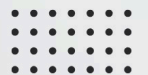


ORGANIZATIONAL SUSTAINABILITY AUDIT CHECKLIST



Audit Information

Complete all fields below before beginning the audit. This information establishes the audit scope, accountability, and review schedule. Ensure all applicable frameworks are listed and that the next review date is confirmed with senior leadership before the audit is finalized.

Field	Details
Organization Name	
Audit Conducted By	
Date of Audit	
Departments Covered	
Applicable Frameworks	
Next Review Date	

Governance and Leadership

Effective sustainability begins at the top. This section evaluates whether your organization has embedded sustainability into its strategic direction, assigned clear executive accountability, and established the governance structures necessary for consistent performance. For each item, mark **Yes**, **No**, or **Partial** and add supporting notes where applicable.

#	Audit Item	Status	Notes
1.1	Sustainability is included in the organization's strategy and business plan	Yes / No / Partial	
1.2	A named executive or board member is accountable for sustainability	Yes / No / Partial	
1.3	A sustainability policy is documented, approved, and communicated	Yes / No / Partial	
1.4	Sustainability targets and KPIs are formally set and tracked	Yes / No / Partial	
1.5	Sustainability performance is reviewed by senior leadership regularly	Yes / No / Partial	
1.6	Anti-corruption and ethical conduct policies are in place	Yes / No / Partial	
1.7	The organization has signed up to a recognized sustainability framework or commitment	Yes / No / Partial	

Environmental Performance

Environmental stewardship is at the core of any credible sustainability program. This section covers greenhouse gas measurement, energy and water efficiency, waste management, biodiversity, and climate risk assessment. Organizations should be able to demonstrate both measurement capability and active reduction initiatives across all relevant categories.

#	Audit Item	Status	Notes
2.1	Greenhouse gas emissions are measured across Scope 1, 2, and 3	Yes / No / Partial	
2.2	A carbon reduction target is in place — aligned to science-based pathways	Yes / No / Partial	
2.3	Energy consumption is tracked and reduction initiatives are underway	Yes / No / Partial	
2.4	Renewable energy is used or being actively sourced	Yes / No / Partial	
2.5	Water usage is measured and water efficiency measures are in place	Yes / No / Partial	
2.6	Waste generation is tracked — reduction, reuse, and recycling programs exist	Yes / No / Partial	
2.7	Single-use plastic reduction initiatives are in place	Yes / No / Partial	
2.8	Biodiversity impact has been assessed and is being managed	Yes / No / Partial	
2.9	Environmental compliance with all applicable regulations is confirmed	Yes / No / Partial	
2.10	Climate-related risks and opportunities have been assessed (TCFD approach)	Yes / No / Partial	

Social Performance

Social responsibility encompasses how an organization treats its people, communities, and the broader human ecosystem in which it operates. This section evaluates policies and practices covering employee wellbeing, DEI commitments, fair wages, human rights, labor standards in the supply chain, and community engagement. Strong social performance builds organizational resilience, attracts talent, and creates sustainable stakeholder trust.

#	Audit Item	Status	Notes
3.1	Employee health, safety, and wellbeing policies are documented and active	Yes / No / Partial	
3.2	Diversity, equity, and inclusion strategy is in place with measurable targets	Yes / No / Partial	
3.3	Fair wages are paid — living wage commitment reviewed	Yes / No / Partial	
3.4	Employee training and development programs are active	Yes / No / Partial	
3.5	Human rights policy is in place and applied across operations	Yes / No / Partial	
3.6	Supply chain labor practices are assessed and monitored	Yes / No / Partial	
3.7	Community engagement and social impact programs are active	Yes / No / Partial	
3.8	Employee engagement on sustainability is measured	Yes / No / Partial	
3.9	A whistleblowing or grievance mechanism is available and communicated	Yes / No / Partial	
3.10	Customer health, safety, and data privacy obligations are met	Yes / No / Partial	

Supply Chain Sustainability

Supply chains represent one of the greatest sources of ESG risk and opportunity for most organizations. From labor practices at tier-one and tier-two suppliers to Scope 3 emissions and modern slavery exposure, this section evaluates whether your organization has the policies, processes, and oversight mechanisms necessary to manage supply chain sustainability responsibly. A credible supplier code of conduct, risk-based due diligence, and ongoing monitoring are essential components of any robust program.

#	Audit Item	Status	Notes
4.1	A supplier code of conduct covering ESG requirements exists	Yes / No / Partial	
4.2	Suppliers are assessed for environmental and social risks before engagement	Yes / No / Partial	
4.3	High-risk suppliers are audited or require third-party verification	Yes / No / Partial	
4.4	Scope 3 supply chain emissions are measured or being assessed	Yes / No / Partial	
4.5	Sustainable procurement policy is in place and followed	Yes / No / Partial	
4.6	Modern slavery and forced labor risks are assessed in the supply chain	Yes / No / Partial	

Sustainability Reporting

Credible sustainability reporting is a cornerstone of transparency and investor confidence. As regulatory expectations intensify globally — driven by frameworks like ISSB, CSRD, and SEC climate disclosure rules — organizations must ensure their reporting is rigorous, evidence-based, and aligned to recognized standards. This section evaluates whether your organization's reporting infrastructure is fit for purpose and free from greenwashing risk.

