

GreenIT

SGC 23747:2021

Certification to support corporate
sustainability



SWISS
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Introduction

This standard was developed by Swiss Global Cert©. The main goal and intention of this standard is to certify companies that already are CO2 neutral or on their way to CO2 neutrality. The GreenIT certificate is only granted if the exact steps of this standard are being followed and the companies can prove their commitment of becoming CO2 neutral. Swiss Global Cert© aims to promote the environmental awareness in the field of information technology and set a new global standard to inspire others to follow the same path. Furthermore, the GreenIT SGC 23747:2021 standard supports all kinds of renewable energy sources and sustainable companies.

This document contains general requirements and instructions for the organizations and companies with an IT infrastructure. The requirements and instructions represent a set of rules regarding measuring, reducing and offsetting CO2 emissions as well as establishing, performing, controlling and presenting evidence of these processes in the organizational context. By following the instructions and defining a clear goal, the CO2 neutrality of the company should be achieved or maintained.

1. General

The company has an IT infrastructure.

The company is already CO2 neutral or on its way to CO2 neutrality.

The CO2 neutrality is being achieved by following the four main steps: measuring, reducing, offsetting and presenting evidence.

The GreenIT certificate is issued under the following conditions:

- The company is committed to becoming CO2 neutral and has developed a strategy with a defined timeframe.
- The company has executed the steps that provide the framework for GreenIT.
- The company has been following the steps towards CO2 neutrality for at least 2 years.

If all requirements are met, the certificate is issued for a period of five years. After this period a recertification must be done.

2. Measurements

2.1 General

CO2 emissions are categorized by the Greenhouse Gas Protocol in three different scopes:¹

Scope 1 includes all direct CO2 emissions. This includes activities that belong to and are controlled by the company. The CO2 emissions in this category are released directly into the atmosphere.

Scope 2 includes all indirect CO2 emissions from electricity. This includes emissions released into the atmosphere in connection with the consumption of purchased electricity, heat, steam and cooling.

Scope 3 includes other indirect CO2 emissions. This includes emissions, that are a consequence of the company's activities and occur at sources it does not own or control, but which are not scope 2 emissions.

¹ The Greenhouse Gas Protocol (2021)

In the context of companies operating in the information technology field, there are a few points to consider:

- There are no production-related emissions in the information technology area.
- There are no emissions associated with the transportation or use of manufactured goods and services.
- Measurement is mainly narrowed down to facility management, energy, transportation and procurement.

2.2 Key Measurements

2.2.1 General

The United States Environmental Protection Agency (EPA) has developed a greenhouse gas emissions calculator. The calculator is intended as a simple tool for estimating and inventorying annual greenhouse gas emissions. The EPA has defined certain key measurement criteria that are relevant for the calculation and are explained in Section 2.2.2. The greenhouse gas emission calculator will determine the direct and indirect emissions from all sources at a company.²

2.2.2 Key Measurement Criteria

2.2.2.1 Facilities

- Name of establishment or Location-ID
- Address (incl. postal code)
- Floor space
- Number of employees
- Date of opening and closing the facility
- Facility type

2.2.2.2 Equipment

- Inventory of equipment by facilities (e.g. laptops, smartphones, servers, etc.)
- Equipment capacity

² EPA Simplified GHG Emissions Calculator (SGEC) (2021)

- Purchase, inventory and disposal data for equipment
- Age and service life of equipment
- Disposal and recycling of equipment

2.2.2.3 Electricity

- Monthly consumption data by meter or facility
- Monthly cost data by meter or facility

2.2.2.4 Gas

- Types of gas
- Quantity of gas purchased

2.2.2.5 Procurements

- Type of product
- Quantity of product

2.2.2.6 Fuel

- List of vehicles (year, brand, modell, fuel type)
- Fuel consumption per vehicle
- Fuel costs per vehicle
- Distance travelled by vehicle (km)

2.2.2.7 Air conditioners

- Inventory of equipment by facilities
- Equipment capacity
- Purchase, inventory and disposal data for air conditioners

2.2.2.8 Business Travel

- Means of transport
- Mileage per trip (for each transport route)

2.2.2.9 Work route

- Means of transport per employee
- Mileage per trip (for each transport route)

2.2.2.10 Waste

- Amount of waste generated
- Type of disposal

2.3 Interpretation of Key Measurements

Based on the key measurement criteria the CO₂ emissions must be calculated. The calculations are divided into five groups, each result of which reveals the current status of the company's CO₂ emissions.

- The absolute amount of CO₂ emissions from all categories must be calculated.
- The share of emissions for each category must be determined.
- The proportion of emissions for each activity must be determined.
- The energy / gas / fuel intensity of the activities, vehicles or equipment must be calculated.

3. Reducing CO₂ Emissions

The company must commit to reducing overall CO₂ emissions.

A time period must be defined in which the target has to be achieved. The areas and activities where most emissions occur must be identified and a strategy must be developed and implemented according to the area or activity where the most emissions occur.

