other stakeholders are informed, and how they have the opportunity to provide input.</p> <p>Optional: Written documentation/examples of input from customers, partners, or other stakeholders.</p> <p><b>**Other:**</b></p> <p>Eco-Lighthouse has prepared a simple template for input in English:</p> <p><a href="https://miljofyrtarn.sharepoint.com/sites/dokeksternbruk/_layouts/15/download.aspx?share=EX3L57wGbf5NoXMBLrUbtIsBySMCdrbPzYIJWFd4FdDs8w">https://miljofyrtarn.sharepoint.com/sites/dokeksternbruk/_layouts/15/download.aspx?share=EX3L57wGbf5NoXMBLrUbtIsBySMCdrbPzYIJWFd4FdDs8w</a></p>

2166	<p><b>**Clarification:**</b></p> <p>The purpose of this criterion is to ensure anchoring in the company's Board of Directors. Through regular briefings, the Board will gain relevant knowledge about the company's work related to climate, surrounding environment, and internal working environment, that can be used to make more sustainable decisions.</p> <p>The orientation can be done in different ways and formats. It is recommended that the briefings are conducted regularly. They can be oral and/or written briefings in the form of reports, extracts from Eco-Lighthouse management tools, the management's review of the work associated with climate, surrounding environment, and internal working environment, the company's annual report, or other suitable formats.</p> <p><b>**Documentation:**</b></p> <p><b>* For the first-time certification:*</b></p> <p>Written documentation and/or oral description of how the Board of Directors has been informed about the company's work associated with climate, surrounding environment, and internal working environment,  or  oral information that has been included as a measure.</p> <p><b>*For recertification:*</b></p> <p>Written information about the company's work associated with climate, surrounding environment, and internal working environment that has been submitted to the Board of Directors for information and/or consideration during the reporting year.  If the company during the reporting year has not explicitly informed the Board of Directors about the work associated with climate, surrounding environment, and internal working environment, the minimum requirement will be that the company's annual report from the last year contains information about this work.</p>
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2183	<p><b>**Clarification:**</b></p> <p>A well-functioning environmental management is based on the minimum requirements given in Norwegian HSE legislation. Continuous improvement of the company's significant environmental aspects always begins with complying with Norwegian law, before the improvement takes the company further and beyond the legal requirements.</p> <p>To ensure that the company is aware of all legal requirements, an overview must be made of relevant legal sources, such as regulations and laws. The decision on which laws and regulations are relevant depends on the activities in the company under consideration, but the following environmentally-oriented laws and regulations will be relevant for many companies:</p> <p>The Working Environment Act  Internal control regulations  The Environmental Information Act  The Pollution Control Act  The Product Control Act  The Biodiversity Act  The Planning and Building Act</p> <p>It must be clear from the overview who is responsible for keeping the overview up to date. The overview must be signed by the management.</p> <p>You can use this link:  <a href="https://miljofyrtn.sharepoint.com/sites/dokeksternbruk/_layouts/15/download.aspx?share=EdU0LLBeyUICrAVZQKq23KIBMkf_jDOhc7yMiB8hRITZA">https://miljofyrtn.sharepoint.com/sites/dokeksternbruk/_layouts/15/download.aspx?share=EdU0LLBeyUICrAVZQKq23KIBMkf_jDOhc7yMiB8hRITZA</a>) or create your own overview based on the following:</p> <p>Overview of which HSE laws and regulations apply to your company's business. If only parts of any law/regulation are relevant, then the specific legal basis must be stated.  For each law/regulation / legal basis, you must indicate, in a separate column, whether or not the company considers itself as being in line with that particular law, regulation, or legal basis. In the event of deviations from legislation, it should be written in this column what must be done to be in line with the law.</p> <p>When using the Eco-Lighthouse management tool, please do the following:</p> <p>Use the predefined action card "Overview of HSE laws and regulations" as a reminder for regular updating of the overview. This action card is part of the action package «Internal control system».</p> <p><b>**Documentation:**</b></p> <p>An updated overview of relevant legal sources from HSE laws and regulations, as well as confirmation of follow-up signed by the management.</p>
<b><u>Criteria</u></b>	<b><u>Control</u></b>

2155

**\*\*Clarification:\*\***

The purpose is to anchor the direction and work associated with climate, surrounding environment, and internal working environment among the company's employees, in addition to making the focus areas visible to customers and other interested parties. The policy shall provide a brief, overall description of the long-term direction in which the company wishes to follow in its work on climate, surrounding environment, and internal working environment. If the company has a strategy, it is recommended to see the policy implementation in connection with the strategy.

A policy is often a concise written document that:

- is relevant and ambitious, but achievable;
- has an easy-to-understand language for the company's stakeholders (employees, customers, suppliers, etc.);
- is a living document that is updated as needed;
- is the basis for the company's further work, which sets goals with actions related to climate and environment.

More information? See [the relevant help] at

([https://miljofyrtaarn.sharepoint.com/sites/dokeksternbruk/\\_layouts/15/download.aspx?share=EZS9VgMwe8RKL8FTtzXd5iABhGdPxvWrUmK6x5QPkT6Eg](https://miljofyrtaarn.sharepoint.com/sites/dokeksternbruk/_layouts/15/download.aspx?share=EZS9VgMwe8RKL8FTtzXd5iABhGdPxvWrUmK6x5QPkT6Eg)), which will explain the connection between the company's goal and the environment. It will also help with the formulation of the company's policy/policies.

**\*\*Documentation:\*\***

The Policy must be in writing and associated with climate, surrounding environment, and internal working environment. It can be presented in one or more separate documents, or be specified in writing elsewhere (e.g. in the company's overall strategies, on its website, or similar).

Documentation can be uploaded to the Environmental Survey, or directly to the document library in the Environmental Lighthouse Portal. A separate file type should be used for policy description. Links to documentation can be added to the Environmental Survey.

**\*\*Other:\*\***

Some questions that may be relevant in the work on an environmental policy:

- \* What will we achieve with the company's work on climate, surrounding environment, and internal working environment?
- \* How can we take the climate and the environment into account in our business model?
- \* What do our employees, customers, partners, and other stakeholders expect from us?
- \* How do we want it to be? What is important for a good working environment?
- \* Overall: How does our business affect the climate and environment today?
- \* Overall: what are the most important climate and environmental aspects that we want to address? Where do we have the potential for improvement?

