# Just.

# JUST 2.0
# HANDBOOK

The Nutrition Label for Socially Just and Equitable Organizations

OCTOBER 2023

**INTERNATIONAL LIVING FUTURE INSTITUTE**

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# October 2023

The October 2023 edition is the current version of the Just 2.0 Handbook and was published on October 16, 2023. Previous iterations of the Just 2.0 Handbook are available to download here.

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## THE INTERNATIONAL LIVING FUTURE INSTITUTE

The International Living Future Institute is a nonprofit organization offering green building and infrastructure solutions at every scale—from small renovations to neighborhoods or whole cities. The mission of the Institute is to lead and support the transformation toward communities that are socially just, culturally rich and ecologically restorative. The Institute administers the Just program, a voluntary disclosure tool that enables organizations to evaluate their practices through a lens of social justice.

## TRADEMARKS

"Just" and **Just.** are registered trademarks of the International Living Future Institute (the Institute or ILFI). The terms "Just program," "Just label," and "Just organization" are also trademarks of the Institute. Other registered trademarks include "International Living Future Institute," "Living Building Challenge," "Living Future," and "Core Green Building Certification." No use of these terms is allowed without written permission from the Institute, and no one may claim to be a "Just organization" without review and approval by the Institute.

# Introduction

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## JUST 2.0
## HANDBOOK

The Nutrition Label for Socially Just and Equitable Organizations

OCTOBER 2023

INTERNATIONAL
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# Introduction to Just 2.0

**THE JUST PROGRAM**

Just is a voluntary disclosure tool and label that calls for organizations to demonstrate their commitment to social equity, the health and well-being of their employees, and the vitality of the communities in which they operate. It is an innovative social justice transparency platform that enables organizations to disclose their policies and actions on a number of human resource and community stewardship practices. It also establishes a common language and benchmarking framework that supports organizations' efforts to evaluate and continually improve upon those practices.

The Just program is organized around twenty-two specific social and equity indicators that are housed within the six general categories: Diversity + Inclusion, Equity, Employee Health, Employee Benefits, Stewardship, and Purchasing + Supply Chain. Each indicator outlines measurable accountabilities that are recognized at four levels of performance and highlighted on the Just label. The label allows for "at a glance" information about the organization's progress across the key categories and indicators. With this approach, organizations can assess how they are doing in reference to these social justice metrics and, as a result, choose to work towards developing more progressive policies and practices.

**THE JUST PROCESS**

Once registered, organizations evaluate how their policies and performance compare to the Just 2.0 Indicator Metrics and determine what level they want to apply for in each indicator. Organizations may opt out of a maximum of six indicators, but only one indicator per category.

Some organizations may have little difficulty pulling together supporting documentation, while others may need time to develop and draft policies and set up internal systems. When ready, organizations log on to the Just submission page assigned at registration and upload or enter the requested data per Indicator. If you are uploading a complete employee handbook in Apply, please list the page numbers containing the policy (or policies) relevant to the respective Indicator. All information must be given in a non-personal format that respects privacy and confidentiality and doesn't directly identify individuals or sensitive information.

The Institute reviews the provided information and advises the organization whether it provides sufficient basis for issuing a Just label, and if so, at what recognition levels. If the information needs to be supplemented or amended, the organization will have an opportunity to re-submit. When a score is assessed based on complete information, if the organization feels the score doesn't reflect its performance, it has the option to provide additional or clarifying information. Once there is agreement on the performance levels and the content to appear on the Just label, no further amendments can be made to the organization's supporting documentation. At this time, ILFI drafts the organization's Just label, and the organization notifies the Institute when it is ready for publication of both the label and associated policies on the Institute's publicly accessible database of Just organizations.

ILFI encourages organizations to showcase their Just label on their website or marketing materials to demonstrate their commitment to these issues; however, organizations may not in any way modify the label provided — changing information or proportions.

# How to Use the Just 2.0 Handbook

This Handbook complements the Just 2.0 Manual by providing detail on the performance metrics and submission requirements. It provides clarification on definitions, qualifying strategies, and alternative pathways, and identifies criteria and requirements for any exceptions.

**CLARIFICATIONS AND EXCEPTIONS**

This Handbook contains clarifications regarding program metrics and the criteria and requirements for any exceptions that may be established in response to unique circumstances or constraints.

Clarifications elaborate on the intent and requirements of the program, providing more specific guidance for each Indicator on topics including terminology, approved strategies and content, and approved data sources. Clarifications are generally listed in alphabetical order, and are divided into sub-categories, as warranted, for more complex topics.

Exceptions may be established at the discretion of the Institute to recognize current limitations in available tools or data, or other circumstances that pose an unreasonable barrier to achievement of particular performance levels. The expectation is that exceptions will be temporary until conditions evolve to render them unnecessary. Typically, exceptions are only applicable when certain criteria are met, and these, along with any additional requirements and documentation, will be specified in the Exceptions section for each Indicator. Many Indicators in Just 2.0 will have no exceptions.

**GLOSSARY**

An ILFI Program Glossary is included with the Handbook in order to define terminology used throughout, and to provide an easily accessible reference for both general and program-specific language. This glossary is used for all of ILFI's programs, including the Living Building Challenge, the Living Product Challenge, Declare, and the Living Community Challenge, to provide consistency across programs.

**QUARTERLY UPDATES**

The Just 2.0 Handbook will be updated periodically to add clarifying text, tables or graphics, and/or make any other amendments or additions necessary for improving the clarity and content of the Handbook. The update interval is quarterly. If an update is warranted, it will occur in January, April, July, and/or October of each year, at which time the Handbook cover page is date stamped with the latest revision. With each quarterly update, a list of revisions will be published, summarizing all changes implemented in that update.

Organizations are held to the information included in the version of the Handbook that is current on the date their Just registration is complete. Organizations are encouraged to routinely check the newer versions of the Handbook to remain up to date on the program.

Should organizations wish to reference previous versions of the Handbook, PDFs of the original Handbook and subsequent quarterly updates will be available from within the online Handbook resource.

# Additional Tools + Support

For organizations seeking further guidance, the International Living Future Institute offers several avenues for additional support:

**ILFI Website**: Find information about all ILFI programs, resources, and initiatives on ILFI's website at living-future.org.

**Just Website**: Find out more about Just, including a database of Just organizations and case studies, on the ILFI website at living-future.org/just.

**Customer Service**: Organizations may contact Institute staff by email for program-specific questions.

**Membership** is required to begin the registration process and to access technical support and resources. Once project administrators are registered as members and logged in, they are directed to a member landing page with links that provide access to the organization's registration form and allow them to update their account details, as well as access program resources. Find more information about ILFI membership at living-future.org/membership.

**Living Future Accreditation** (LFA): The achievement of Living Future Accreditation acknowledges your work towards making our communities socially just, culturally rich, and ecologically restorative. Once accredited, you will be able to use the post-nominal initials "LFA" as well as the LFA seal. You will also be eligible to fulfill the LFA professional team member LBC 4.0 requirement under Imperative 20. Find more information at living-future.org/lfa.

**Education**: The Institute offers a catalog of on-demand courses online, as well as in-person and online workshops taught by expert faculty about Just, Living Future Challenges, other ILFI transparency labels, and related topics. Workshops are continually developed throughout the year and are announced on the website, or organizations can contact Institute staff to discuss options for hosting a workshop. Online courses may be found at education.living-future.org.

**Trim Tab** is the Institute's quarterly digital magazine and blog, featuring provocative articles, interviews, and news about people and designs transforming the built environment: trimtab.living-future.org.

**The Living Future unConference** is the flagship annual event for leading minds working at the intersection of the green building and social equity movements, seeking solutions to the most daunting global issues of our time. Out-of-the-ordinary learning and networking formats deliver innovative design strategies, in-depth case studies, cutting-edge technical information, and much-needed inspiration to achieve progress toward a truly living future. More information may be found at unconference.living-future.org.

# Other ILFI Programs

**Living Building Challenge** (LBC) is a framework for design, construction, and improvement of the symbiotic relationships between people and all aspects of the built and natural environment. As a certification program, it addresses all buildings at all scales and is an inclusive tool for transformative design. living-future.org/lbc

**Core Green Building Certification (Core)** is a simple framework that outlines the 10 best practice achievements that a building must obtain to be considered a green or sustainable building. It puts the connection to nature, equity, and community on even footing with the typical water, energy, and materials concerns. Core seeks to bridge the gap between established green building programs and the greater aspirations of the Living Building Challenge. living-future.org/core

**Zero Energy** certified buildings have best in class energy efficiency improvements of 60-90% over baseline. Zero Energy buildings educate residents and employees, connecting them to their building by making them aware of their own energy use and challenging them to limit it. Zero energy buildings are free from dependence on fossil fuels, providing the groundwork for a resilient future. living-future.org/zero-energy

**Zero Carbon** certification is the only performance-based carbon standard that addresses both operational and embodied carbon. Zero Carbon buildings operate efficiently, phase out combustion, and use renewable energy. They are the safest properties when weather or energy markets shift. The world's largest companies, investors, and cities are already decarbonizing. living-future.org/zero-carbon

**Living Community Challenge** is a framework for master planning, design, and construction. It is a tool to create a symbiotic relationship between people and all aspects of the built environment. The program is a call to action to governments, campuses, planners, developers and neighborhood groups to create communities that are as connected and beautiful as a forest. living-future.org/lcc

**Living Product Challenge** (LPC) is a framework for manufacturers to create products that are healthy and free of toxins; socially responsible and respectful of workers' rights; and net positive in benefitting both people and the environment. Like Declare, LPC is a "nutrition label" for products, but it represents a broader set of sustainability attributes. living-future.org/lpc

# Declare.

**Declare** is a "nutrition label" and online database for building materials, providing manufacturers with a clear, elegant and informative pathway for disclosing the ingredients within their products, and providing project teams with a database of compliant products. declare.living-future.org

# Reveal.

**Reveal** is a simple, easy label and tool to communicate a building's energy efficiency, and is a great way to show off high performing buildings. Reveal is not required for Energy Petal compliance, and projects do not need to have renewable energy or meet a minimum or maximum threshold for energy efficiency. living-future.org/reveal

# General Clarifications

## BUSINESS CERTIFICATION

For the purposes of Just, certifications of businesses (for Ethnic Diversity, Gender Diversity, Equitable Purchasing, or Supply Chain) must be by a third party (e.g., National Women Business Owners Corporation (NWBOC)) that is accepted in the relevant industry. Examples of recognized third-party certifications include:

- Minority-owned business enterprise (MBE)
- Women-owned business enterprise (WBE)
- Disadvantaged business enterprise (DBE)
- LGBT business enterprise (LGBTBE)
- Service-disabled veteran-owned small business (SDVOSB)

## EMPLOYEE

For the purposes of Just, an employee is a person with a permanent role at the organization who receives regular compensation. This could be part-time or full-time, but it cannot be term-limited.

## PARTICIPATION IN JUST

Subsidiaries and distinct operational units of organizations, including separate office locations, can independently pursue a Just label, as long as the subsidiary or operational unit covered by the label can be clearly distinguished, functionally or geographically, from the rest of the organization (e.g., ABC Architecture – Boston, or XYZ Construction – Commercial).

