

## PROPONENT SUSTAINABILITY ASSESSMENT

Proponent Name: Novus Consulting Group Ltd Completed: 25 March 2010

### About the Sustainability Assessment

The following sustainability assessment must be completed and returned with your proposal.

This assessment has been developed for the purposes of gathering information and evaluating the sustainability of potential vendors. Completion of the assessment is required.

The proponent sustainability assessment is a new initiative for the government of Nova Scotia and is part of the overall implementation of the provincial Sustainable Procurement Policy (available at [www.gov.ns.ca/tenders](http://www.gov.ns.ca/tenders)). We appreciate any feedback on the assessment that you wish to provide. Please email any questions or comments related to the assessment to [standingoffer@gov.ns.ca](mailto:standingoffer@gov.ns.ca)

### Considering Your Responses

Sustainable procurement is gaining prominence in many jurisdictions across Canada and beyond. Completing this assessment and considering your responses may also enable you to better meet the sustainability requirements in other jurisdictions and/or markets. Additional guidance information is included with some assessment questions. This guidance may include further clarification of the statement, references to provincial regulations, and/or sources of additional information.

**Note: The proponent, upon request, shall deliver copies of all written policies, codes, standards, corporate statements and other supporting documents related to sustainability that are established or observed by the proponent in their business practices. Proponents will have (2) two business days to provide this information when requested.**

<b>Environment</b>	
<p>Does your business have a written, publicly available policy or commitment to operating in a sustainable manner? If yes provide a link or an electronic copy.</p> <p><i>For a sample environmental policy see <a href="http://www.gov.ns.ca/nse/pollutionprevention/business.asp">www.gov.ns.ca/nse/pollutionprevention/business.asp</a></i></p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
<p>Do you apply environmental or sustainability criteria when making your own purchasing decisions, recommending purchasing decisions and when selecting project partners and subcontractors?</p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
<b>Economic</b>	
<p>Does your business take steps to support the Nova Scotia economy by seeking to form partnerships with local businesses and by working with local suppliers, contractors and sub-contractors where ever possible?</p> <p><i>The BALLE Nova Scotia website <a href="http://www.ballens.ca">www.ballens.ca</a> is one example of a website listing locally owned sustainable businesses.</i></p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
<p>Does your business take steps to provide training, mentorship, or apprenticeship opportunities and/or to develop partnerships with local educational and or vocational institutions?</p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
<b>Social Equity</b>	
<p>Does your business have a documented program to ensure workplace health and safety including requirements for job-appropriate safety training and/or certification for all employees, contractors and subcontractors?</p> <p><i>For more information on workplace health and safety see <a href="http://www.gov.ns.ca/lwd/safety.asp">www.gov.ns.ca/lwd/safety.asp</a></i></p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
<p>Does your business participate in or contribute to community development programs in the markets that you operate in and/or source from?</p> <p><i>Examples might include donations, grants, employee volunteer hours, public education activities, advice clinics, event sponsorships, mentorship programs etc.</i></p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
<b>Working With Sustainability - Staff Experience, Training and Development</b>	
<p>Does your business take steps to raise environmental awareness and skills among employees, contractors and subcontractors?</p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>

In the space below, describe what steps you have taken to make your operations and/or your projects more sustainable. Your description should reference the issues listed in the questions above. You may also wish to *address environmental or sustainability assessments, energy or greenhouse gas management plans, waste audits and reduction targets, and toxic chemical reduction targets.*

The Novus Partners and Associates are dedicated to meeting the challenges of environmental awareness and the tasks to achieve a sustainable society.

Since the firm was established, all our Directors and Associates have followed a routine of retaining and recycling paper, electronic waste or other recyclable material. Where printing is necessary, we use the double sided process when possible and appropriate, and use recycled material including paper, ink and other consumables. As well, working papers, reports and other documents are largely transmitted and/or retained electronically. We only use mail or courier services if hard copies of documents are required by our clients or for other business reasons. We avoid unnecessary travel by using web conference and telephony conference systems, which are proven and effective for consulting engagements.

We follow these same directives for both internal operations of our firm as well as for client engagements. We have advised many clients that operate in the renewable resources, recycling, sustainable construction, and community-building sectors, and have a sound familiarity with their industries and the successes that can be achieved through environmentally and socially conscious practices.

Several years ago, Novus seriously considered leasing office facilities. While this has clear advantages for a professional firm, we deemed it not only cost-ineffective, but also would use work space that indeed duplicated offices in our homes – not an effective utilisation of resources. We thus retained the home office model. In managing our offices, we address the practices above, and follow resource use conservation practices: heat, light, water and etcetera.

Accordingly, we believe that Novus has taken and will continue to take steps to minimise our own “carbon footprint”, and to assist our clients, business partners and the community in similar endeavours.

*For additional information on sustainable business practices see [www.eco-efficiency.management.dal.ca](http://www.eco-efficiency.management.dal.ca).*