2156

**\*\*Clarification:\*\***

The purpose of this criterion is to get an overview of what affects the climate, surrounding environment, and internal working environment, and to continue working on what is considered to be significant. All companies affect the climate and the environment. Some companies make a negative impact most directly by using energy, producing waste, or encroaching on nature. Others do this mostly indirectly: through their purchases or the goods delivered to customers/users.

Examples of what can make a negative impact:

- waste (e.g. waste from production, hazardous waste, sorting waste at source)
- resource use (e.g. raw materials, energy, water)
- purchasing (e.g. shipping, packaging, working environment in the supply chain, environmentally friendly production)
- transportation (e.g. fuel, flights)
- the impact from goods and services (e.g. packaging leading to waste at the customer's end)
- encroachment on nature / disturbances (e.g. encroachment, noise)
- discharges/pollution to water and soil (e.g. chemicals, hazardous waste, effluent)
- work environment (e.g. bad organization, dangerous jobs)
- communication with customer/user (e.g. maintenance, repair, disposal)

**\*\*Recommendation:\*\***

In order to get an overview and assess which activities, goods and services are essential, it is recommended to use the company's existing documents and/or Eco-Lighthouse tools. This can be:

[Eco-lighthouse voluntary instruments with mapping questions and materiality analysis]  
[https://miljofyrtarn.sharepoint.com/sites/dokeksternbruk/\\_layouts/15/download.aspx?share=EaqTgLuPw1dHiQcm0i6VwAIBYbTrt8jY\\_tgY46rZvuAA](https://miljofyrtarn.sharepoint.com/sites/dokeksternbruk/_layouts/15/download.aspx?share=EaqTgLuPw1dHiQcm0i6VwAIBYbTrt8jY_tgY46rZvuAA)

[User guide for working with tools] (<https://stiftelsen.miljofyrtarn.no/veiledningvesentlighetsanalyse>)

- reporting data in the management
- risk assessment (ref. the company's internal control system)
- minutes of safety inspections and employee surveys
- financial accounting, etc.

The identified essential activities, goods and services must also be the starting point for the goals and actions you choose to set (ID 2157). It can also be used to improve the company's policy towards the climate, surrounding environment, and internal working environment (ID 2155).

**\*\*Documentation:\*\***

A written summary of those activities, goods and services which can affect the climate, surrounding environment, and internal working environment.



2157

**\*\*Clarification\*\***

The company will continuously work to reduce its negative and strengthen its positive impacts on climate, surrounding environment, and internal working environment. Goals and measures should reflect the environmental impact that you summarize in #2156.

**\*\* (1) \*\*** There is no set limit to how many goals you should have. It depends on the number of activities and their complexity. Goals can also be seen in connection with the company's goals for health, environment, and safety work in the inter-control system.

More information? Read the [fact sheet on the connection between environmental policy, goals, and measures] ([https://miljofyrarn.sharepoint.com/sites/dokeksternbruk/\\_layouts/15/download.aspx?share=EZS9VgMwe8RKL8FTtzXd5iABhGdPxvWrUmK6x5QPkT6Eg](https://miljofyrarn.sharepoint.com/sites/dokeksternbruk/_layouts/15/download.aspx?share=EZS9VgMwe8RKL8FTtzXd5iABhGdPxvWrUmK6x5QPkT6Eg)).

Example 1: If an environmental impact is due to emissions from transport, you should set specific goals for reduced transportation needs or for switching to zero-emission transport.

Example 2: If an environmental impact is due to the goods you purchase, it will be appropriate to set a goal for making changes in your purchasing routine.

Example 3: If the company has a high level of employee sickness absence due to static office work, you can set specific goals to reduce this work-related sickness absence.

Recommendation: Use the Eco-Lighthouse management tool for the company's policy and goals.

Feel free to use the SMART model to set your goals. The goals should be

- Specific: Tell exactly what you want to achieve;
- Measurable: They could be measured in a number of units (e.g. kWh, time, weight, CO<sub>2</sub> equivalents, etc.);
- Attractive: They should be desirable, so that you are willing to work to achieve them;
- Realistic: They could be achieved during everyday work;
- Timed: They should have a specific deadline (date, year).

Example of a SMART goal: "Reduce the employee's sickness absence from 6% to 4% by the end of the next year."

Recommendation: Determine what indicators you need to monitor progress towards the company's environmental goals. Can existing indicators in the management tool be used, or do you have to create your own indicators? [Read more here]: (<https://stiftelsen.miljofyrarn.no/styringsverktoymalveiledning>) for information on how to create your own indicators.

**\*\* (2) \*\*** For each specific goal, you must establish certain measures that shall be implemented to achieve that goal. These measures can be associated with routines, purchasing, process changing, etc.

Recommendation: Use measures of the Environmental Lighthouse management tool.

It is important to define the following for all measures:

WHAT should be done, WHO should do it, WHEN should it be done (deadline).

When you start using measures of the Eco-Lighthouse management tool, all this will become evident from the measure templates. Feel free to use "[Environmental tips]" (<https://www.miljofyrarn.no/miljotips/>) for inspiration with regards to measures.

The measures can be part of the company's internal control system for routines and preventive actions concerning the protection of health, environment, and safety.

Example of measures to follow up a SMART goal: "Ergonomic review of all workplaces by occupational health services. The safety representative is responsible for the implementation of the above measures. Deadline: May 1<sup>st</sup> of this year."

**\*\*Documentation\*\***

**\*\* (1) \*\*** The goals must be documented in writing, for example through the goal module in the management tool.

**\*\* (2) \*\*** Written description of measures (what to be done, when and by whom) to follow up the goals. This can be done, for example, by a printout from the action module in the management tool.

