SUFFOLK CARBON CHARTER - GUIDANCE TO THE DIFFERENT LEVELS

Level Definitions	Criteria	Key Tests	Examples of Evidence the Panel will look for. **Expectations vary according o the size of the business.** Small Businesses (~5 Employees) ◄- - - - -► Larger Businesses (250 Employees)	
BRONZE - The business takes its carbon impact seriously	**Footprint**	Up to Date	Past year - or an earlier footprint that remains reliable	Kept updated by monitoring procedures
		Credible	Backed by evidence or an accredited independent audit	
		Comprehensive	Covers main areas of energy use, or clear reasons why they are omitted (e.g. can't be measured/ reduced)	Covers all areas of direct energy use, and key indirect emissions
	Policy	Ongoing Monitoring	A pledge to review the policy and any actions within it	A regular (e.g. annual) & formal review of progress against the policy
		Reasonable reduction targets	A pledge to undertake reductions where feasible	A specific target related to the footprint, and Action Plan for its delivery
		Public Commitment	Publicly available (e.g. on website, in guest packs, etc.) and signed by senior management	
SILVER - The business has reduced its carbon impact significantly	The business meets **Bronze level**, and in addition:			
	Carbon Reduction	Robust evidence	Monitoring or credible narrative evidence (e.g. measures undertaken)	Clear monitoring of progress against an Action Plan
		Significant	This is a subjective measure, dependent on circumstances, but a guideline of 5-10% reductions *or* evidence of significantly exceeding benchmarks would be expected	
GOLD - The business is an exemplar of low carbon management	The business meets **Bronze level with no queries**, and in addition:			
	Carbon Reduction	Very Significant & Robust	This is a subjective measure, dependent on circumstances, but a guideline of 10%+ reductions or evidence of significantly exceeding benchmarks would be expected - with robust evidence (c.f. Silver requirement)	
	Activity "Beyond the Business"	Strength of commitment	Encourage others to become greener - e.g. through procurement policies, or engaging with customers	A clear commitment to engaging others, going beyond just a marketing strategy. e.g. strong procurement policies, engaging in relevant activities, sponsoring community groups, etc.

Note: The panel's decision is final in all cases. Their decision will take into account the individual circumstances of each applicant, and therefore all guidance is only **indicative** of the sorts of evidence they will look for. Not all businesses will hit all requirements, and it will be the Panel's decision to decide on the most appropriate level based on all evidence provided.

The Evidence Examples are provided as guidance to help understand what the Panel may look for from your business. They are not definitive. Your charter auditor can provide direct advice to what might be expected in your circumstances.