The company has to determine the means by which CO₂ emissions are to be reduced. In the following, some ways of possible CO₂ reduction are listed:

- Investing in energy-efficient or energy-saving equipment
- Switching to fuel-efficient vehicles
- Increasing energy consumption from renewable sources
- Reducing business travel to a minimum
- Participating in waste recycling
- Using of recycled or sustainable office supplies
- Working with sustainable suppliers
- Analyzing and implementing best practice of CO₂ reducing methods across the industry

The company must be able to prove its commitment to CO₂ reduction in writing.

The company must record the exact steps taken to reduce CO2 in writing and review its progress on a regular basis.

4. Offsetting CO2 Emissions

When emissions have been reduced to an absolute minimum, the amount that cannot be reduced must be offset. The company must invest the amount corresponding to the CO2 emissions it cannot reduce in environmental projects known as CO2 offset projects.

The company must offset the not reducable CO2 emissions on a regular basis.

The company must be able to provide evidence of offsetting its CO2 emissions.

5. Organizational Context and Resources

5.1 General

The goal of GreenIT is not only to reduce their CO2 emissions, but also to create certain structures, define processes, make personnel and infrastructure adjustments, and properly document the necessary data and processes so that the sustainability of the company can be guaranteed in the long term.

5.2 Processes

The company must define clear processes and strategies for reducing and offsetting CO2 emissions and record them in writing. The processes must be transparent and serve to promote the company's sustainable goals.

5.3 Communication

The company must ensure that employees are informed about the processes, the goal and the correct behavior in accordance with the GreenIT SGC 23747:2021 standard. A clear communication about GreenIT, sustainability and CO2 reduction must be established.

5.4 Infrastructure

The company must establish and provide a suitable infrastructure for the development of long-term sustainability. E.g. the company should ensure charging stations for electric vehicles or ensure the purchase of electricity from its own renewable energy sources.

The infrastructure includes:

- Office
- Office equipment
- Facilities
- Technical equipment
- Vehicles
- Waste disposal systems

Infrastructure requirements depend on following factors:

- Organizational structure of the company
- Number of employees

5.5 Personnel

The company defines a person or team that is responsible for the execution, control, direction and management of all processes and operations related to GreenIT.

The personnel responsible for execution and control of the tasks in the scope of GreenIT must be employed based on the competences that they possess and that are needed for the respective position. The company must make sure that the personnel possess required experience, knowledge and qualifications for carrying out the tasks and take responsibilities designated to the specific position.

The tasks and responsibilities of the personnel must be clearly defined, documented and communicated.

Personnel involved must be proportionate to:

- Organizational structure of the company
- Size of the company

- Scope of CO2 emissions
- Scope of CO2 reduction processes

5.6 Documentation and Records Requirements

The company regularly documents all measurements, measures to reduce CO2 emissions, offsetting of CO2 emissions that cannot be reduced, and other relevant data for ensuring sustainability and meeting the GreenIT SGC 23747:2021 standard. All data concerning GreenIT must be securely stored and archived.

Required Documentation:

- Company's strategy and plan to become CO2 neutral
- GreenIT objectives
- Documented processes and policies
- Tasks and responsibilities of personnel involved in GreenIT processes
- Company's CO2 emissions (measurement data)
- Company's CO2 reduction actions
- Records about offsetting CO2 emissions

6. Execution and Control

6.1 General

The company is responsible for implementing the measures it takes to reduce CO2 emissions by the targeted amount.

The commitment to CO2-neutrality as well as specific targets and strategies must be recorded, communicated and made publicly available.

The intention to become CO2 neutral must be published on the company's website, social media and marketing materials. Furthermore, reports must be published regularly to demonstrate compliance with communicated goals and strategies. Internal audits must be carried out and the company has to be ready for an external audit at any time.

The company must develop a set of KPIs for objective measurements of its performance on CO2-neutrality.

6.2 Performance Evidence

At least once a year, a meeting must be held with the persons responsible for GreenIT, the management and other persons concerned. At this meeting, the progress, KPI values, potential for improvement, measures and other GreenIT relevant agenda items must be discussed. As a result of the meeting, GreenIT objectives must be set for the next year.

It is necessary that the meeting is minuted and all decisions concerning GreenIT are recorded in writing. The personnel responsible for GreenIT ensures that what has been discussed is also implemented.

6.3 Documentation and Records Control

The company ensures that all data concerning GreenIT is securely stored and archived for at least ten years. All data must be updated at least once a year. The stored data must always be kept up to date.

The company must establish and implement appropriate procedures to manage and control documents and records.

The company must ensure the availability of the documents and records.

All the employees must have access to the documents and records. The company must make sure that all the personnel is provided with information about the relevant processes and procedures. There must be a rule regarding informing the employees about the changes and updates of the relevant documents.

6.4 Improvement

The company must always strive to improve its processes, reduce CO2 emissions, reduce its environmental footprint and optimize sustainability. The personnel responsible for GreenIT ensures that the management and the entire company is informed about sustainability and operations related to GreenIT. The company itself is responsible for ensuring compliance with

the GreenIT SGC 23747:2021 standard. SwissGlobalCert© reserves the right to conduct an audit at any time to verify the measures taken and improvements made.