2161	<p><b>**Clarification:**</b></p> <p><b>** (1) **</b> The company shall have an overview of how the work associated with climate, surrounding environment, and internal working environment has developed over time. You will make this available by reporting on selected indicators annually in the management tool. In addition, you will be receiving the company's climate reports. The results, statistics, and climate reports are useful for creating, evaluating and correcting the company's goals with associated measures (ref. #2157).</p> <p>The Environmental Lighthouses have predefined indicators in the management tool. Some indicators are mandatory, others — voluntary. The voluntary indicators can be selected to get a more complete overview of the environmental impact, and a more complete climate report. In addition, you can create your own indicators to measure progress in other relevant areas.</p> <p>For the first-time certification:</p> <p>Reporting in the management tool provides an understanding of whether it is easy or challenging to find the numbers. This understanding is very relevant for creating the routine in (2). It is okay if numbers cannot be obtained, but then it must be justified in the comments field.</p> <p><b>** (2) **</b> The purpose of the routine(s) is to ensure that data is obtained efficiently and in the same way every time. The routine(s) must be adapted to the company's business. The routine(s) must describe who is responsible for various data, which sources you obtain the data from, and which calculation methods may be used. The routine(s) should also address their own indicators if the company creates them. Feel free to include the routine(s) in the existing management documents. It will only be necessary to create a new document if the routine cannot be included elsewhere. The routine can be uploaded at the top of the reporting form under "Routines for data collection". Feel free to use [Help facility related to routine for data collection] (<a href="https://miljofyrtern.sharepoint.com/sites/dokeksternbruk/_layouts/15/download.aspx?share=EapmbSO7bAVGvCrjgP8n89QBt1CMGquw651wV8JFOXlzbw">https://miljofyrtern.sharepoint.com/sites/dokeksternbruk/_layouts/15/download.aspx?share=EapmbSO7bAVGvCrjgP8n89QBt1CMGquw651wV8JFOXlzbw</a>).</p> <p><b>**Documentation:**</b></p> <p><b>*Certification for the first-time:*</b></p> <p><b>** (1) **</b> Reporting delivered in the management tool shows results for the last year, where all mandatory fields are filled in with real numbers and/or qualitative data. If some indicators are irrelevant or cannot be filled in with real numbers, then you will just need to explain the reason for this in the comments field. If the business was established this year, you do not need to report for the last year.</p> <p><b>** (2) **</b> Written draft of routine(s) for obtaining data for reporting.</p> <p><b>*For recertification:*</b></p> <p><b>** (1) **</b> Reporting delivered in the management tool for all years since the previous certification. If certain indicators are not relevant or cannot be filled in with real numbers, this must be justified in the comments field. NB: If recertification takes place before the 1<sup>st</sup> of April, then you do not need to report for the last year. Exemption from the requirements: The company has a written agreement with Eco-Lighthouse on a postponed submission deadline, alternative reporting period, or exemption from reporting.</p> <p><b>** (2) **</b> Updated written routine(s) for obtaining data for reporting.</p>
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2162	<p><b>**Clarification**</b></p> <p>The purpose is to assess the achievement of your goal and understand which measures work. In order to give a good answer, it is recommended to look at the data reported for the last few years in the Eco-Lighthouse management tool.</p> <p>It is useful to assess your goal achievement when adjusting the goals related to climate, surrounding environment, and internal working environment (# 2157). This criterion should be seen in connection with the company being obliged to systematically monitor the situation, and ensure that internal control functions are as intended.</p> <p>Content suggested for assessment:</p> <ul style="list-style-type: none"> <li>- Which goals have been reached / not reached? Why?</li> <li>- What measures have been taken to achieve the goals? Have the measures had an effect that contributes to achieving the goals? (criterion # 2157)?</li> <li>- Has the achievement of goals contributed to the company moving in the overall direction described in its environmental policy? (criterion # 2155)?</li> <li>- Has the work with the goals and measures led to a reduction of the company's negative environmental impacts? Can it be useful to compare with mapping the external environment (criterion # 2156)?</li> <li>- What changes must be made to achieve better goals in the next certification period? For example: new/revised measures, change of goals?</li> </ul> <p><b>**Documentation**</b></p> <p><b>*For the first-time certification:*</b></p> <p>Plan for how the management will annually assess the company's work to achieve the goals related to climate, surrounding environment, and internal working environment. Various forms of the plan are accepted, but it cannot just be oral. It must be possible to confirm that the management is behind the plan.</p> <p><b>*For recertification:*</b></p> <p>The Management's written assessment of the company's work to achieve the goals associated with climate, surrounding environment, and internal working environment. Assessment for all years, since the previous certification, must be documented. Various forms of assessment are accepted, but the latter cannot just be oral. It must be possible to confirm that the management is behind the plan.</p>
<b><u>Criteria</u></b>	<b><u>Publication</u></b>

<p>2163</p>	<p><b>**Clarification:**</b></p> <p>The purpose is to ensure transparency in the company's work on climate, surrounding environment, and internal working environment. The publication makes it easier for customers and other stakeholders to make an independent assessment of the company's work.</p> <p>The publication shall at least include:</p> <ul style="list-style-type: none"> <li>- Implemented measures</li> <li>- Results</li> <li>- Climate reports</li> </ul> <p>The module for results and statistics from the Environmental Lighthouse management tool covers the requirement for content in the publication.</p> <p>When using the Eco-Lighthouse management tool, it is the results and statistics that must be published, not the reporting form where you fill in numbers and text. The results and statistics are retrieved from the Environmental Lighthouse Portal in the form of a direct link or PDF file (sick leave is sensitive information and is removed automatically).</p> <p>Other presentations and reports on the company's work on climate, surrounding environment, and internal working environment can be published.</p> <p>You can choose where the report should be made available to the public. It can be the company's website, social media, or other relevant sites. If the company lacks/does not control the website and social media itself, the report must be made available on request (minimum requirements).</p> <p><b>**Documentation:**</b></p> <p>Published information about the company's work on climate, surrounding environment, and internal working environment, including implemented measures, results, and climate reports. The information must be publicly available on the company's website, social media, or other relevant places. Upload a link to the website / social media / another relevant place, or make a presentation at a certification meeting. If the company lacks/does not control the website and social media itself, the reports must be ready to be sent out at the request of interested parties (minimum requirement).</p> <p>Publication must be made for all full calendar years after certification. If you are recertified before the 1<sup>st</sup> of April, the requirement does not apply to the last year.</p>
<p><b><u>Criteria</u></b></p>	<p><b><u>The working environment in the company</u></b></p>

2177

**\*\*Clarification:\*\***

The purpose of this criterion is to ensure that the company has a common overview of the rights and obligations of each employee. This will make it easy for everyone to find the information they need, and ensure fair and equal treatment of all employees.