## WRITTEN POLICY

A policy is a set of ideas or plans that is used as a basis for making decisions. For the purposes of Just, a "written policy" should include clear statements regarding the values behind and goals of the policy in question, in order to provide guidance to, and set general expectations for, all stakeholders. It might include information about processes, behavior, or communications on the topic in question, and/or contact information for any related questions and concerns. The policy must be a written document with official approval by those with the requisite authority, that is provided (either digitally or in hard copy) to all employees when the policy is first instigated, and subsequently when it is updated, and at the point of every hire.

Note that there may be specific elements that need to be included for each indicator. ILFI has provided policy templates that may be used as starting points. These are available in the Just 2.0 Application Toolkit, accessible on the ILFI member dashboard.

# Diversity + Inclusion

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# DIVERSITY + INCLUSION CATEGORY HANDBOOK

The Nutrition Label for Socially Just and Equitable Organizations

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# Ethnic Diversity

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# ETHNIC DIVERSITY

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# DIVERSITY CATEGORY

## JUST 2.0

# Indicator Overview

## INTENT

The Just program calls for organizations to demonstrate a commitment to the creation and maintenance of a racially and ethnically diverse workplace. The goal is for organizations to have a workforce that is at least as diverse as the community in which it is located. Organizations that have a highly inclusive culture and policies are more likely to attract and retain a diverse workforce.

## INDICATOR METRIC

LEVEL ONE

1. Organization has a written policy that documents commitment to a racially/ethnically diverse workforce.

LEVEL TWO

1. Organization has a written policy that documents commitment to a racially/ethnically diverse workforce.
2. The workforce should be representative of the racial and ethnic diversity of the population in the region where the organization attracts talent. If the racial and ethnic minority population in the region is determined to be X percent, then the organization can be recognized at this Level if minorities are represented in the workforce at least 50% of the value X.
3. If the racial and ethnic minority population in the region is determined to be at X percent, then the organization can be recognized at this Level if minority representation on the senior leadership team is at least 40% of the value X.

LEVEL THREE

1. Organization has a written policy that documents commitment to a racially/ethnically diverse workforce.
2. The workforce should be representative of the racial and ethnic diversity of the population in the region where the organization attracts talent. If the racial and ethnic minority population in the region is determined to be X percent, then the organization can be recognized at this Level if minorities are represented in the workforce at least 75% of the value X.
3. If the racial and ethnic minority population in the region is determined to be at X percent, then the organization can be recognized at this Level if minority representation on the senior leadership team is at least 60% of the value X.

LEVEL FOUR

1. Organization has a written policy that documents commitment to a racially/ethnically diverse workforce.

2. The workforce should be representative of the racial and ethnic diversity of the population in the region where the organization attracts talent. If the racial and ethnic minority population in the region is determined to be X percent, then the organization can be recognized at this Level if minorities are represented in the workforce at least 100% of the value X.

3. If the racial and ethnic minority population in the region is determined to be at X percent, then the organization can be recognized at this Level if minority representation on the senior leadership team is at least 80% of the value X.

4. Organization has developed a robust engagement and partnership strategy with one or more non-governmental organizations (NGOs), community-based organizations, racial equity advocacy organizations, educational institutions, and government agencies that serve and work closely with traditionally underrepresented or underserved populations.

# Clarifications

## CERTIFIED MINORITY-OWNED AND DISADVANTAGED BUSINESS ENTERPRISE (DBE) CERTIFICATION

Certified minority-owned business enterprises (MBEs) and businesses achieving DBE certification on the basis of being owned by a racial or ethnic minority are eligible to achieve Level 4 for this Indicator.

## DEMOGRAPHIC DATA

**Single Location**

For a single office operation, the baseline demographic data should be drawn from the city, county, or region where the office is located.

**Multiple Locations**

For multi-office operations, if the offices are situated:

- **within a single state, province or territory**, the demographic data should be drawn from the appropriate state, province or territory.
- **across an area that spans fewer than four states, provinces, or territories**, the final percentage calculation will be based on a weighted assessment contribution from each of the regions.
- **across an area that spans four or more states, provinces or territories**, the demographic data should be based on the country's demographic survey information or most current census report.
- **in more than one country**, the final percentage calculation will be based on a weighted assessment contribution from each of the participating countries.

**Data Sources**

Baseline data should come from the latest available national or regional census, if available. Many countries have their census data publicly accessible (e.g., Australia, Japan, and the US, just to list a few). The United

Nations Statistics Division also has a repository of census datasets, including one that looks at population by national and/or ethnic group.

## LEADERSHIP

The senior management/leadership category is meant to encompass the upper tier of personnel who have broad decision-making power over the entire organization.

Senior management is always included in "total workforce" calculations. If there is only one person in senior management, then the performance metrics for senior leadership do not apply and the achievement level is based solely on the "total workforce" figures.

## MINORITY

For the purposes of Just, minority designations start from the official classifications used in the respective region. Additional classifications may be included for a particular region on a case-by-case basis if the methodology for recognition is submitted to ILFI in advance.

## ORGANIZATIONS WITH FEWER THAN 5 EMPLOYEES

Because calculations based on the number of employees can be skewed when derived from a small number, organizations with fewer than 5 employees are limited to earning Level 1 recognition for this indicator.

## RACIAL AND ETHNIC IDENTITY AND DIVERSITY

The Just program recognizes that the diversity metrics often categorize various racial and ethnic groups into one category of "racial and ethnic minorities." In practice, these unique identities and peoples should not be treated as one and the same. Organizations, therefore, should move forward thoughtfully and strategically in ensuring that the workforce is as racially and as ethnically diverse as the communities they serve.

For the purposes of this Indicator, a racially and/or ethnically diverse organization is one that is as or more diverse than the larger surrounding community, using the region's census classifications and data. Additional classifications may be included for a particular region on a case-by-case basis if the methodology for recognition is submitted to ILFI in advance. For the purposes of Just, racial and ethnic identity is based on self-reported data from those in the organization who choose to disclose.

## SCOPE OF EMPLOYEES

Indicator metrics apply to all of the following groups:

- Employees (see definition in the General Clarifications)
- Contract workers
- Interns
- Board members

# Exceptions

No exceptions currently exist for the Ethnic Diversity Indicator.

# Calculations

## FINDING "THE VALUE X" FOR US-BASED ORGANIZATIONS

To find the value X, we ask you to use the "White Alone, Not Hispanic or Latino" percentage for the applicable city/state/region/country (this number can be found in the 8th row under the "Race and Hispanic Origin" section on the Census Quick Facts page here). Subtract this from 100% to find the value X.

## ORGANIZATIONS WITH MULTIPLE LOCATIONS

### EXAMPLE
A management consulting firm has offices located in ten states in the United States. In the United States, racial and ethnic minorities comprise 40% of the population.

For Level 4 recognition:

- Workforce Diversity
  - the consulting firm would need to document that racial and ethnic minorities comprise at least 40% of the overall workforce (1 × 40%).
- Senior Leadership Diversity
  - the consulting firm would need to document that racial and ethnic minorities comprise at least 32% of the senior leadership team (.8 × 40%).

### EXAMPLE
An architecture firm has three offices in the United States and three in Canada. Racial and ethnic minorities comprise 40% of the population in the US and 22% of the population in Canada. US-based employees comprise 20% of the workforce, and 80% of employees are based in Canada.

The weighted racial and ethnic population percentage (i.e., the weighted X) is calculated as follows: (40%*0.2) + (22%*0.8) = 25.6%.

For Level 4 recognition:

- Workforce Diversity
  - The firm would need to document that racial and ethnic minorities comprise at least 25.6% of the overall workforce when weighting employment across the US and Canada (20% and 80%, respectively).
- Leadership Diversity
  - The firm would need to document that racial and ethnic minorities comprise at least 20.5% of

the overall workforce when weighting employment across the US and Canada (20% and 80%, respectively).

# Documentation Requirements

The organization will need to select its targeted performance level and submit the required documentation from all sections that include the targeted level.

**ALL COMPLIANCE PATHS**
ALL LEVELS
**ED-1 Ethnic and Racial Diversity Policy**
A policy documenting the organization's commitment to a racially and ethnically diverse workforce.

**ED-2 Ethnic Diversity Narrative**
A brief narrative justifying the selected achievement level for this indicator.

LEVELS 2-4
**ED-3 Organization-wide Ethnic Diversity Data**
Data showing compliance with ethnic diversity percentage requirements for the targeted performance level for each of the following:

- in the nation or region of the organization
- employed in the organization's workforce
- employed on the organization's leadership team

For organizations that have multiple locations, use this spreadsheet to provide data for each location demonstrating that the organization meets the threshold for the pursued level of achievement for this Indicator.

LEVEL 4
**ED-4 Engagement and Partnership Strategy Documentation**
Narrative and other documents, as applicable, showing the existence and impact of an engagement and partnership strategy focused on traditionally underrepresented or underserved populations.

**CERTIFIED BUSINESS COMPLIANCE PATH**
LEVEL 4
**ED-5 Minority-Owned Business Certification Confirmation**
Confirmation that the organization is a certified MBE, certified DBE on the basis of being owned by a racial or ethnic minority, or equivalent. In international contexts, alternative certifications must be pre-approved by ILFI to determine eligibility.

# Gender Diversity

# Just.

# GENDER DIVERSITY

## DIVERSITY CATEGORY

## JUST 2.0

# Indicator Overview

## INTENT

The Just program calls for organizations to demonstrate a commitment to the creation and maintenance of a gender-diverse workplace. The intent is for Just organizations to go beyond policy and to take definitive, sustained actions to create an inclusive culture that leads to a genuinely diverse workforce at all levels.

## INDICATOR METRICS

LEVEL ONE

1.  Organization has a written policy that documents commitment to a gender-diverse workforce.

LEVEL TWO

1.  Organization has a written policy that documents commitment to a gender-diverse workforce.
2.  Women* constitute at least 30% of the overall workforce.
3.  Women constitute at least 25% of the senior leadership team.

LEVEL THREE

1.  Organization has a written policy that documents commitment to a gender-diverse workforce.
2.  Women constitute at least 40% of the overall workforce.
3.  Women constitute at least 30% of the senior leadership team.

LEVEL FOUR

1.  Organization has a written policy that documents commitment to a gender-diverse workforce.
2.  Women constitute at least 50% of the overall workforce.
3.  Women constitute at least 35% of the senior leadership team.

*The metrics for this Indicator use a binary frame of reference for gender, which the Institute recognizes is not inclusive, and which will not be carried forward in future versions of Just. For purposes of achievement within Just 2.0, the threshold percentages may be met by employees who identify as cisgender female, transgender male or female, or who have a non-binary identity such as agender, genderqueer, or others. For purposes of Just 2.0, disclosure of gender identity must be considered completely voluntary.

