

Workplace Sustainability Survey Template

All questions are optional. Follow each question's directions.
Write your answers to the open questions in the space provided.

All questions are optional and always visible. Keep the past-four-weeks period consistent. An employee can indicate that no action currently fits their role; do not force a positive behavior report.

1. Which resource-saving action is most relevant to your work?

- ☐ Reducing unnecessary printing
- ☐ Reusing materials or supplies
- ☐ Sorting materials using site guidance
- ☐ Switching off unused equipment when permitted
- ☐ Choosing a lower-impact work trip when feasible
- ☐ Another action
- ☐ No action is currently relevant
- ☐ Not sure

2. During the past four weeks, how often could you take that action during normal work?

- ☐ Never
- ☐ Rarely
- ☐ Sometimes
- ☐ Often
- ☐ Very often
- ☐ No action was relevant to my work
- ☐ Not sure

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3. How clear are the instructions for resource-saving actions in your role?

- ☐ Not at all clear
- ☐ Slightly clear
- ☐ Moderately clear
- ☐ Very clear
- ☐ Completely clear
- ☐ I have not seen guidance
- ☐ Not sure

4. How available are the tools or facilities needed for the action?

- ☐ Not at all available
- ☐ Slightly available
- ☐ Moderately available
- ☐ Very available
- ☐ Fully available
- ☐ No special tool or facility is needed
- ☐ Not sure

5. How easy is it to take the action alongside your normal work duties?

- ☐ Not at all easy
- ☐ Slightly easy
- ☐ Moderately easy
- ☐ Very easy
- ☐ Extremely easy
- ☐ No action was relevant
- ☐ Not sure

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6. How clearly do leaders support the resource-saving actions expected at work?

- ☐ Not at all clearly
- ☐ Slightly clearly
- ☐ Moderately clearly
- ☐ Very clearly
- ☐ Completely clearly
- ☐ I have not seen a leader discuss this
- ☐ Not sure

7. What one change would make a useful resource-saving action easier in your work?