Those companies that already have a personnel manual or one or more other systems for providing common information to employees (work regulations, HSE handbook, etc.), should use existing systems to meet this criterion. Companies that do not have a common overview of rules, rights and obligations can prepare them on their own, or with the help of an external party, such as an occupational health service or a supplier of personnel handbooks.

Eco-Lighthouse has developed [Help facility] available at ([https://miljofyrtaarn.sharepoint.com/sites/dokeksternbruk/\\_layouts/15/download.aspx?share=EWVXq3EERj1AgADYAxUnrOMBCF5KyhefTFyPgaYL7kDB0Q](https://miljofyrtaarn.sharepoint.com/sites/dokeksternbruk/_layouts/15/download.aspx?share=EWVXq3EERj1AgADYAxUnrOMBCF5KyhefTFyPgaYL7kDB0Q)) with information on what should be included in a personnel manual, but could not provide a complete template. This is because a good personnel manual is adapted to the individual company, and includes both specific rules, rights and obligations at the individual workplace and relevant legal requirements.

The company itself decides whether all the information should be gathered in the same system, or whether it is more appropriate to divide it into several systems. The most important factor is that all employees have access to all the documentation, and know where to find the information they need.

See [Help facility]

([https://miljofyrtaarn.sharepoint.com/sites/dokeksternbruk/\\_layouts/15/download.aspx?share=EWVXq3EERj1AgADYAxUnrOMBCF5KyhefTFyPgaYL7kDB0Q](https://miljofyrtaarn.sharepoint.com/sites/dokeksternbruk/_layouts/15/download.aspx?share=EWVXq3EERj1AgADYAxUnrOMBCF5KyhefTFyPgaYL7kDB0Q)) for more information on these topics. If the company sheds light on the above points in writing elsewhere than in the personnel manual, then it will be sufficient if the manual refers to where this information is located.

**\*\*Documentation:\*\***

To meet this criterion, the company must have a common, written overview that at least describes:

- \* Employees' rights
- \* Employees' responsibility to follow up the company's environmental work
- \* Routine for notification of objectionable conditions ([see Help facility, for example] ([https://miljofyrtaarn.sharepoint.com/sites/dokeksternbruk/\\_layouts/15/download.aspx?share=EVtGINk24cpHpBfYHjL70SsBM25DNpOEoHSQhVuGWqtoIlg](https://miljofyrtaarn.sharepoint.com/sites/dokeksternbruk/_layouts/15/download.aspx?share=EVtGINk24cpHpBfYHjL70SsBM25DNpOEoHSQhVuGWqtoIlg)))
- \* Guidelines for promoting equality, diversity, and inclusion (Does not apply to companies with fewer than 10 employees. See Help facility, for example.)

The company must also explain how the overview can become available to all employees.

2158

**\*\*Clarification:\*\***

The purpose of conducting regular safety inspections is both to detect errors and deficiencies related to legislation and internal routines, and to identify the risks of injuries and accidents that exist in the workplace.

The General Manager and Safety representative (or another employee representative) should decide what is to be checked during the safety inspections, how often the safety inspections should be carried out, and who must participate. All this should be based on the company's risk assessment. The safety inspection (or another form of follow-up of the physical working environment and safety) should be recorded as a regular activity in the company's annual cycle/action plan. As a general rule, the safety inspection should be carried out at least once a year. Companies can carry out safety inspections less often if they can documentarily prove that they still follow up, on the annual basis, the physical work environment, and all points in the risk assessment.

The results of the safety inspections must be documented in writing. All deviations from the norm must be reported in the company's deviation system. The management and safety representative / another employee representative shall together review the minutes of the inspection to ensure that any deficiencies are rectified. If the company has a working environment committee, the results must be discussed at its meetings. The Eco-Lighthouse management tool has templates for measures ("measure cards") that can be used for planning follow-ups of deficiencies.

See [Safety inspection checklist]

([https://miljofyrtaarn.sharepoint.com/sites/dokeksternbruk/\\_layouts/15/download.aspx?share=EbDRTMR0jTJHv0aoL4BwxoMBCfIz6rey11K8\\_NCxZIoLdA](https://miljofyrtaarn.sharepoint.com/sites/dokeksternbruk/_layouts/15/download.aspx?share=EbDRTMR0jTJHv0aoL4BwxoMBCfIz6rey11K8_NCxZIoLdA)) — for more information on what should be mapped during a safety inspection, as well as the proposed template for written minutes/documentation, and suggestions on how the safety inspection can be followed up afterward.

**\*\*Background:\*\***

Safety inspections are not required by law, but it is a common practice to conduct regular follow-ups of the physical work environment and safety in an internal control system.

This criterion is based on the company's risk assessment and deviation systems.

**\*\*Documentation:\*\***

Written minutes from the previous safety inspection or equivalent form for follow-up of the physical work environment and safety in the workplace.

Confirmation that any deficiencies have been followed up, or there is a plan for how they will be followed up.

Planned safety inspections, or equivalent forms of follow-ups of the physical working environment and safety in the workplace, must be documented.

2159

**\*\*Clarification:\*\***

The purpose is to ensure that all employees have the opportunity to contribute to their own work environment, and that negative aspects of the work environment are made known and addressed.

Depending on the company's size and organization, the company must find one or more methods that are suitable for mapping the psychosocial and organizational work environment. Regardless of which methods are used, it is important that all emerged information is treated confidentially, and that it is felt safe for the employees to report negative aspects of the working environment. Therefore, performing anonymous surveys is the best possible option.

Common methods for mapping the organizational and psychosocial work environment:

- Employee surveys
- Fixed checkpoints used in the process of employee interviews
- Group discussions

Eco-Lighthouse recommends that, if possible, the company should conduct anonymous employee surveys. Anonymous surveys should not identify individual employees or small groups, or contain questions that in other ways can hinder anonymity. It is also recommended to use an external company or the company's occupational health service to design and carry out employee surveys, both to get help in designing a good survey and to ensure full anonymity. For small businesses with few employees, it is often not possible to ensure anonymity, so other methods should be recommended for such enterprises.