# Clarifications

## CERTIFIED WOMEN-OWNED, LGBT, OR GENDER NON-CONFORMING-OWNED AND DISADVANTAGED BUSINESS ENTERPRISE (DBE) CERTIFICATION

Certified women-owned business enterprises (WBEs), LGBT business enterprises (LGBTBEs), gender non-conforming-owned businesses, and businesses achieving DBE certification on the basis of being women-owned are eligible to achieve Level 4 for this Indicator. Additional examples of women-owned business certifications include women-owned small business (WOSB), Women's Business Enterprise National Council (WBENC), and National Women Business Owners Corporation (NWBOC).

## GENDER DIVERSITY

Gender diversity is the condition of having or being composed of people of differing genders. For the purposes of this Indicator, it is measured by the ratios contained in the performance metrics.

## GENDER IDENTITY

As noted in the Overview section, the metrics for this Indicator use a binary frame of reference for gender, which the Institute recognizes is not inclusive, and which will not be carried forward in future versions of Just. For purposes of achievement within Just 2.0, the threshold percentages may be met by employees who identify as cisgender female, transgender male or female, or who have a non-binary identity such as agender, genderqueer, or others. For the purposes of Just, gender identity is based on self-reported data from those in the organization who choose to disclose.

## LEADERSHIP

The senior management/leadership category is meant to encompass the upper tier of personnel who have broad decision-making power over the entire organization.

Senior management is always included in "total workforce" calculations. If there is only one person in senior management, then the performance metrics for senior leadership do not apply and the achievement level is based solely on the "total workforce" figures.

## SCOPE OF EMPLOYEES

Indicator metrics apply to all of the following groups:

- Employees (see definition in the General Clarifications)
- Contract workers
- Interns
- Board members

# Exceptions

No exceptions currently exist for the Gender Diversity Indicator.

# Calculations

No additional calculation guidance has been developed for the Gender Diversity Indicator at this time.

# Documentation Requirements

The organization will need to select its targeted performance level and submit the required documentation from all sections that include the targeted level.

**ALL COMPLIANCE PATHS**
ALL LEVELS
**GD-1 Gender Diversity Policy**
A policy documenting the organization's commitment to a gender-diverse workforce.

**ORGANIZATIONAL DATA COMPLIANCE PATH**
LEVELS 2-4
**GD-2 Gender Diversity Data**
The percentage in the workforce and in senior management, of cisgender male employees as well as cisgender female, transgender male or female, and non-binary employees, showing compliance with gender diversity requirements for the targeted performance level.

**CERTIFIED BUSINESS COMPLIANCE PATH**
LEVEL 4
**GD-3 Women-, LGBT-, or Gender Non-conforming-Owned Business Certification Confirmation**
Confirmation that the organization is a certified WBE, certified DBE on the basis of being women-owned, certified LGBTBE, certified gender non-conforming-owned business, or equivalent. In international contexts, alternative certifications must be pre-approved by ILFI to determine eligibility.

# Inclusion

# Just.

## INCLUSION

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## DIVERSITY CATEGORY

## JUST 2.0

# Indicator Overview

## INTENT

The Just program calls for organizations to demonstrate a commitment to the creation and maintenance of an inclusive workplace. The Just label defines inclusion as the proactive and sustained organizational practice of creating a safe, warm, welcoming, and supportive environment for all employees. Inclusion is the support for a collaborative environment that values open participation from individuals with different backgrounds, ideas, viewpoints, and perspectives.

## INDICATOR METRICS

LEVEL ONE

1. Organization has a written policy that documents commitment to the creation and maintenance of an inclusive work environment and culture.

LEVEL TWO

1. Organization has a written policy that documents commitment to the creation and maintenance of an inclusive work environment and culture.
2. Organization reports an average score of 6.5 on the Inclusion Survey.
3. Organizations may apply for this level of recognition if they achieve a minimum of Level 2 on the Ethnic Diversity Indicator.

LEVEL THREE

1. Organization has a written policy that documents commitment to the creation and maintenance of an inclusive work environment and culture.
2. Organization reports an average score of 7.0 on the Inclusion Survey.
3. Organizations may apply for this level of recognition if they achieve a minimum of Level 3 on the Ethnic Diversity Indicator.

LEVEL FOUR

1. Organization has a written policy that documents commitment to the creation and maintenance of an inclusive work environment and culture.
2. Organization reports an average score of 8.0 on the Inclusion Survey.
3. Organizations may apply for this level of recognition if they achieve a minimum of Level 4 on the Ethnic Diversity Indicator.

# Clarifications

## CONNECTION TO ETHNIC DIVERSITY INDICATOR

A primary intent of the Inclusion Indicator is that all members of a diverse workforce feel welcome and included. Accordingly, the achievement levels in the Inclusion Indicator correspond to the level of diversity within the organization, as represented by the thresholds in the Ethnic Diversity Indicator. In order to score Level 2, 3, or 4 on the Inclusion Indicator, you must score at least Level 2, 3, or 4 (respectively) on the Ethnic Diversity Indicator.

## INCLUSION SURVEY

**Survey Questions**

The level achievement score for Inclusion is based on responses to the two statements below. Organizations can conduct a survey that contains additional questions or statements, but the two statements below must be included.

- My organization is committed to a comprehensive strategy of ensuring that all employees feel included.
- I feel included.

The calculation for generating a score from the responses is provided both in the Calculations section for this Indicator and in a sample survey that includes the required questions in its Work Environment category, which is available in the Just 2.0 Application Toolkit here and through the ILFI member dashboard.

**Survey Participation**

The entire workforce should be given an opportunity to respond to the Inclusion Survey. In order to be valid for submission, results must reflect a minimum response rate of 60%.

Organizations may include senior leadership in the survey at their discretion, however the intent of the survey is to gauge the experience of employees who do not have the power and influence that senior leadership typically holds.

## ORGANIZATIONS WITH FEWER THAN 5 EMPLOYEES

Because calculations based on the number of employees can be skewed when derived from a small number, organizations with fewer than 5 employees are limited to earning Level 1 recognition for this Indicator.

## SCOPE OF EMPLOYEES

Indicator metrics apply to all of the following groups:

- Employees (see definition in the General Clarifications)
- Contract workers
- Interns
- Board members

# Exceptions

No exceptions currently exist for the Inclusion Indicator.

# Calculations

### INCLUSION SURVEY SCORE

Participants should choose from the following reactions to the statements in question 9 and 10 of the Work Environment section of the Employee Inclusion and Engagement Survey:

Strongly Disagree = 1
Disagree = 3
Neutral = 5
Agree = 7.5
Strongly Agree = 10

To generate the score used for the Inclusion metric:
**Step 1** — Add up the numeric values corresponding to the responses for both questions to get a total value.
**Step 2** — Divide that value by the number of answers received for those questions to get an average value.

# Documentation Requirements

The organization will need to select its targeted performance level and submit the required documentation from all sections that include the targeted level.

ALL LEVELS
**IN-1 Inclusion Policy**
A policy documenting the organization's commitment to the creation and maintenance of an inclusive work environment and culture.

LEVELS 2-4
**IN-2 Average Employee Engagement and Inclusion Survey Values**

- Leadership Commitment to Inclusion (Work Environment section, question 9), and
- Employees' Perception of Inclusion (Work Environment section, question 10)

The average of those two scores is the organization's "Inclusion Survey Score" which must meet or exceed the requirements of the targeted performance level.

Note: Level achievement for this Indicator cannot exceed Level achievement for the Ethnic Diversity Indicator (e.g., to achieve Level 2 on this Indicator, the organization must also achieve a minimum of Level 2 on the Ethnic Diversity Indicator).

# Employee Engagement

# Just.™

## EMPLOYEE ENGAGEMENT

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## DIVERSITY CATEGORY

### JUST 2.0

# Indicator Overview

## INTENT

The Just program calls for organizations to proactively work to advance a culture and work environment where employees feel inspired, motivated, and engaged.

## INDICATOR METRICS

LEVEL ONE

1. Organization has a written policy that documents commitment to employee engagement.

LEVEL TWO

1. Organization has a written policy that documents commitment to employee engagement.
2. Organization reports that at least 50% of the employees are engaged.

LEVEL THREE

1. Organization has a written policy that documents commitment to employee engagement.
2. Organization reports that at least 60% of the employees are engaged.

LEVEL FOUR

1. Organization has a written policy that documents commitment to employee engagement.
2. Organization reports that at least 70% of the employees are engaged.

# Clarifications

## EMPLOYEE ENGAGEMENT SURVEY

**Survey Contents**

The level achievement score for Employee Engagement is based on the degree to which employees agree with the statement below. Organizations can create a survey that contains additional questions or statements, but the statement below must be included.

- All things considered, I feel engaged at my organization.

The score for the Just achievement level is based on the number of employees who respond Agree or Strongly Agree. Just defines Employee Engagement as the extent to which employees feel passionate about their jobs, are committed to the organization and put discretionary effort into their work.

The calculation for generating a score from the responses is provided both in the [Calculations](#) section for this Indicator, and in a sample survey that includes the required question in its Work Engagement category, which is available in the Just 2.0 Application Toolkit [here](#) and through the ILFI member dashboard.

**Survey Participation**

The entire workforce should be given an opportunity to respond to the Employee Engagement Survey. In order to be valid for submission, results must reflect a minimum response rate of 60%.

Organizations may include senior leadership in the survey at their discretion; however, the intent of the survey is to gauge the experience of employees who do not have the power and influence that senior leadership typically holds.

## ORGANIZATIONS WITH FEWER THAN 5 EMPLOYEES

Because calculations based on the number of employees can be skewed when derived from a small number, organizations with fewer than 5 employees are limited to earning Level 1 recognition for this Indicator.

## SCOPE OF EMPLOYEES

Indicator metrics apply to all of the following groups:

- Employees (see definition in the [General Clarifications](#))
- Contract workers
- Interns

# Exceptions

No exceptions currently exist for the Employee Engagement Indicator.

# Calculations

## EMPLOYEE ENGAGEMENT SURVEY SCORE

Participants should choose from the following reactions to the statement in question 13 of the Work Engagement section of the [Employee Inclusion and Engagement Survey](#):

Strongly Disagree
Disagree
Neutral
Agree
Strongly Agree

To generate a score for the indicator:

**Step 1** — Count the number of responses that were marked Agree or Strongly Agree.

**Step 2** — Divide this value by the total number of responses received to get a value that represents the percentage of employees that are engaged.

# Documentation Requirements

The organization will need to select its targeted performance level and submit the required documentation from all sections that include the targeted level.

ALL LEVELS

**EE-1 Employee Engagement Policy**

A policy documenting the organization's commitment to fostering employee engagement.

LEVELS 2-4

**EE-2 Employee Engagement Percentage**

Data from the Employee Engagement and Inclusion survey showing the level of engagement of employees meeting the requirements of the targeted performance level. Survey responses of Agree or Strongly Agree to Work Engagement section question 13 count towards this Indicator.