#	Audit Item	Status	Notes
5.1	The organization publishes a sustainability or ESG report	Yes / No / Partial	
5.2	Report aligns with a recognized framework — GRI, TCFD, SASB, or ISSB	Yes / No / Partial	
5.3	A materiality assessment has been conducted and findings are used	Yes / No / Partial	
5.4	Sustainability data is verified internally before publication	Yes / No / Partial	
5.5	External assurance on sustainability data is obtained	Yes / No / Partial	
5.6	Sustainability performance is communicated to investors and stakeholders	Yes / No / Partial	
5.7	The report avoids greenwashing — all claims are evidence-based	Yes / No / Partial	

Circular Economy and Waste

The transition from a linear "take-make-dispose" model to a circular economy is a strategic imperative for organizations committed to long-term sustainability. This section evaluates whether circularity principles are embedded in product and service design, whether packaging has been optimized, and whether measurable progress is being made on waste reduction and recovery rates. Organizations that lead on circular economy create cost efficiencies, reduce regulatory risk, and build competitive differentiation.

#	Audit Item	Status	Notes
6.1	Circular economy principles are applied in product or service design	Yes / No / Partial	
6.2	Waste-to-landfill is being actively reduced with measurable targets	Yes / No / Partial	
6.3	Packaging has been assessed and reduction or redesign is underway	Yes / No / Partial	
6.4	Product end-of-life management is considered and planned	Yes / No / Partial	
6.5	Recycling and recovery rates are tracked and improving	Yes / No / Partial	

Stakeholder Engagement

Meaningful stakeholder engagement is the foundation of a well-calibrated sustainability strategy. Organizations that systematically identify, listen to, and respond to their key stakeholders — including employees, investors, communities, NGOs, and regulators — are better positioned to anticipate risks, identify material issues, and build lasting social license to operate. This section assesses the quality and regularity of your stakeholder engagement processes and how effectively that input shapes your sustainability agenda.

#	Audit Item	Status	Notes
7.1	Key sustainability stakeholders are identified and mapped	Yes / No / Partial	
7.2	Stakeholder engagement on sustainability is conducted regularly	Yes / No / Partial	
7.3	Stakeholder input informs the materiality assessment	Yes / No / Partial	
7.4	Sustainability performance is communicated to employees regularly	Yes / No / Partial	
7.5	Community and NGO feedback is gathered and acted upon	Yes / No / Partial	

Training and Culture

Sustainability cannot be driven by a single team or a handful of champions — it must be woven into the fabric of organizational culture. This section evaluates whether sustainability awareness is universal across the workforce, whether role-specific training is being delivered, and whether leadership incentives are aligned to sustainability outcomes. Organizations with a strong sustainability culture consistently outperform peers on ESG metrics because every employee understands their role in delivering the organization's commitments.

#	Audit Item	Status	Notes
8.1	All employees receive sustainability awareness training	Yes / No / Partial	
8.2	Sustainability is embedded in onboarding for new employees	Yes / No / Partial	
8.3	Role-specific sustainability training is provided where relevant	Yes / No / Partial	
8.4	Employee sustainability ideas and initiatives are encouraged and recognized	Yes / No / Partial	
8.5	Sustainability performance is linked to leadership objectives and incentives	Yes / No / Partial	

Audit Summary Scorecard

Once all eight sections have been completed, use the scorecard below to tally results. For each section, count the number of **Yes**, **Partial**, and **No** responses. Calculate the score percentage as: **(Yes × 1 + Partial × 0.5) ÷ Total Items × 100**. This score will determine your organization's overall sustainability maturity rating on the following card.

Section	Total Items	Yes	Partial	No	Score %
Governance and Leadership	7				
Environmental Performance	10				
Social Performance	10				
Supply Chain Sustainability	6				
Sustainability Reporting	7				
Circular Economy and Waste	5				
Stakeholder Engagement	5				
Training and Culture	5				
TOTAL	55				

Maturity Rating

Use your overall score percentage to identify your organization's current sustainability maturity level. Each level carries a distinct set of strategic implications and recommended next steps. Organizations should aim to advance at least one maturity level per audit cycle through targeted action planning and executive commitment.

● **Leading — 80–100%**

Strong sustainability program. Your organization demonstrates best-in-class governance, performance, and reporting. Focus on continuous improvement, external assurance, science-based targets, and becoming an industry benchmark. Consider sharing best practices through industry coalitions and publishing a Net Zero roadmap.

● **Progressing — 60–79%**

Good foundations with targeted gaps. Core structures are in place but specific areas — often supply chain transparency, circular economy, or external assurance — require structured attention. Prioritize closing these gaps within the next 12 months and strengthen data quality ahead of reporting season.

● **Developing — 40–59%**

Early stage program needing structured action. Priority areas require dedicated resources, timelines, and ownership. Begin by formalizing governance, establishing baseline measurements for emissions and waste, and conducting a materiality assessment to focus efforts where they matter most.

● **Beginning — Below 40%**

Significant gaps require immediate attention. Start with the foundational pillars: governance and accountability, environmental baseline measurement, and a basic sustainability policy. Engage leadership to secure buy-in and resources. Consider engaging external sustainability advisors to accelerate the program build.

Top Priority Actions

Based on the audit findings, identify the top five priority actions required to advance the organization's sustainability maturity. Each action should have a clearly named owner and a realistic target date. These priorities should be reviewed and formally adopted by the sustainability lead or relevant governance body before the next review cycle begins.

#	Action	Owner	Target Date
1			
2			
3			
4			
5			

Audit Sign-Off: _____ **Date:** _____ **Next Review:**

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