Mapping and follow-up of the working environment can often be done with a combination of different methods. For example, a comprehensive, anonymous employee survey can be conducted with the help of an external company every two or three years, and it can be combined with simpler surveys that are performed annually.

Eco-Lighthouse has an example of a [«temperature meter» (simple work environment survey)]:

([https://miljofyrtaarn.sharepoint.com/sites/dokeksternbruk/\\_layouts/15/download.aspx?share=EVFCOpiW\\_3RFpi8F4C582nABgtMx6vvGTogWIF5acP1kg](https://miljofyrtaarn.sharepoint.com/sites/dokeksternbruk/_layouts/15/download.aspx?share=EVFCOpiW_3RFpi8F4C582nABgtMx6vvGTogWIF5acP1kg)) which can be used as a template but adapted to the needs of the business.

The most important factor about employee surveys or other forms of work environment surveys is how the results are followed up afterward. The management is responsible for ensuring that the results of the survey are followed up. If the company has a working environment committee, the results must be discussed at its meetings. The Eco-Lighthouse management tool has templates for measures ("measure cards") that can be used for planning follow-ups of deficiencies.

**\*\*Documentation:\*\***

\* Description of the company's system for annual mapping of the psychosocial and organizational work environment.

\* In case of recertification: documentation proving that an annual survey has been carried out.

**\*\*Definitions:\*\***

\* Psychosocial work environment: consequences of the interpersonal conditions in the workplace. Read more at [The Norwegian Labor Inspection Authority's website]:

(<https://www.arbeidstilsynet.no/tema/psykososialtarbeidsmiljo/>).

\* Organizational working environment: consequences of how the work is organized, managed, and adapted. Read more at [The Norwegian Labor Inspection Authority's website]:

(<https://www.arbeidstilsynet.no/tema/organisatoriskarbeidsmiljo/>).

2178	<p><b>**Clarification:**</b></p> <p>The purpose of this criterion is that certified companies should be prepared for cardiac arrest to occur suddenly in colleagues, customers, or visitors. Early intervention before the ambulance arrives can in many cases reduce the extent of the damage or save lives.</p> <p>The company itself decides how many employees will be offered to attend the relevant courses. The goal is that as long as there are employees or customers/visitors on the company's premises or at the workplace, there must always be someone in the immediate vicinity who has completed the first aid course.</p> <p>Examples of how this criterion can be met:</p> <p>First aid courses are offered to all employees who wish to participate.  First aid courses are given to a representative sample of employees.  First aid training is coordinated with other businesses located in the same facility, so that there are always people nearby who completed first aid courses.</p> <p>The first aid course shall be conducted by a course instructor approved by the Norwegian First Aid Council, and it shall contain both theory and practical training. The course must include basic first aid and cardiopulmonary resuscitation. If the company has a defibrillator, the course must also include its use.</p> <p>Refresher courses should be arranged regularly, preferably every three years or even more often.</p> <p>Some industries with a high risk of injuries and accidents may have more detailed requirements for training in first aid than what is required in this criterion. For these industries, this criterion is met if industry-specific courses also include cardiopulmonary resuscitation.</p> <p><b>**Documentation:**</b></p> <p>Description of the company's plan to ensure that a sufficient number of employees receive training in first aid.</p> <p>For the first-time certification: documentation proving that the first aid course has been planned or booked.</p> <p>In case of recertification: confirmation that employees have participated in or been offered a first aid course.</p>
2179	<p><b>**Clarification:**</b></p> <p>The company is responsible for ensuring that the fire instructions are available on the premises at their disposal and that the employees have been made aware of them. The company is also responsible for ensuring that fire drills are carried out in accordance with the risk conditions, either by arranging their own fire drills or by ensuring that the building owner arranges them. If several companies share premises, the fire drills can be coordinated between them.</p> <p>How often the company will carry out fire drills should be decided depending on the risk assessment. It is recommended that all companies carry out fire drills at least every two years, and even more often if the risk conditions so require.</p> <p>The building owner is responsible for ensuring that all fire requirements are complied with, and shall arrange for tenants to carry out fire drills.</p> <p><b>**Documentation:**</b></p> <p>Description of how the fire instructions have been made available, and the date of the previous fire drill.</p>
<u>Criteria</u>	<u>Purchasing</u>