# Equity

# Just.

# EQUITY CATEGORY HANDBOOK

The Nutrition Label for Socially Just and Equitable Organizations

## JUST 2.0

INTERNATIONAL LIVING FUTURE INSTITUTE

# Full-Time Employment

# Just.

## FULL-TIME EMPLOYMENT

## EQUITY CATEGORY

## JUST 2.0

# Indicator Overview

## INTENT

The Just program calls for organizations to commit to and demonstrate that the hiring of full-time employees is the primary basis of their workforce and that the majority of their workforce consists of full-time employees. Full-time employment of at least 30 hours per week with the appropriate pay and benefits, including medical benefits, is a necessity for individuals and families to have a measure of stability and predictability regarding their personal and financial well-being.

## INDICATOR METRICS

LEVEL ONE

1. Organization has a written policy that documents full-time employment practices.

LEVEL TWO

1. Organization has a written policy that documents full-time employment practices.
2. Organization has a minimum of 70% of its total workforce meeting the full-time employment definition.

LEVEL THREE

1. Organization has a written policy that documents full-time employment practices.
2. Organization has a minimum of 80% of its total workforce meeting the full-time employment definition.

LEVEL FOUR

1. Organization has a written policy that documents full-time employment practices.
2. Organization has a minimum of 85% of its total workforce meeting the full-time employment definition.

# Clarifications

## CONTRACT WORKERS DEFINITION

Contract workers, who perform work on a contractual basis that specifies timeframes and deliverables, are considered to be self-employed and are not considered employees of the hiring organization.

## FULL-TIME AND PART-TIME EMPLOYMENT DEFINITION

For the purposes of this Indicator, full-time employment requires a minimum of 30 hours per week. Part-time employment is defined by a workweek of less than 30 hours.

# Exceptions

No exceptions currently exist for the Full-Time Employment Indicator.

# Calculations

No additional calculation guidance has been developed for the Full-Time Employment Indicator at this time.

# Documentation Requirements

The organization will need to select its targeted performance level and submit the required documentation from all sections that include the targeted level.

ALL LEVELS

**FT-1 Full-Time Employment Policy**

A policy that documents full-time employment practices.

LEVELS 2-4

**FT-2 Full-Time Employment Data**

Data, including the number of each of the following employee types, showing compliance with requirements of the targeted performance level:

- Full-time
- [Part-time](#)
- [Contract](#)
- Seasonal

# Pay Scale Equity

# Just.

## PAY-SCALE EQUITY

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## EQUITY CATEGORY

JUST **2.0**

# Indicator Overview

## INTENT

The Just program calls for organizations to commit to and demonstrate that they have an equitable compensation scale for all of their employees across all job classifications and pay-scale gradients from the lowest job classification employee to the highest job classification employee. Organizations must ensure that compensation scales for their most senior executives are reasonable, justifiable, equitable, and in line with the rest of the corporate compensation structure.

## INDICATOR METRICS

Within the Just program, organizations must have a compensation scale equity policy that shows the ratio of compensation between the lowest-compensated employee and the highest-compensated employee. In the ratio, the 1 represents the compensation of the lowest-compensated full-time employee and the maximum number (40, 30, or 15) represents the compensation of the highest-compensated employee.

LEVEL ONE

1. Organization has a written policy that documents pay-scale equity practices.

LEVEL TWO

1. Organization has a written policy that documents pay-scale equity practices.
2. Organization has a maximum compensation scale ratio of 1:40.

LEVEL THREE

1. Organization has a written policy that documents pay-scale equity practices.
2. Organization has a maximum compensation scale ratio of 1:30.

LEVEL FOUR

1. Organization has a written policy that documents pay-scale equity practices.
2. Organization has a maximum compensation scale ratio of 1:15.

# Clarifications

## ORGANIZATIONS WITH MULTIPLE LOCATIONS

Organizations with offices in multiple locations with a high variance in the cost of living may choose to calculate pay scale equity by all locations combined or by each office location. If an organization decides to calculate by office location, the achievement level is determined by the office location that has the highest

compensation scale ratio. See [Calculations](#) for an example of the outcomes stemming from these different calculation paths.

## SCOPE OF COMPENSATION

While organizations are encouraged to factor in all forms of compensation, such as a flexible work schedule, vacation days, transportation stipends, performance awards, bonuses, and stock options when evaluating the equity of senior management compensation relative to that of the lowest paid workers, for the purpose of this metric, organizations need only report on the differential relative to base salary.

## SCOPE OF EMPLOYEES

Indicator metrics apply to all of the following groups:

- Employees (see definition in the [General Clarifications](#))
- Contract workers
- Interns

# Exceptions

No exceptions currently exist for the Pay Scale Equity Indicator.

# Calculations

## COMPENSATION SCALE RATIO

When calculating the compensation scale ratio 1:X, 1 signifies the lowest employee salary, and X signifies the highest employee salary divided by the lowest employee salary.

### EXAMPLE

- The lowest employee salary is $50,000
- The highest employee salary is $200,000

In this example, the compensation scale ratio is 1:4 ($50,000/$200,000).

## ORGANIZATIONS WITH MULTIPLE LOCATIONS

### EXAMPLE

An architecture firm has offices in New York, NY, Washington, DC, and Atlanta, GA.

- The compensation scale ratio for employees in the New York office is 1:15.
- The compensation scale ratio for employees in the Washington office is 1:10.

- The compensation scale ratio for employees in the Atlanta office is 1:12.
- The compensation scale ratio for all employees across the three offices is 1:20.

Single Office Basis

- The firm uses the individual office location with the highest compensation scale ratio, in this case, New York with 1:15. Taking this approach, the firm would achieve Level 4.

All Offices Basis

- The pay scale differential across all offices yields a ratio of 1:20. Using this approach, the firm would achieve Level 3.

# Documentation Requirements

The organization will need to select its targeted performance level and submit the required documentation from all sections that include the targeted level.

ALL LEVELS
**PS-1 Pay Scale Equity Policy**
A policy that documents pay scale equity practices.

LEVELS 2-4
**PS-2 Pay Scale Ratio**
Ratio showing compliance with the requirements of the targeted performance level, using base salary (not benefits package).

# Freedom of Association

# Just.

# FREEDOM OF ASSOCIATION

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# EQUITY

# CATEGORY

## JUST 2.0

# Indicator Overview

## INTENT

The Just program calls for organizations to commit to and demonstrate that they actively support the right of employees to self-organize, and if desired, to join or form a union to represent the employees in collective bargaining. Organizations must not, in any way, resist or campaign against unions or take action against employees for involvement or membership in a union or informal self-organization. The Just program is meant to encourage organizations to be employee and union-friendly, to protect the rights of workers, and to recognize all of the positive benefits that accrue to organizations as a result.

## INDICATOR METRICS

LEVEL ONE

1. Organization has a written policy that documents freedom of association principles and workplace democracy.

LEVEL TWO

1. Organization has a written policy that documents freedom of association principles and workplace democracy.
2. Organization does not resist employee self-organization and/or unionization for collective bargaining purposes.

LEVEL THREE

1. Organization has a written policy that documents freedom of association principles and workplace democracy.
2. Organization demonstrates active support of employee self-organization and/or unionization for collective bargaining purposes.

LEVEL FOUR

1. Organization has a written policy that documents freedom of association principles and workplace democracy.
2. Organization demonstrates advocacy of employee self-organization and/or unionization for collective bargaining purposes. Worker cooperatives can apply for recognition at this level.

# Clarifications

### ISSUE RESOLUTION

Organizations need to have established protocols to address collective bargaining issues and resolve employee concerns. In particular, it is necessary for management to meet with any employee group representatives to discuss and resolve items of importance to employees that are not otherwise covered in collective bargaining agreements or established individual performance management protocols.

### SCOPE OF EMPLOYEES

Indicator metrics apply to all of the following groups:

- Employees (see definition in the General Clarifications)
- Contract workers
- Interns

# Exceptions

No exceptions currently exist for the Freedom of Association Indicator.

# Calculations

No additional calculation guidance has been developed for the Freedom of Association Indicator at this time.

# Documentation Requirements

The organization will need to select its targeted performance level and submit the required documentation from all sections that include the targeted level.

**ALL COMPLIANCE PATHS**
ALL LEVELS
**FA-1 Freedom of Association Policy**
A policy that documents support of freedom of association principles and workplace democracy practices.

**ORGANIZATIONAL PERFORMANCE COMPLIANCE PATH**
ALL LEVELS
**FA-2 Freedom of Association Narrative**
A short narrative justifying the targeted level for this Indicator.

**WORKER COOPERATIVE COMPLIANCE PATH**

LEVEL 4

**FA-3 Worker Cooperative Confirmation**

Confirmation of worker-owned cooperative status (if applicable).

**OPTIONAL DOCUMENTATION (ALL COMPLIANCE PATHS)**

ALL LEVELS

**FA-4 Employee Organization Letter**

A letter from employees stating how they feel about the organizations' support of self-organizing efforts may be provided.

# Living Wage

# Just.

## LIVING WAGE

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## EQUITY
## CATEGORY

## JUST 2.0

# Indicator Overview

## INTENT

The Just program calls for organizations to commit to and demonstrate that they provide a minimum of a living wage for all of their employees. The goal is for employees to afford to live a healthy life in the local community where they work.

## INDICATOR METRICS

**NOTE: METRICS IN THE JUST 2.0 MANUAL FOR UNITED STATES-BASED ORGANIZATIONS ARE SUPERSEDED PER BELOW (03/19/2020). METRICS FOR ORGANIZATIONS BASED OUTSIDE THE UNITED STATES REMAIN UNCHANGED.**

LEVEL ONE

1. Organization has written and posted public policy on its living wage commitment.

LEVEL TWO

1. Organization has written and posted public policy on its living wage commitment.
2. US-based organizations must reference the MIT Living Wage Calculator at the 1 Adult / 0 Child Family Unit, or $15/hour, whichever is greater. Organizations not based in the United States commit to a Living Wage framework that is widely recognized and regularly updated by a non-governmental organization (NGO) or educational institution.
3. If no Living Wage framework or calculator exists, the organization pays a living wage that is at least 200% of the applicable national minimum wage.

LEVEL THREE

1. Organization has written and posted public policy on its living wage commitment.
2. US-based organizations must reference the MIT Living Wage Calculator at the 2 Adults (1 working) / 0 Child Family Unit. Organizations not based in the United States commit to a Living Wage framework as referenced at Level Two + 10%.
3. If no Living Wage framework or calculator exists, organization pays a living wage that is at least 225% of the applicable national minimum wage.

LEVEL FOUR

1. Organization has written and posted public policy on its living wage commitment.
2. US-based organizations must reference the MIT Living Wage Calculator at the 2 Adults (1 working) / 1 Child Family Unit. Organizations not based in the United States commit to a Living Wage framework as referenced at Level 2 + 20%.
3. If no Living Wage framework or calculator exists, the organization pays a living wage that is at least

250% of the applicable national minimum wage.

# Clarifications

## APPLICABILITY

The living wage requirement applies to all employees, including part-time and temporary employees, as well as to contract workers, and interns.

## COSTS OF BENEFITS

The lowest wage offered is derived from base salary only. With the exception of subsidized housing as indicated in these clarifications, organizations may not count the cost of benefits, such as health care insurance, or other types of compensation when calculating the lowest wage offered.