The quality management system and its components must aim to constantly improve processes and achievement of quality objectives as well as eliminate the causes and potential chances of nonconformities.

Both internal (employees) and external (customers, partners) parties shall be able to contribute to the improvement process.

The opportunities for improvement shall be based on the analysis of the following:

- Performance evaluation outcomes
- Customer feedback
- Employee feedback
- Target actual analysis of quality objectives
- Analysis of risks and opportunities
- Analysis of performance evaluation
- Internal audit

The quality assurance officer and the general management must annually analyze and discuss these factors in order to identify the opportunities for improvements.

The company must document the improvements and implemented actions to achieve them. A procedure to monitor and measure the positive outcomes of such action must be established.

Checklist

No	Question				Evidence / Reference to a document	Improvement Opportunities
General						
1	Does the company have an IT infrastructure?					
2	Is there evidence that the company is committed to becoming CO2 neutral and has developed a strategy to achieve this?					
3	What timeframe has the company defined to reach its goal?					
Key Measurements						
4	Is there evidence that the company has collected and measured all required key measurement data regarding its facilities?					
5	Is there evidence that the company has collected and measured all required key measurement data regarding its equipments?					
6	Is there evidence that the company has collected and measured all required key measurement data regarding its electricity?					
7	Is there evidence that the company has collected and measured all required key measurement data regarding its gas?					
8	Is there evidence that the company has collected and measured all required key measurement data regarding its procurements?					

9	Is there evidence that the company has collected and measured all required key measurement data regarding its vehicles and fuel consumption?					
10	Is there evidence that the company has collected and measured all required key measurement data regarding its air conditioning systems?					
11	Is there evidence that the company has collected and measured all required key measurement data regarding its business travels?					
12	Is there evidence that the company has collected and measured all required key measurement data regarding its work routes?					
13	Is there evidence that the company has collected and measured all required key measurement data regarding its waste?					
Interpretation of Key Measurements						
14	Has the company calculated the absolute amount of CO2 emissions from all categories?					
15	Has the company determined the share of emissions for each category?					
16	Has the company determined the proportion of emissions for each activity?					
17	Has the company calculated the energy / gas / fuel intensity of the activities, vehicles or equipment?					
Reducing CO2 Emissions						

18	Has the company used the greenhouse gas emission calculator or a similar calculator to measure the company's CO2 emissions?					
19	Are measures documented by which the CO2 emissions are to be reduced?					
Offsetting CO2 Emissions						
20	Is there a strategy to compensate for non-reducible CO2 emissions by investing in environmental projects?					
21	In which environmental projects has the company invested?					
Organizational Context and Resources: Processes						
22	What processes and strategies for reducing and offsetting CO2 emissions have been defined by the company?					
Communication						
23	How do you inform employees about the environmental goals, processes and structural changes of the company?					
24	Have employees been instructed on the correct behavior in accordance with the GreenIT SGC 23747:2021 standard? (e.g. about the avoidance of food waste, waste recycling, energy efficient usage of equipment, etc.)					
Infrastructure						
25	What sustainable changes have been made to the infrastructure?					
26	Has the company documented the infrastructure requirements based on its processes in the scope of GreenIT framework?					
Personnel						

27	Has the company defined and appointed personnel to take responsibility over GreenIT?					
28	Is there evidence that tasks and responsibilities for the personnel are defined, documented and communicated?					
29	Is there evidence that the personnel corresponds the qualification requirements in order to perform the required tasks and responsibilities?					
Documentation and Records Requirements						
30	How is the proper documentation of all relevant data to ensure sustainability and compliance with the GreenIT SGC 23747:2021 standard ensured?					
Execution and Control: General						
31	Has the commitment to CO2 neutrality been recorded, communicated and publicly announced?					
32	What set of KPIs has the company developed for objective measurements of its performance on CO2-neutrality?					
Performance Evidence						
33	Is there evidence that the annual meetings regarding GreenIT have taken place?					
34	Is there evidence that the company's GreenIT objectives have been developed and followed?					
Documentations and Records Control						
35	How is the data concerning GreenIT securely stored and archived?					

36	Is the data regularly kept up to date?					
37	How are procedures to manage and control documents established and implemented?					
38	How is the availability of the documents for all employees ensured?					
Improvement						
39	Is management and the entire company informed about sustainability and operations related to GreenIT?					
40	How are customer and employee feedback encouraged?					
41	Are improvements and implemented actions being documented?					

List of Documents to Enclose

No	Document	Enclosed	Comment
1	Commercial register extract		
2	Organizational chart		
3	Process map		
4	Commitment and strategy for becoming CO2 neutral		
5	Measurements of all required key measurement data		
6	Documentation of timeframe and measures by which the CO2 emissions are to be reduced		
7	Investments in environmental projects		
8	Evidence of processes and strategies for reducing and offsetting CO2 emissions		
9	Evidence that tasks and responsibilities for the personnel are defined, documented and communicated		
10	Evidence of annual meetings and protocol		