

Silk & Leather

Sustainability Action Plan

**Current:** (insert month & year here) – Section 1

|  |  |
| --- | --- |
| **Issues** | **Comments** |
| 1 | *Insert into this section the current situation and issues you would like to resolve.* |
| 2 |  |
| 3 |  |
| 4 |  |
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| 7 |  |
| 8 |  |
| 9 |  |
| 10 |  |

**Future**: *(insert month & year here) - Section 2*

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| --- | --- | --- |
| **No.** | **Objectives** | **Measures of Performance** |
| 1 | *Insert the objectives you would like to achieve based on the issues listed in section 1.* ***Choose the top 5 that you would like to improve based on prioritisation.*** | *Insert the measurements used to assess whether the objectives have been successfully achieved. (You may delete these instructions post reading.)* |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |

Operational Strategy for Achieving Objectives

*Section 3*

| **Objectives** | **Step by step strategy** | **Due date** | **Name** |
| --- | --- | --- | --- |
| *Insert the objectives you listed above.* | *(Choose at least three strategy steps)*1. *Break down each objective into clear and ordered strategy steps that need to be taken to achieve the objective that you have set.*
 | *Insert the date each step should be completed by.* | *Insert the person(s) responsible for completing each step.* |
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| *Here is an example (you can delete this post reading).*Decrease electricity expenditure by 18%. | 1. Choose an energy audit firm or consultant to action an audit
 | Within 2 months | Business Manager  |
| 1. Participate in energy audit
 |  |  |
| 1. Create action items based on the energy audit and incorporate them into a sustainability action plan
 |  |  |
| 1. Monitor progress of actions and make changes as required (you may find that some actions need to be tweaked)
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Resourcing plan

*Section 4*

| **Strategies** | **Resources required** | **Source** | **Name** |
| --- | --- | --- | --- |
| *Insert each strategy from section 3* | 1. *Describe resources required (human, financial, material).*
 | *Insert source of the resources.* | *Insert the person responsible for sourcing.* |
| 1. E.g. financial resources needed for replacement of energy consuming bulbs
 | Working Capital budget | Store Managers |
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