## LIVING WAGE DEFINITION

Within Just 2.0, living wage is defined as financial compensation that reflects what individuals need to support themselves and their families above the poverty line, based on the actual costs of living in any specific community.

## LIVING WAGE FRAMEWORKS

### Operations within the United States

For operations within the US, the living wage is the result from the MIT Living Wage Calculator using settings defined for the targeted level or $15/hour, whichever is higher.

### Operations outside the United States

For achievement Levels 2 through 4, organizations not based in the United States must seek a living wage framework that is widely recognized and regularly updated by a non-governmental organization (NGO) or educational institution. If such a framework does not exist for the location, then the living wage paid by the organization is based on a multiple of the national minimum wage as indicated in the metrics for the targeted achievement level.

The following frameworks are approved for the covered locations:
Global Living Wage Coalition's living wage benchmarks
Living Wage Canada
Living Wage Foundation – UK
Living Wage Ireland
Living Wage Aotearoa/New Zealand
WageIndicator Foundation's Living Wage Database

## NATIONAL MINIMUM WAGE

National minimum wage benchmarks are usually set at or below a poverty-level standard of living. Where living wage frameworks do not exist, the Just program asks organizations to provide a living wage for their entry-level employees that is higher than the minimum wage.

## SCOPE OF EMPLOYEES

Indicator metrics apply to all of the following groups:

- Employees (see definition in the General Clarifications)
- Contract workers
- Interns

## SUBSIDIZED HOUSING

Subsidized housing for employees can count towards the Living Wage Indicator. For specifics on how to factor in the contribution of subsidized housing, please see the Calculations section for this Indicator.

# Exceptions

## LIVING WAGE BASIS FOR INTERNS

Within the US, organizations with formal, documented internship programs may use the 1 adult/0 children family unit in the MIT Living Wage Calculator as the basis for determining a compliant living wage commitment for interns only, for Levels 2 through 4. However, in areas where the minimum wage exceeds the wage resulting from the 1 adult/0 children MIT family unit, the organization must instead pay the intern at least the minimum wage.

Outside the US, organizations with formal, documented internship programs may use the level 2 living wage formula for interns only, for Levels 2 through 4.

Individuals may be classified as interns when they are either students actively pursuing a certificate or degree, or recent graduates within one year of graduation, who are employed through an internship program that meets all of the following minimum criteria:

- Program formally assigns a mentor/manager to each intern who institutes regularly scheduled meetings with the intern to check-in on workload, performance, and work- or profession-related questions;
- Program includes additional professional development opportunities, such as participation in organization-hosted lunch-and-learns and formal training events;
- Program includes job shadowing opportunities, such as attendance at client meetings and cross-department interactions; and
- Program includes resume-building and interview skill-building opportunities, such as mock interviews

and job search guidance.

Interns may be excluded from the Living Wage metrics when the intern program meets all of the criteria identified for either of the following program types in which compensation is made by a third party:

- **Third-Party Organized**
  An internship in which the scope, hours, and/or assigned individual are determined by the third party; the third party directly pays the assigned intern; and the third-party internship organization and the hiring Just organization have a contract in place stipulating the terms of the internship program agreement.
- **Educational Credit**
  A high school, vocational school, college, or university internship program in which the intern receives educational credit for completion of the internship; the educational institution and the hiring Just organization have a contract in place stipulating the terms of the internship program agreement; and the allotted number of hours (or maximum end of the range of hours) required to achieve education credit is not exceeded as unpaid.

Use of this exception requires submission of documentation demonstrating the Intern program meets all criteria identified for the applicable pathway, in addition to applicable wage calculations.

# Calculations

## SUBSIDIZED HOUSING CONTRIBUTION

In order to account for subsidized housing provided by your organization:
**Step 1** — Enter your location information into the MIT Living Wage Calculator.
**Step 2** — On the results page, find the Typical Expenses table and the column corresponding to the family unit of the Just threshold being targeted.
**Step 3** — Subtract the corresponding value in the "Housing" row from the value in the corresponding "Required annual income before taxes" row.
**Step 4** — Divide that result by 2,080 (the default number of annual work hours used in the MIT Living Wage Calculator).

These adjustment calculations should be included in the Just documentation submission.

# Documentation Requirements

The organization will need to select its targeted performance level and submit the required documentation from all sections that include the targeted level.

ALL LEVELS
**LW-1 Living Wage Policy**
A policy that documents the organization's commitment to providing a living wage.

LEVELS 2-4

**LW-2 Living Wage Pathways**

Confirm the Living Wage pathway(s) that are required for the organization based on the location(s) of operations.

**LW-3 Living Wage Data (LWD)**

Living Wage calculations for the organization based on the location(s) of operations must document compliance with the requirements for the targeted performance level:

Organizations must use one or more of the following frameworks based on the location of their organization's operations and provide appropriate data for all locations. Applicability based on location(s) is stated under each heading.

- *LWD – Wage Spreadsheet (multiple locations)*
  For organizations that have multiple locations, use this spreadsheet to provide data for each location demonstrating the threshold for the pursued level of achievement for this Indicator is met.

- *LWD – MIT Calculator (US operations)*
  Living Wage is calculated using the MIT living wage calculator here. Organizations in the US must use at least this framework for their US operations. Organization must provide the following for all levels:
    ◦ Location
    ◦ Living Wage (for family unit at targeted level of achievement for this indicator)
    ◦ Lowest Wage Offered

  Documentation must show a living wage based on the greater of $15/hour or the relevant MIT calculations below.

  Level 2
  MIT calculation assuming 1 Adult/ 0 Child

  Level 3
  MIT calculation assuming 2 Adult (1 working)/ 0 Child

  Level 4
  MIT calculation assuming 2 Adult (1 working)/ 1 Child

- *LWD – Other Framework Wage Data (non-US operations with alternative wage frameworks)*
  Organizations outside the US that have a framework similar to living wage must provide (at minimum) the following:
    ◦ Location
    ◦ Living Wage (local currency and converted to US Dollars)
    ◦ Lowest Wage Offered (local currency and converted to US Dollars)
    ◦ Name of Framework
    ◦ Local Currency Alphabetic Code

Level 2

Documentation of a living wage based on the selected framework.

Level 3

Documentation of a living wage based on the selected framework plus 10%.

Level 4

Documentation of a living wage based on the selected framework plus 20%.

- *LWD – Minimum Wage Data (non-US operations without alternative wage frameworks)*
  Organizations outside the US that do not have a framework similar to a living wage must provide the following minimum wage information:
  - Location
  - Minimum Wage (local currency and converted to US Dollars)
  - Lowest Wage Offered (local currency and converted to US Dollars)
  - Local Currency Alphabetic Code

  Level 2

  Documentation of wages equalling at least 200% of local minimum wage.

  Level 3

  Documentation of wages equalling at least 225% of local minimum wage.

  Level 4

  Documentation of wages equalling at least 250% of local minimum wage.

**LW-3 Living Wage Screenshot or Printout**

A sample screenshot or printout of the results of the organization's living wage framework calculations showing the level of achievement for this Indicator. Include the relevant location(s) of your organization's operations and other attributes necessary to determine the appropriate level of achievement.

# Gender Pay Equity

# Just.

## GENDER PAY EQUITY

_____

## EQUITY CATEGORY

## JUST 2.0

# Indicator Overview

## INTENT

The Just program calls for organizations to commit to and demonstrate that they have a working gender equity pay scale program. Just encourages organizations to work to eliminate gender-based wage discrimination in their organizations. Pay scales should meet or exceed applicable legislated wage requirements and industry standards and compensate, on the same basis, all individuals performing the same or similar work or work of equal value.

## INDICATOR METRICS

LEVEL ONE

1.  Organization has a written policy that documents its gender pay equity.

LEVEL TWO

1.  Organization has a written policy that documents its gender pay equity.
2.  Organization must have a gender equity pay scale with a maximum variance in pay of 10% between genders within each of the organization's pay scale classes.

LEVEL THREE

1.  Organization has a written policy that documents its gender pay equity.
2.  Organization must have a gender equity pay scale with a maximum variance in pay of 8% between genders within each of the organization's pay scale classes.

LEVEL FOUR

1.  Organization has a written policy that documents its gender pay equity.
2.  Organization must have a gender equity pay scale with a maximum variance in pay of 5% between genders within each of the organization's pay scale classes.

For purposes of Just 2.0, disclosure of gender identity must be considered completely voluntary.

# Clarifications

## COMPENSATION VARIANCE

The intent of this indicator is to eliminate gender-based wage discrimination, therefore the variance evaluated is absolute. The metric is not intended to result in, for example, non-conforming genders being paid substantially more than cisgender men, but rather to achieve parity among genders. For specifics on

calculating the variance, see the Calculations section for this indicator in the handbook.

## ELIGIBLE EXCLUSIONS

The following salaries can be excluded from calculations:

- singular positions such as Chief Executive Officer, Chief Operations Officer, Executive Director, etc;
- pay classes in which all employees have the same gender identity;
- pay classes with 4 or fewer people.

While these salaries are eligible for exclusion, organizations are not required to exclude them and can choose to include them within their calculations.

## ORGANIZATIONS WITH MULTIPLE LOCATIONS

Organizations with offices in multiple locations that have high variance in cost of living may choose to calculate gender pay equity either by all the locations combined or by each individual office location. If an organization chooses to calculate by office location, the achievement level is determined by the office location that has the highest absolute variance. See Calculations for an example of the outcomes stemming from these different calculation paths.

## PAY CLASS

For purposes of Just, a pay class (also seen as pay scale class) is a pay category defined by the organization, based on characteristics such as job function, seniority, and/or responsibility. A class may have an associated range of salary or benefits, but the class is not determined solely by pay. For the purpose of this Indicator, pay class may be determined by title (manager, director, executive) or other work classifications relevant to the organization.

## SCOPE OF COMPENSATION

While organizations are encouraged to factor in all forms of compensation, such as a flexible work schedule, vacation days, transportation stipends, performance awards, bonuses, and stock options when evaluating the equity of compensation among genders, for the purpose of this metric, organizations are asked to report on (at a minimum) remuneration in the form of base salary.

## SCOPE OF EMPLOYEES

Indicator metrics apply to all of the following groups:

- Employees (see definition in the General Clarifications)
- Contract workers
- Interns

# Exceptions

No exceptions currently exist for the Gender Pay Equity Indicator.

# Calculations

## ORGANIZATIONS WITH MULTIPLE LOCATIONS

### EXAMPLE

An architecture firm has offices in New York, NY, Washington, DC, and Atlanta, GA.

- The maximum gender equity pay scale percentage variance in the New York office is 7.5%.
- The maximum gender equity pay scale percentage variance for employees in the Washington office is 6.8%.
- The maximum gender equity pay scale percentage variance for employees in the Atlanta office is 4.5%.
- The maximum gender equity pay scale percentage variance for all employees across the three offices is 11%.

Single Office Basis:

- The firm uses the individual office with the greatest gender equity pay scale percentage variance, in this case, New York with 7.5%. Taking this approach, the firm would achieve Level 3.

All Offices Basis:

- The gender equity pay scale percentage variance across all offices is 11%. Taking this approach, the firm would achieve Level 1.