2167	<p><b>**Clarification:**</b></p> <p>The procurement routine shall ensure that the business achieves the goals related to procurement and its other environmental goals (ref. # 2157), which are followed up through purchasing.</p> <p>The purchasing routine must be designed according to the company's needs, and at least contain the following elements:</p> <ul style="list-style-type: none"> <li>* Analysis of the company's needs: The procurement routine must ensure that the needs are assessed before a new procurement is carried out.</li> <li>* Plan for communication with suppliers: Communication on the environmental requirements shall provide suppliers with predictability.</li> <li>* Routine for entering into agreements and following up purchases: It must be ensured that environmental goals are met in the process of delivery.</li> </ul> <p>Eco-Lighthouse has produced [a guide that will help with the design of the purchasing routine]:  <a href="https://miljofyrarn.sharepoint.com/sites/dokeksternbruk/_layouts/15/download.aspx?share=ETWHeV7KAwpHrJGnHZO3bywB1wkVQIFQZ7aHV8EjwQ9Tw">https://miljofyrarn.sharepoint.com/sites/dokeksternbruk/_layouts/15/download.aspx?share=ETWHeV7KAwpHrJGnHZO3bywB1wkVQIFQZ7aHV8EjwQ9Tw</a>.</p> <p>To achieve the goals, the purchasing routine must be used for each purchase. The purchasing routine should be known and easily accessible to everyone who makes purchases in the business.</p> <p>The company should regularly consider whether the purchasing routine needs adjustment or updating. We recommend that this happens at least annually when evaluating the measures and when targets for procurement are revised (ref # 2162).</p> <p><b>**Documentation:**</b></p> <p><b>*For the first-time certification:*</b></p> <p>Purchasing routine which deals with: needs analysis, plan for communication with suppliers, and routine for entering into agreements and follow-up of purchases.</p> <p><b>*For recertification:*</b></p> <ol style="list-style-type: none"> <li>(1) Purchasing routine that deals with: needs analysis, plan for communication with suppliers, and routine for entering into agreements and follow-up of purchases.</li> <li>(2) Examples of the use of the purchasing routine may be given orally or in writing.</li> </ol>
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2168	<p><b>**Clarification:**</b></p> <p>The purpose of the company is to actively use its influence to make the value chain more sustainable. When the company sets requirements for its suppliers, the suppliers must in turn set the corresponding requirements for their own suppliers. This creates an important domino effect.</p> <p>Requirements for suppliers can be set at all stages of the procurement process: before and during the selection of a supplier, by agreement/conclusion of a contract, then during follow-up of the contract, as well as in the process of evaluation after the contract has ended. Significant suppliers and essential purchases shall be given priority. The influence of the company will vary, but an attempt shall be made to influence the company's significant suppliers. Significant suppliers can be defined as those suppliers who either make up a large proportion of the total purchasing volume or who have a strategic role vis-à-vis the company (for example by delivering a unique product/service, etc.).</p> <p><b>**Background:**</b></p> <p>In order to be able to follow up the purchasing goals with improvements in practice, it is important to communicate well with suppliers. Clear requirements and expectations create predictability, so that suppliers can adjust their goods and services. By treating their suppliers as partners and having a dialogue with them about possible solutions, the company will be able to provide both environmental benefits and better solutions. Goals and requirements must not only be communicated at the first contact and then at the conclusion of the contract, but they must be followed up in the collaboration through regular dialogue.</p> <p>Environmental certification requirements are an effective tool, as a certified supplier can and must be more demanding.</p> <p><b>**Documentation:**</b></p> <p><b>*For the first-time certification:*</b></p> <p>Written documentation of examples where you have set requirements for significant suppliers, if any. Communication with suppliers can be documented in different ways. This can be done through emails, tender documents, indicative announcements, supplier conferences, contracts with suppliers, websites, or other channels. If none of the above is available, a plan of the requirements for the major suppliers must be presented.</p> <p><b>*For recertification:*</b></p> <p>Written documentation of examples where the company has set requirements for significant suppliers. Communication with suppliers can be documented in different ways. This can be done through emails, tender documents, indicative announcements, supplier conferences, contracts with suppliers, websites, or other channels.</p>
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<u>Criteria</u>	<u>Energy</u>
2171	<p><b>**Clarification:**</b></p> <p>The purpose is for the tenant to be able to optimize their energy use. The building owner shall arrange for each tenant to have access to data on their energy use. This can be done either by having installed their own electricity meters, or by such an arrangement where each tenant regularly receives information/invoices / other documentation, and can thus follow up their own power consumption.</p> <p>Energy for common areas can be distributed among tenants on an equal basis.</p> <p>Exception: this criterion does not apply when renting out very small areas or single rooms, where energy use for common areas, including ventilation, accounts for the main share of power consumption by the tenants. In these cases, the building owner is encouraged to follow up the energy use and, together with the tenants, set goals for energy reduction.</p> <p><b>**Documentation:**</b></p> <p>It is sufficient to state orally which measures (on a general basis) have been carried out to meet this criterion.</p>
<u>Criteria</u>	<u>Transportation</u>

2172	<p><b>**Clarification:**</b></p> <p>The purpose is to reduce greenhouse gas emissions by employees during their travel to, from, and within the territory of their workplace. This criterion applies to those companies which can offer their own transport, and the distances make it acceptable for the company's budget.</p> <p>Examples of facilitation can be:</p> <ul style="list-style-type: none"> <li>Offer more home office and customized days</li> <li>Offer good digital meeting facilities</li> <li>Provide good information about public transport</li> <li>Arrange for carpooling and/or car-sharing schemes</li> <li>Make it easy for employees to cycle to, from, and within the territory of their workplace by providing help for the purchase of bicycles (including electric bicycles) by arranging a loan, support for bicycle maintenance, convenient bicycle parking solutions, compensation/bonus for cycling or similar.</li> <li>Encourage employees to obtain monthly passes on public transport.</li> <li>Provide financial support for participation in such campaigns as "I drive green" or "Cycle to work"</li> <li>Promote applications aimed at using public transport, cycling, and walking.</li> <li>Have a policy that can regulate travel in the business.</li> </ul> <p>Some of these measures will also contribute to positive health effects.</p> <p><b>**Documentation:**</b></p> <p>Description of facilitation / routines / information sharing. You can also refer to sections in the personnel manual, travel policy or similar.</p>
2173	<p><b>**Clarification:**</b></p> <p>The purpose is to facilitate that users of the building can use fossil-free transport alternatives. Parking spaces and access/goods delivery areas should be designed to promote cycling, fossil-free transport, and carpooling.</p> <p>For example:</p> <p>Introduction of the parking hierarchy in terms of accessibility and distance to the company's buildings:</p> <ol style="list-style-type: none"> <li>1. bike and handicap parking;</li> <li>2. cars that are part of a car-sharing scheme;</li> <li>3. electric cars and carpools;</li> <li>4. ordinary cars</li> </ol> <p>Provision of good bicycle parking opportunities with the weather protection, and the possibility of the bicycle frame locking.</p> <p>Provision of convenient charging facilities for electric bicycles and electric cars.</p> <p>Establishing zero-emission zones and facilitating fossil-free transportation of goods.</p> <p><b>**Documentation:**</b></p> <p>Indication of parking spaces and/or ways to access them;  or  description/pictures of how all this is arranged;  or  a plan for how this will be implemented during the recertification period.</p>
<b><u>Criteria</u></b>	<b><u>Waste and its reuse</u></b>

2169

**\*\*Clarification:\*\***

The purpose is to optimize waste management and reduce negative effects related to waste.

(1) Waste must be sorted at the source before it is delivered for waste management or reuse. Exception: When delivered to post-sorting facilities, parts of the source sorting become unusable.

The company's waste management system includes physical objects/facilities (collection equipment, waste bins, containers, etc.) and any hired services for waste management (renovation agreements). If necessary, premises for storing waste, source sorting stations, and mobile facilities shall be established. [Read more about how you can establish a source sorting system here]:

<https://go.nanolearning.com/ViewActivity/?da=696537&key=gYT9pdyLoJ5aYhnQ&mode=1>).

