

GET STARTED

ON YOUR SUSTAINABILITY JOURNEY

A CHECKLIST

(1) Sustainable Development Goals | the foundation

- ☐ Are you aware and understand the UN Sustainable Development Goals?
- ☐ Does your organization support and/or use the Sustainable Development Goals framework?
- ☐ Have you made any public commitments or statements in support of the Sustainable Development Goals?
- ☐ Do you have a person/team dedicated to corporate responsibility or environmental, sustainability issues?
- ☐ Do you publicly report any activities related to sustainability, SDGs, the environment or diversity and inclusion?
- ☐ Do you have a strategic approach or plan related to sustainability, SDGs, the environment or diversity and inclusion?
- ☐ Have you selected a priority SDG(s)?

(2) Creating a culture of sustainability

- ☐ Does your organization have employee resources groups focused on sustainability or related topics like the environment or diversity and inclusion?
- ☐ Do your HR policies consider elements supportive of D&I such as providing flexible work conditions, parental leave, inclusive hiring practices, ability to disclose a disability?
- ☐ Do you capture any data about your workforce in terms of diversity and inclusion? (for example, gender pay gap, board/senior management D&I composition)

(3) Commitments and activities

Climate /environment

- ☐ Does your organisation have a written environmental policy?
 - ☐ Check some examples: [IoPP](#), and [RSC](#) and [Wiley](#)
- ☐ Do you have a net zero target?
 - ☐ Are you based in the UK? Check out [Publishing Declares](#)
 - ☐ Are you based elsewhere? Check out the [Climate Pledge](#)
 - ☐ Have you communicated this target to your suppliers?
- ☐ The EASE [Environmental Sustainability Manifesto](#) lists areas to review

Reducing Inequalities/Diversity, Equity and Inclusion (DEI)

- ☐ Does your organisation have a DEI policy?
 - ☐ Check some examples [EASE](#), [IOSpress](#), [Liverpool University Press](#), [SpringerNature](#), [Elsevier](#), [Taylor & Francis](#), and [Emerald's accessibility statement](#)
 - ☐ Read some recommendations for taking steps toward diversity and equity in your organization [here](#)
- ☐ Have you signed up to the Joint Commitment for action on [inclusion and diversity in publishing](#)
 - ☐ Check out the [Standardised questions for self-reported diversity data collection](#)
 - ☐ [Minimum standards for inclusion and diversity for scholarly publishing](#)
- ☐ Do you report on the proportion of employees and/or senior management who are female?
- ☐ Do you report on the proportion of diversity amongst staff?
- ☐ Are you a member of an organization that helps to self evaluate progress on gender equality? (e.g., WISE)
- ☐ Do you have employee resource groups focused on diversity such as Gender, sexual orientation, disability)
- ☐ Do you have a statement on disability? Eg. [RELX](#) and [Elsevier](#)
- ☐ Do you report on the pay gap in relation to any of your DEI elements?

Modern Slavery

- ☐ Do you have a Modern Slavery Act Statement (may be mandatory): check some examples [Modern Slavery Act statement \(e.g. Emerald\)](#)
- ☐ Do you require suppliers to assess their risk with relation to modern slavery?

- ☐ Do you report on supplier risk towards modern slavery?
- ☐ Based in the UK? Is your Company is a [Living Wage Provider Accredited Organisation](#)?

Research4Life: Access to Content and Publishing for Lower Income Country (LMIC) Researchers

- ☐ Do you have an open access option for researchers? Do you have an APC waiver policy? See [Research4Life Best Practice Guidelines on Fee Waivers](#)
- ☐ Does your organisation donate content to LMIC countries via Research4Life (R4L)? [Find out how to become a Partner in this UN-Publisher Initiative](#)
- ☐ Does your organisation support the broader equity ambitions of the New Research4Life [Strategic Plan](#)? Become a Publisher Member of [Friends of R4L](#).

(4) Content

- ☐ Do all your websites meet the [WCAG Content Accessibility Guidelines](#)?
- ☐ Do you review your editorial boards in relation to DEI elements?
- ☐ Do your articles include plain language summaries or bullets on practical applications to translate research into action?

(5) Tracking Progress/Accountability

- ☐ Are you tracking your environmental footprint?
 - ☐ Are you able to report on Scope 1 and Scope 2 greenhouse emissions?
 - ☐ Are you able to report on total water consumption?
 - ☐ Are you able to report on total waste to landfill
 - ☐ Do you have policy on using recycled or FSC certified paper? Are you able to report on % of recycled paper usage?
- ☐ Has your organisation evaluated its carbon footprint?
 - ☐ [PA's Carbon Calculator](#)
 - ☐ Has your organisation committed to net zero? Check some examples:
 - ☐ [RSC commits to net zero carbon emissions by 2040](#)
 - ☐ [Springer Nature Group signs The Climate Pledge, committing to taking action on climate change](#)
- ☐ Does your organisation make Corporate Responsibility/ESG reports public? Check examples:

- ☐ Wiley's 2022 ESG and Impact Update
- ☐ Springer Nature's 2021 Sustainable Business report
- ☐ Gender pay & ethnicity gap reports (Emerald)
- ☐ Elsevier's Climate Action report, D&I report and RELX annual report
- ☐ Informa Corporate social responsibility/ESG report: Informa sustainability report: <https://www.informa.com/sustainability/sustainability-reports/>