## VARIANCE CALCULATION

Average (mean) base salary for employees who identify as cisgender male = A
Average (mean) base salary for employees who identify as cisgender female, transgender male or female, and non-binary = B

Where A is greater than B:

Variance = (A-B)/A x 100

Where B is greater than A

Variance = (A-B)/B x 100

If an organization does not have established pay classes, they may also use the Gender Pay Gap Calculator from Dezeen:
www.dezeen.com/gender-pay-gap-calculator.

# Documentation Requirements

The organization will need to select its targeted performance level and submit the required documentation from all sections that include the targeted level.

ALL LEVELS
**GP-1 Gender Pay Equity Policy**
A policy that documents the organization's gender pay equity practices.

LEVELS 2-4
**GP-2 Gender Pay Equity Data (%)**
Data showing the percentage variance between salaries by gender, across all pay classes in the Gender Pay Equity template.

**GP-3 Greatest Pay Variance Data (%)**
The highest (absolute) percent variance across all pay classes showing compliance with the requirements of the targeted performance level.

# Employee Health

# Just.

# EMPLOYEE HEALTH CATEGORY HANDBOOK

The Nutrition Label for Socially Just and Equitable Organizations

## JUST 2.0

INTERNATIONAL
**LIVING FUTURE**
INSTITUTE℠

# Physical Health

# Just.

## PHYSICAL HEALTH
_____

## EMPLOYEE HEALTH CATEGORY

JUST **2.0**

# Indicator Overview

## INTENT

The Just program calls for organizations to proactively support the physical health of their employees. Everything from the design of our buildings to our workplace culture affects the physical health of employees.

## INDICATOR METRICS

The Just program uses the Centers for Disease Control and Prevention (CDC)'s Workplace Health Model to assess the progress of physical health promotion. The CDC offers a systematic and stepwise process of building a workplace health promotion program that emphasizes four main steps:

1. Needs and Interests Assessment
2. Program Planning Process
3. Program Implementation
4. Program Evaluation

LEVEL ONE

1. Organization has a written policy that documents its work to optimize the physical health status of employees.

LEVEL TWO

1. Organization has a written policy that documents its work to optimize the physical health status of employees.
2. Organization has completed Steps 1 (Workplace Health Assessment) and 2 (Planning The Program) of the CDC Workplace Health Model. Alternatively, organizations that have achieved WELL Building Certification at the Silver Level or Fitwel Certification at the 1 Star Level can apply for this level of recognition.

LEVEL THREE

1. Organization has a written policy that documents its work to optimize the physical health status of employees.
2. Organization has completed Steps 1, 2 and 3 (Implementing The Program) of the CDC Workplace Health Model. Alternatively, organizations that have achieved WELL Building Certification at the Gold Level or Fitwel Certification at the 2 Star Level can apply for this level of recognition.

LEVEL FOUR

1. Organization has a written policy that documents its work to optimize the physical health status of

employees.

2. Organization has completed Steps 1, 2, 3 and 4 (Evaluation) of the CDC Workplace Health Model. Alternatively, organizations that have achieved WELL Building Certification at the Platinum Level or Fitwel Certification at the 3 Star Level can apply for this level of recognition.

# Clarifications

### ORGANIZATIONS WITH MULTIPLE LOCATIONS

For organizations pursuing a Just label covering multiple locations, workplace health programs, whether the CDC model, or the WELL Building or Fitwel certifications, must be implemented at all locations covered to receive recognition for this indicator. If implementation has progressed to different degrees among the locations, the least degree of implementation will determine the level achieved for the organization as a whole.

### PROGRAM FRAMEWORKS

The program frameworks referenced in the Indicator metrics, including the CDC Workplace Health Model, WELL Building, and Fitwel, are approved workplace health models. Any proposed alternatives need to be submitted to ILFI for approval. Note that WELL and Fitwel certifications are offered internationally.

### SCOPE OF EMPLOYEES

Indicator metrics apply to all of the following groups:

- Employees (see definition in the General Clarifications)
- Contract workers
- Interns

# Exceptions

No exceptions currently exist for the Physical Health Indicator.

# Calculations

No additional calculation guidance has been developed for the Physical Health Indicator at this time.

# Documentation Requirements

The organization will need to select its targeted performance level and submit the required documentation from all sections that include the targeted level.

ALL LEVELS
**PH-1 Physical Health Policy**
A policy documenting the organization's work to optimize the physical health status of employees.

LEVELS 2-4
**PH-2 Workplace Health Documentation (WHD)**
Documentation of compliance with one of the approved healthy building frameworks for all office locations targeting a Just label. Alternative frameworks must be pre-approved by ILFI to determine eligibility.

- WHD — CDC Workplace Healthier Model Documentation
  Documents showing progress in the CDC Workplace Health Model, including a narrative describing progress in each of the CDC steps and any relevant policy documents.

- WHD – Fitwel or WELL Building Certification
  Documents showing certification sufficient for the targeted performance level.

# Well-Being

# Just.

## WELL-BEING

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## EMPLOYEE HEALTH CATEGORY

## JUST 2.0

# Indicator Overview

## INTENT

The Just program calls for organizations to provide a healthy work environment that holistically fosters employee well-being. Organizations have an opportunity to not only reduce the amounts of work-related stress but to prevent this stress by creating an environment that nourishes and energizes employees.

LEVEL ONE

1. Organization has written and posted public policy on optimizing the emotional, social, and spiritual well-being of employees.

LEVEL TWO

1. Organization has written and posted public policy on optimizing the emotional, social, and spiritual well-being of employees.
2. Organization has begun planning and initiated some components of a comprehensive employee well-being program (that includes flexible working arrangements, mindfulness training, financial education, lactation/breastfeeding room, meditation/prayer/reflection space, gender neutral bathrooms, employee resource groups, employee assistance programs, planned social/volunteer outings and counseling programs).

LEVEL THREE

1. Organization has written and posted public policy on optimizing the emotional, social, and spiritual well-being of employees.
2. Organization has initiated and provides documentation of a comprehensive employee well-being program.

LEVEL FOUR

1. Organization has written and posted public policy on optimizing the emotional, social, and spiritual well-being of employees.
2. Organization has implemented and continuously refines a robust employee well-being program.
3. Organization reporting that at least 50% of employees feel engaged at work can apply for recognition at this level.
4. An organization having received a Best Places To Work award within the past two years can apply for recognition at this Level.

# Clarifications

### BEST PLACES TO WORK

To achieve Level 4, an organization must document either that at least 50% of its employees are engaged or that it has received a Best Places to Work award within the past two years; it is not necessary to have accomplished both. There are a variety of Best Places to Work certifications globally and the award does not need to come from any particular program, but it must be conferred by a credible third party.

### SCOPE OF EMPLOYEES

Indicator metrics apply to all of the following groups:

- Employees (see definition in the [General Clarifications](#))
- Contract workers
- Interns

### WELL-BEING PROGRAM

The following clarifies the number of program components required for each level:

- Level 2: 1–3 components
- Level 3: 4–5 components
- Level 4: 6 or more components

# Exceptions

No exceptions currently exist for the Well-Being Indicator.

# Calculations

No additional calculation guidance has been developed for the Well-Being Indicator at this time.

# Documentation Requirements

The organization will need to select its targeted performance level and submit the required documentation from all sections that include the targeted level.

**ALL COMPLIANCE PATHS**
ALL LEVELS
**WB-1 Well-Being Policy**

A policy documenting the organization's work to optimize the emotional, social, and spiritual well-being of employees.

**PROGRAM COMPLIANCE PATH**

LEVELS 2-4

**WB-2 Employee Well-Being Program Documentation**

Documentation indicating the status of the program at the time of submission is compliant with the requirements of the targeted performance level, including:

- evidence of flexible work, employee resources, breastfeeding rooms, etc;
- comprehensive plan and schedule of implementation;
- means for refinement, including the impact of employee input, on policies.

LEVEL 4

**WB-3 Engaged Employee Percentage**

Percentage of employees answering question 13 in the Employee Engagement Survey with an answer of "agree" or "strongly agree".

**WB-4 Organization Engagement Survey Results**

Complete aggregated results of the survey, highlighting the percentage of employees who feel engaged with the organization.

**THIRD PARTY AWARD COMPLIANCE PATH**

LEVEL 4

**WB-5 Award Documentation**

Documents from a credible third party demonstrating current Best Place to Work or Certified Top Employers Global award status that includes the list name, awarding organization's name, and the region addressed (i.e., region, state, industry, size) and other relevant specifics (e.g., industries included, focus of the designation, etc.).

# Employee Benefits

# Just.

## EMPLOYEE BENEFITS CATEGORY HANDBOOK

The Nutrition Label for Socially Just and Equitable Organizations

## JUST 2.0

INTERNATIONAL LIVING FUTURE INSTITUTE

# Employee Health Care

# Just.™

# EMPLOYEE HEALTH CARE

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# EMPLOYEE BENEFITS CATEGORY

## JUST 2.0

# Indicator Overview

## INTENT

The Just program calls for organizations to provide a comprehensive employee benefits plan for their employees that includes comprehensive health care insurance coverage (medical, dental, vision). Organizations should support the health of their employees by offering benefits packages that meet the needs of employees and their families.

## INDICATOR METRICS

LEVEL ONE

1. Organization has written and posted public policy on employee health care, which states the cost-sharing structure.

LEVEL TWO

1. Organization has written and posted public policy on employee health care, which states the cost-sharing structure.
2. Organization is responsible for paying at least 60% of a comprehensive health care plan for employees, including at least 60% of medical, dental, and vision.

LEVEL THREE

1. Organization has written and posted public policy on employee health care, which states the cost-sharing structure.
2. Organization is responsible for paying at least 75% of a comprehensive health care plan for employees including at least 75% of medical, dental, and vision.

LEVEL FOUR

1. Organization has written and posted public policy on employee health care, which states the cost-sharing structure.
2. Organization is responsible for paying 100% of a comprehensive and holistic health care plan for employees including medical, dental, and vision. The plan will also allow for alternative and complementary health care options such as chiropractic, naturopathic, traditional Chinese medicine, homeopathy, and herbal medicine.

# Clarifications

### GOVERNMENTAL ROLE

If the government of a locale fulfills any of the requirements for an indicator level, those government benefits may be included in the percentage of the organization's coverage. In areas where the government provides universal health coverage, organizations are eligible to achieve up to Level 3 for this Indicator even if the governmental coverage does not align with ILFI's definition of comprehensive health care (i.e., inclusive of dental and vision). Achievement of Level 4 requires the provision of holistic health care benefits, either from the government or supplemented by the employer.

### HEALTH CARE PLAN

For the purposes of Just, to be considered comprehensive, a health care plan must include medical, dental, and vision benefits.

To be considered holistic, a health care plan must include medical, dental, and vision benefits, as well as some alternative or non-western treatment options such as chiropractic, naturopathic, traditional Chinese medicine, homeopathy, and herbal medicine.

Health care offered to employees should not compromise other benefits or pay. Employers are encouraged to provide optional health care coverage to family members.