(2) The waste management system, as well as rules for its use and waste emptying, are described in waste and reuse regulations. Separate instructions are prepared for operations in permanent premises and non-permanent locations (e.g., in cases of specific projects, events, and construction sites).

[You can use the following Eco-Lighthouse link]:

[https://miljofyrarn.sharepoint.com/sites/dokeksternbruk/\\_layouts/15/download.aspx?share=EW2vN9Fd76ZFs2myduSoeoIBuKsUyla5fVS9cXUcsCziA](https://miljofyrarn.sharepoint.com/sites/dokeksternbruk/_layouts/15/download.aspx?share=EW2vN9Fd76ZFs2myduSoeoIBuKsUyla5fVS9cXUcsCziA)) as instructions for waste management and customizable reuse of the waste.

(3) The waste management instructions shall be easily accessible to all users who handle the waste. These instructions shall be clearly visible in the immediate vicinity of all sorting stations or made electronically available.

All employees and users who handle the waste must be made aware of the waste management instruction(s) and trained in the use of the waste management system.

**\*\*Other information:\*\***

Some waste fractions require special handling in accordance with the existing legislation. [Read more about legal requirements that apply to hazardous waste and EE waste — the latter implies all discarded electrical and electronic devices and components]

<https://go.nanolearning.com/ViewActivity/?da=696477&key=vnhedLNL3WyAQx51&mode=1>).

**\*\*Documentation:\*\***

(1) Established waste management system at permanent locations (if the company has permanent premises).

(2a) Written waste management instructions for the company's permanent facilities (if the company has permanent premises).

(2b) Written waste management instructions for waste management at non-permanent locations/activities (if the company has activities outside permanent premises).

(3) Description of how employees/users are made aware of the company's waste management instruction(s). Orally or in writing.

2170	<p><b>**Clarification:**</b></p> <p>The purpose is to optimize waste management and to reduce negative effects related to waste produced by building users.</p> <p>(1) The building owner shall provide suitable facilities for sorting, storage, and collection of waste generated by the building's tenants and other users. These can be waste rooms or containers outside the building. The building owner should encourage the tenants to reduce the amount of residual waste.</p> <p>If possible and appropriate, the building owner must also provide facilities for construction waste and used materials to reuse the waste generated by the tenant(s). This can be relevant to building materials, for example, in connection with interior work and/or replacement of furniture/fixtures/equipment. The building owner may offer, for example, an annual collection of furniture that will be transported to second-hand shops or distributed in other ways for reuse.</p> <p>In order to find out what may be suitable for reuse, the building owner must familiarize himself with the waste produced by the tenants.</p> <p>(2) The building owner shall also enter into a dialogue with the tenants to investigate whether there is a need for waste weighing (e.g., if the tenants are Eco-Lighthouse certified). In that case, the building owner can install scales in the waste premises.</p> <p><b>**Documentation:**</b></p> <p>(1) Description of the waste management system (written or oral). If applicable, description of how arrangements are made for the collection of construction waste and materials for reuse (in writing or orally).  (2) Description of any weighing options based on the tenants' needs (in writing or orally).</p>
<b><u>Criteria</u></b>	<b><u>Biodiversity and land use</u></b>
2146	<p><b>**Clarification:**</b></p> <p>This criterion applies to building owners and other enterprises that own and/or have control over outdoor areas.</p> <p>The purpose is to facilitate biological diversity.  Conservation of nature means taking care of natural areas and habitats that are important for biological diversity, ecosystem services, and nature experiences. This applies, for example, to large trees, urban green areas, and water bodies.</p> <p>Facilitation of nature means implementing measures that can increase biodiversity in the area under consideration. Examples of this could be as follows: restoration of destroyed nature, facilitation of pollinators by planting pollinator-friendly plants or letting lawns grow into natural meadows, construction of green roofs, control of alien species, or opening the closed streams. It is recommended that companies that wish to improve the conditions for biological diversity in their own outdoor areas, engage a professional to map everything in the area and make a plan to strengthen the types of habitat that are natural for the area in question.</p> <p>For more background information on biodiversity and examples of measures that can be implemented, you are welcome to read our [fact sheet]:  <a href="https://miljofyrtaarn.sharepoint.com/sites/dokeksternbruk/_layouts/15/download.aspx?share=ERlyqijhYX5IIHHnFYDx6sQBkiDvZxeXmOZifO29jIdiwg">https://miljofyrtaarn.sharepoint.com/sites/dokeksternbruk/_layouts/15/download.aspx?share=ERlyqijhYX5IIHHnFYDx6sQBkiDvZxeXmOZifO29jIdiwg</a>) and [this online guide]:  <a href="https://go.nanolearning.com/LessonViewer/?da=1632085&amp;key=ynIek9nCFC15ho4F&amp;mode=1&amp;du=12421387">https://go.nanolearning.com/LessonViewer/?da=1632085&amp;key=ynIek9nCFC15ho4F&amp;mode=1&amp;du=12421387</a></p> <p><b>**Documentation:**</b></p> <p>Description of planned or implemented measures that preserve or facilitate biodiversity, if the company has the right to use outdoor areas. Planned and/or implemented measures are described in the company's action plan or in a separate document.</p>