### PERCENT COVERAGE

Organizations may pay different percentages for the three specified types of healthcare coverage. For additional information on calculating the percentage, see the Calculations section for this Indicator.

### SCOPE OF EMPLOYEES

Indicator metrics apply to all employees (see definition in the General Clarifications)

# Exceptions

No exceptions currently exist for the Health Care Indicator.

# Calculations

### AGGREGATE CALCULATION

Organizations may calculate the total percentage of premiums paid across all three benefits to generate an aggregate percentage value and achieve Just recognition at the corresponding level.

**EXAMPLE**

The monthly insurance premiums per employee are as follows:

- Medical = $400
- Dental = $100
- Vision = $50
- TOTAL = $550

The employer covers:

- 90% of medical at $360 ($400 × .90 = $360)
- 0% of dental
- 0% of vision

The company pays $360/$550 = 65%, which meets the threshold for Level 2.

# Documentation Requirements

The organization will need to select its targeted performance level and submit the required documentation from all sections that include the targeted level.

ALL LEVELS
**EHC-1 Employee Health Care Policy**
A policy that documents the organization's employee health care and cost-sharing structure.

LEVELS 2-4
**EHC-2a Employer-Paid Health Plan Premium Percentage**
The percentage of the employee health care plan premium that is covered by the organization (including costs for at least medical, dental, and vision) showing compliance with the requirements of the targeted performance level.

OR

LEVELS 3-4
**EHC-2b Government-Provided Health Coverage Documentation**
Documentation of government-provided health coverage. Note that where the government provides health care coverage, documentation of coverage that meets ILFI's definition of comprehensive and provides access to alternative and complementary care is required to achieve Level 4.

LEVEL 4
**EHC-3 Holistic Health Care Options Confirmation**
Confirmation of coverage for alternative and complementary health care options.

# Retirement Provision

# Just.

## RETIREMENT PROVISION

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## EMPLOYEE BENEFITS CATEGORY

## JUST 2.0

# Indicator Overview

## INTENT

The Just program calls for organizations to offer a defined benefit plan or defined contribution plan that will help employees save income for their retirement years.

## INDICATOR METRICS

LEVEL ONE

1. Organization has written and posted public policy on employee retirement provision.

LEVEL TWO

1. Organization has written and posted public policy on employee retirement provision.
2. Organization offers a defined contribution plan with auto-enrollment with default contribution level of 3% and immediate eligibility. Certified Employee Owned businesses or equivalent can apply at this Level.

LEVEL THREE

1. Organization has written and posted public policy on employee retirement provision.
2. Organization offers a defined contribution plan with auto-enrollment with default contribution level of 5% and immediate eligibility with employer match (minimum of 3% of salary). Certified Employee Majority Owned businesses or equivalent can apply at this Level.

LEVEL FOUR

1. Organization has written and posted public policy on employee retirement provision.
2. Organization offers a defined contribution plan with auto-enrollment with default contribution level of 5%, auto-escalation of 1% per year (capped at 10% per year), and immediate eligibility with employer match (minimum of 5% of salary). Organizations that offer a [defined benefit pension plan](#) can apply at this level. Certified Employee 100% Owned businesses or equivalent can apply at this Level.

# Clarifications

## AUTO-ENROLLMENT

A policy through which employees are automatically enrolled in a program unless they take action to decline enrollment. The intent for purposes of this Indicator is to remove barriers to employees' enrollment in the deferred compensation offerings and establish enrollment as the default condition.

## IMMEDIATE ELIGIBILITY

For purposes of this Indicator, immediate eligibility means that benefit accrual begins within 30 days of the first day of employment.

## NATIONAL RETIREMENT PROVISIONS OUTSIDE OF THE UNITED STATES

The threshold percentages for each performance level remain the same, whether or not certain contribution percentages are stipulated by national law. Where pre-determined by government plans, auto-enrollment and immediate eligibility requirements may be waived, and organizations may be eligible to achieve Level 4 without auto-escalation if the total contribution defined in the plan is 15% or more. In countries where the government provides employee retirement or pension benefits, these may be included in the percentage of the organization's coverage.

## SCOPE OF EMPLOYEES

Indicator metrics apply to all employees (see definition in the General Clarifications)

# Exceptions

No exceptions currently exist for the Retirement Provision Indicator.

# Calculations

No additional calculation guidance has been developed for the Retirement Provision Indicator at this time.

# Documentation Requirements

The organization will need to select its targeted performance level and submit the required documentation from all sections that include the targeted level.

**ALL COMPLIANCE PATHS**
ALL LEVELS
**RP-1 Employee Retirement Provision Policy**
A policy that documents the organization's retirement provision.

**PERFORMANCE COMPLIANCE PATH**
LEVELS 2-4
**RP-2 Employee Eligibility Confirmation**
Confirmation of the timing of employee benefit eligibility showing compliance with the requirements of the targeted performance level.

**RP-3 Default Contribution Confirmation**

Confirmation of the default contribution percentage by employees showing compliance with requirements of the targeted performance level.

LEVELS 3-4

**RP-4 Employer Match Confirmation**

Confirmation of the organization's employer match to employee contributions meets the requirements of the targeted performance level.

LEVEL 4

**RP-5 Maximum Employer Match Percentage**

The organization's maximum employer match to employee contributions showing compliance with the requirements of the targeted performance level (must exceed the stated minimum).

**RP-6 Automatic Contribution Percentage Increase**

The organization's annual automatic contribution increase percentage showing compliance with the targeted performance level.

OR

LEVELS 2-4

**RP-7 National Retirement or Pension Plan Documentation**

Documentation of national retirement or pension provision plan. Note that where the government stipulates retirement contribution percentages, auto-enrollment and immediate eligibility requirements may be waived, and organizations may be eligible to achieve Level 4 without auto-escalation if the total contribution defined in the plan is 15% or more.

**EMPLOYEE OWNERSHIP COMPLIANCE PATH**

LEVELS 2-4

**RP-8 Employee Ownership Certification Confirmation**

Confirmation of the organization's employee ownership certification from CertifiedEO or confirmation that the organization meets the tenets of employee ownership as defined by CertifiedEO.

**DEFINED BENEFIT PENSION PLAN COMPLIANCE PATH**

LEVEL 4

**RP-9 Defined Benefit Pension Plan Documentation**

Documents describing the defined benefit pension plan.

# Family/Medical Leave

# FAMILY + MEDICAL LEAVE

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## EMPLOYEE BENEFITS CATEGORY

# Just.

## JUST 2.0

# Indicator Overview

## INTENT

The Just program calls on organizations to provide comprehensive paid family and medical leave for their employees, so employees can fulfill parental responsibilities, care for loved ones, and care for themselves.

## INDICATOR METRICS

LEVEL ONE

1. Organization has written and posted public policy on family and medical leave.

LEVEL TWO

1. Organization has written and posted public policy on family and medical leave.
2. Organization provides a minimum of 6 weeks of paid leave for any employee welcoming a child through birth, adoption, or foster placement or dealing with a serious health condition of their own or a loved one.
3. Flexible work arrangements: organization allows positive (employee requested) scheduled work flextime (non-standard hours).

LEVEL THREE

1. Organization has written and posted public policy on family and medical leave.
2. Organization provides a minimum of 12 weeks of paid leave for any employee welcoming a child through birth, adoption, or foster placement or dealing with a serious health condition of their own or a loved one.
3. Flexible work arrangements: Organization allows positive (employee requested) scheduled work flextime (non-standard hours), allows for negotiated compressed workweek.

LEVEL FOUR

1. Organization has written and posted public policy on family and medical leave.
2. Organization provides a minimum of 24 weeks of full paid leave for any employee welcoming a child through birth, adoption, or foster placement or dealing with a serious health condition of their own or a loved one. Organization has implemented a Parental Leave Transition Program that addresses all three phases (1. preparing for leave, 2. during leave, and 3. returning from leave).
3. Flexible work arrangements: Organization allows positive (employee requested) scheduled work flextime (non-standard hours), allows for negotiated compressed workweek as well as negotiated telecommuting (working at home).

# Clarifications

## FLEXIBLE WORK ARRANGEMENT

Flexible work arrangements allow employees to adjust their working hours and locations to a schedule and format that is not standard for their industry or organization, but that still includes the same number of hours and productivity. Terminology can vary, but flextime, flexible work schedule, telecommuting, job sharing, and compressed work week are all considered flexible work arrangements.

For the purposes of Just, **flextime** allows employees to choose their own times for starting and finishing work within a broad range of available hours. It may include a requirement to work certain core hours, with the timing of the other hours of work (in office or potentially remote) up to the employee.

For the purposes of Just, a **compressed work week** is an arrangement that allows an employee to work the number of weekly hours typical of the industry in question, but in a shorter than the standard time frame (e.g., instead of five 8-hour days for office work, it might be done in four 10-hour days).

## GOVERNMENTAL ROLE

If the government of a locale fulfills any of the requirements for an indicator level, those government benefits may be included in the organization's coverage.

## PAID LEAVE DEFINITION

For this Indicator, paid leave is employment-protected leave in which employees are paid at least 60% of their normal salaries.

## PAID LEAVE DURATION

The following clarifies the amount of paid leave that must be available for each level:

  • Level 1: No paid leave or any amount less than 6 weeks
  • Level 2: Minimum 6 weeks
  • Level 3: Minimum 12 weeks
  • Level 4: Minimum 24 weeks

Employees may elect not to use all the leave available.

**Optional for Levels 2, 3, and 4**

Organizations may pay 50% minimum of an employee's normal salary during paid leave, if they provide additional leave in proportion to the amount required when paying 60% of normal salary.

Guidance on the proportional calculation is provided in the Calculations section for this Indicator.

## PAID SICK TIME

Any paid leave designated explicitly for medical or health uses (i.e., sick time) in excess of 10 days may count towards leave thresholds in the performance metrics.

## SCOPE OF EMPLOYEES

Indicator metrics apply to all employees (see definition in the General Clarifications)

# Exceptions

No exceptions currently exist for the Family/Medical Leave Indicator.

# Calculations

## OPTIONAL PERCENTAGE CALCULATION

Organizations may pay 50% minimum of an employee's normal salary during paid leave, if they provide additional leave in proportion to the amount required when paying 60% of salary.

**EXAMPLE**
An employee earns $2,000/week.

- At 60% pay, they get $1,200/week ($2,000/week x .60 = $1,200/week).
- At 50% pay, they get $1,000/week ($2,000/week x .50 = $1,000/week).

If the organization offered 12 weeks of paid leave at 60%, the total compensation would be $14,400 ($1200/week x 12 weeks = $14,400).

In order to receive the same total compensation at 50% pay, the employee would need to receive 14.4 weeks of leave ($14,400/$1,000/week = 14.4 weeks).

# Documentation Requirements

The organization will need to select its targeted performance level and submit the required documentation from all sections that include the targeted level.

ALL LEVELS
**FML-1 Family Medical Leave Policy**
A policy documenting the organization's family and medical leave allowances.

LEVELS 2-4

**FML-2 Paid Leave Allowance**

The number of weeks of paid family or medical leave provided, showing compliance with the requirements of the targeted performance level.