2148	<p><b>**Clarification:**</b></p> <p>The purpose of this criterion is to help limit the spread of harmful, alien plant species. This applies, in particular, to the 28 plant species that are prohibited from being traded, introduced or released in accordance with [Appendix 1 to the regulations on alien organisms] (<a href="https://lovdata.no/dokument/SF/forskrift/20150619716#KAPITTEL_9">https://lovdata.no/dokument/SF/forskrift/20150619716#KAPITTEL_9</a>). In addition, there are many alien plant species that are not banned by law, but which can still pose a threat to biodiversity. Companies that release plants and manage outdoor areas must therefore be aware of the ecological risk that alien plant species can pose, and work to limit the risk.</p> <p>The Norwegian Environment Agency has prepared [the garden rules]: (<a href="https://www.miljodirektoratet.no/aktuelt/nyheter/2021/juli2021/tavarepanaturenmedfirehagevettregler/">https://www.miljodirektoratet.no/aktuelt/nyheter/2021/juli2021/tavarepanaturenmedfirehagevettregler/</a>), which will help garden owners prevent harmful alien plant species from spreading outside their gardens. This is a procedure that can also be used by companies with outdoor areas, in order to meet this criterion.</p> <ul style="list-style-type: none"> <li>* Get to know your garden. Find out which plant species are found in the company's outdoor areas, and pay extra attention to occurrences of those species which are on the ban list. Although the 28 species on the ban list are no longer for sale, many of them are still common in gardens and parks. Feel free to use [the overview of «garden escapees» from the Norwegian Garden Society]: (<a href="https://hageselskapet.no/hageromlinger/hageromlinger">https://hageselskapet.no/hageromlinger/hageromlinger</a>) to investigate whether the company has any harmful alien species in its outdoor areas.</li> <li>* Do not share plants uncritically with others. Entire plants, seeds or cuttings from the species that are banned from trading should not be moved to new places or shared with others.</li> <li>* Avoid escaping plants. Many of the plant species that today pose a threat to biodiversity have strayed from the area in which they were released. Therefore, please make sure that harmful alien plant species cannot spread further. Different species have different routes of spread, so investigate how the species in question can be spread and, if necessary, take measures to prevent it. Ideally, the species on the ban list should be removed completely (wherever it is possible).</li> <li>* Dispose of your garden waste correctly. You must never be allowed to dump garden waste into natural environments. This applies to all plants. Plant waste from harmful alien species should not be used for composting — instead, it must be brought in a closed bag for incineration, together with the residual waste. This is because these plants can spread very easily, including through composting.</li> </ul> <p>If the company has many occurrences of species listed in Appendix 1 to the regulations on alien organisms, the municipality should be informed.</p> <p>Planting of alien plant species that are not on the ban list, but which present a very high risk [included in the alien species list] (<a href="https://www.artsdatabanken.no/fremmedartslista2018">https://www.artsdatabanken.no/fremmedartslista2018</a>), should be avoided, unless the company has expertise in these particular plants.</p> <p><b>**Documentation:**</b></p> <p>The following points must be documented in writing or orally by companies with their own outdoor areas:</p> <ul style="list-style-type: none"> <li>Description of how the company became aware of the alien plant species growing in its outdoor areas, and how it monitors those plants.</li> <li>Description of how garden waste is handled.</li> <li>Description of how the company avoids planting species with a very high ecological risk.</li> </ul> <p>In cases where the company has known occurrences of plant species listed in Appendix 1 to the regulations on alien organisms:</p> <ul style="list-style-type: none"> <li>Description of how the company tries to get those plants removed or implement measures to prevent their further spread.</li> </ul> <p>For companies that carry out the certification process in the winter, it is sufficient to make a plan for how the outdoor areas are to be investigated with the arrival of the season for that activity.</p>
<b><u>Criteria</u></b>	<b><u>Ownership</u></b>

2180

**\*\*Clarification:\*\***

The purpose of the company is to use its ownership to help the company's subsidiaries develop themselves in a more environmentally friendly, socially and financially responsible direction. We recommend to look through the United Nations' sustainability goals.

This criterion applies to subsidiaries where the company has a) the majority of votes (> 50%) at the subsidiary's general meeting, and/or b) control over (right to elect) the majority on the subsidiary's Board. This criterion applies to subsidiaries located in Norway. Subsidiaries located outside Norway can also be included, if the company so desires.

These requirements may be different for different companies. For example:

\* subsidiaries have or will have a third-party certified by the Environmental Management System (EMS), such as ISO, EMAS, and Eco-Lighthouse.

\* subsidiaries must assess their significant impacts on climate and environment, and how they can reduce the negative climate and environmental impact, and contribute to a more sustainable business life.

\* subsidiaries must prepare climate reports, as well as state their goals and measures aimed at reduction of greenhouse gas emissions.

\* the subsidiary's Board must have a high level of competence in sustainability

\* subsidiaries shall work to protect labor rights and promote a safe and secure working environment for all employees in the supply chain

\* subsidiaries shall work to promote equality, diversity, and inclusion.

The company's influence on its subsidiaries depends on the management structure and integration between the parent company and subsidiaries. Examples of influence:

- representation on the Board
- voting at general meetings
- setting clear goals that cover the entire organization with similar reporting activities
- written requirements/guidelines from the parent company.

**\*\*Documentation:\*\*****\*\*For the first-time certification:\*\***

Overview of all subsidiaries where the company has a) the majority of votes (> 50%) at the subsidiary's general meeting, and/or b) control over (right to elect) the majority on the subsidiary's Board.

and/or:

2a) Documentation showing that the parent company sets requirements for the subsidiary/subsidiaries.

Documentation may vary depending on the management structure and integration between the parent company and its subsidiary. Examples of relevant documentation can be as follows:

- (Extract from) Board minutes
- (Extract from) minutes of the general meeting
- Communication between a parent company and its subsidiary that shows what requirements of the parent company have been set
- A certificate confirming that subsidiaries have been certified/recertified by the Environmental Management System (ISO, EMAS, Eco-Lighthouse)
- Publicly available climate reports prepared by the subsidiaries

Or: 2b) If there is not already prepared suitable documentation, the company must decide for which areas it needs to set requirements for its subsidiaries, and how these requirements can be implemented. The statement can be made in writing or orally.

**\*\*For recertification:\*\***

An updated overview of all subsidiaries where the company has a) the majority of votes (> 50%) at the subsidiary's general meeting, and/or b) control over (right to elect) the majority on the subsidiary's Board.

and

Documentation showing that the parent company sets requirements for its subsidiary/subsidiaries.

Documentation may vary depending on the management structure and integration between the parent company and its subsidiary. Examples of relevant documentation can be as follows:

- \* (Extract from) Board minutes
- \* (Extract from) minutes of the general meeting

<p>* Communication between the parent company and its subsidiary showing the requirements of the parent company</p> <p>* A certificate confirming that subsidiaries have been certified/recertified by the Environmental Management System (ISO, EMAS, Eco-Lighthouse)</p>
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