**FML-3 Flexible Work Documentation**

Levels 2-4

Documents provided to all employees such as a policy or handbook showing employee initiated flexible work arrangements for non-standard hours are allowed.

Levels 3-4

Compressed Work Week Documentation provided to all employees showing that they have the option to negotiate a compressed work week.

Level 4

Work from Home Documentation showing employees have the option to negotiate telecommuting / work from home hours.

**FML-4 Parental Leave Transition Program Documentation**

Documentation of a parental leave transition program or policy that addresses at least three phases of leave: preparation for leave, leave, and return to work.

# Training + Education
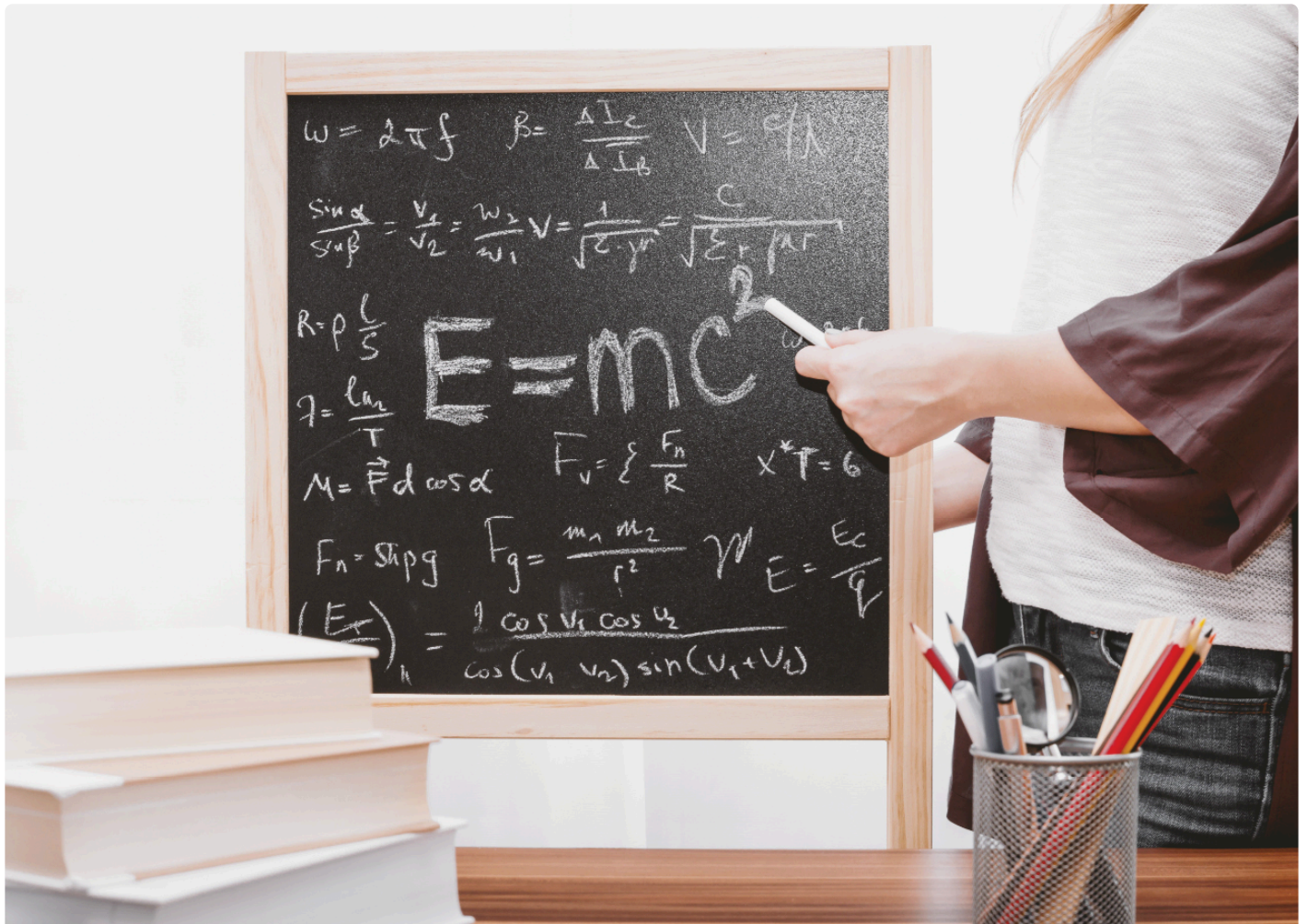
# Just.™

## TRAINING + EDUCATION

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## EMPLOYEE BENEFITS CATEGORY

## JUST 2.0

# Indicator Overview

## INTENT

The Just program calls on all organizations to support, sponsor, and contribute to the continuing education, training, and skill development of their employees. Just organizations should have clearly communicated policies and dedicated funds set aside annually to support each employee's development.

## INDICATOR METRICS

LEVEL ONE

1. Organization has written and posted public policy on employee training and continuing education benefits.

LEVEL TWO

1. Organization has written and posted public policy on employee training and continuing education benefits.
2. Organization allocates at least $500 per full-time employee per year for training and continuing education purposes.

LEVEL THREE

1. Organization has written and posted public policy on employee training and continuing education benefits.
2. Organization allocates at least $1,000 per full-time employee per year for training and continuing education purposes.

LEVEL FOUR

1. Organization has written and posted public policy on employee training and continuing education benefits.
2. Organization allocates at least $2,000 per full-time employee per year for training and continuing education purposes.

# Clarifications

## FORMS OF TRAINING

Examples of appropriate training include: professional continuing education; leadership training; tuition support for higher education, community college, or General Education Diploma (GED) courses; apprenticeship and skilled trades programs; stackable certificates; language training; or other personal

development such as financial literacy and management.

## INTERNAL TRAINING

Externally contracted training provided by the organization for all employees can count towards the allocation threshold by dividing the total training cost by the number of employees.

## MECHANISMS OF TRAINING SUPPORT

The support provided can include directly paying tuition and fees, reimbursement for books, travel, lodging, and expenses, and providing paid work-time attendance.

## SCOPE OF EMPLOYEES

Indicator metrics apply to all employees (see definition in the General Clarifications)

# Exceptions

No exceptions currently exist for the Training + Education Indicator.

# Calculations

No additional calculation guidance has been developed for the Training + Education Indicator at this time.

# Documentation Requirements

The organization will need to select its targeted performance level and submit the required documentation from all sections that include the targeted level.

ALL LEVELS
**TE-1 Training and Education Policy**
A policy documenting employee training and continuing education benefits, including who is eligible, the amount of funding available to each employee, which costs and training types are eligible, and whether employees are paid during training hours.

LEVELS 2-4
**TE-2 Training and Education Funding**

- The amount allocated per full-time employee for training and continuing education (combined), in both local currency and US dollars (USD) showing compliance with the requirements of the targeted performance level.
- The alphabetic code for the local currency (per ISO 4217).

# Stewardship

# Just.

## STEWARDSHIP CATEGORY HANDBOOK

The Nutrition Label for Socially Just and Equitable Organizations

## JUST 2.0

INTERNATIONAL **LIVING FUTURE** INSTITUTE

# Local Communities

# Just.

## LOCAL COMMUNITIES

## STEWARDSHIP CATEGORY

## JUST 2.0

# Indicator Overview

## INTENT

The Just program calls for organizations to maintain a direct relationship to the communities that they serve and where they operate. Organizations and their employees operate within communities, so they need to be active participants in ensuring the health and vibrancy of their local economies and communities.

## INDICATOR METRICS

LEVEL ONE

1.  Organization has written and posted public policy on support of local communities.

LEVEL TWO

1.  Organization has written and posted public policy on support of local communities.
2.  Organization has described the means by which stakeholders are identified and how it engages with stakeholder groups that are particular to the community (including vulnerable groups).

LEVEL THREE

1.  Organization has written and posted public policy on support of local communities.
2.  Organization has described the means by which stakeholders are identified and how it engages with stakeholder groups that are particular to the community (including vulnerable groups).
3.  Organization has conducted a social impact assessment and provided public disclosure of assessment findings.
4.  Organization has developed broad based local community consultation committees.

LEVEL FOUR

1.  Organization has written and posted public policy on support of local communities.
2.  Organization has described the means by which stakeholders are identified and how it engages with stakeholder groups that are particular to the community (including vulnerable groups).
3.  Organization has conducted a social impact assessment and provided public disclosure of assessment findings.
4.  Organization has developed broad based local community consultation committees.
5.  Organization has formalized a community development plan or community benefits agreement based on local communities' needs.

# Clarifications

## COMMUNITY ENGAGEMENT STRATEGIES

Organizations can engage with local communities through a variety of methods. Organizations benefit from differing levels of communities support and input depending on the method of engagement. Some examples of engagement methods include convening stakeholder groups for input, conducting a social impact assessment, developing community consultation committees, formalizing a community development plan based on local community needs, appointing local community members to the board of directors, and negotiating a community benefits agreement.

# Exceptions

No exceptions currently exist for the Local Communities Indicator.

# Calculations

No additional calculation guidance has been developed for the Local Communities Indicator at this time.

# Documentation Requirements

The organization will need to select its targeted performance level and submit the required documentation from all sections that include the targeted level.

ALL LEVELS
**LC-1 Local Communities Policy**
A policy documenting the organization's support of local communities.

LEVELS 2-4
**LC-2 Community Engagement Narrative**
A brief description of how the organization identifies and engages with community stakeholders who are particular to the community and including vulnerable groups.

LEVELS 3-4
**LC-3 Social Impact Assessment and Findings**
A social impact assessment document analyzing the current and future impacts (good and bad) of the organization on the local community. The assessment should conclude with both the assessment findings and where those findings have been publicly disclosed.

**LC-4 Community Consultation Committee Documentation**
Narrative describing the make-up and function of the community consultation committee.

LEVEL 4

**LC-5 Community Agreement Documentation**

Documentation showing a qualifying agreement (e.g., community development plan or community benefit agreement) with the community that codifies intended benefits from, and negative impact mitigations of, the organization's work in the community.

# Community Volunteering

# Just.

## COMMUNITY VOLUNTEERING

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## STEWARDSHIP CATEGORY

### JUST 2.0

# Indicator Overview

## INTENT

The Just program calls for organizations to commit to and demonstrate the nature and extent of their community volunteer involvement. Community volunteering is an important measure of the civic health of a community, a state, and a nation.

## INDICATOR METRICS

LEVEL ONE

1.  Organization has written and posted public policy on volunteering.

LEVEL TWO

1.  Organization has written and posted public policy on volunteering.
2.  Organization provides 8 hours of paid volunteer time per year for volunteering purposes at an organization of the employee's choice.

LEVEL THREE

1.  Organization has written and posted public policy on volunteering.
2.  Organization provides 16 hours of paid volunteer time per year for volunteering purposes at an organization of the employee's choice.

LEVEL FOUR

1.  Organization has written and posted public policy on volunteering.
2.  Organization provides 24 hours of paid volunteer time per year for volunteering purposes at an organization of the employee's choice. Organization-sponsored volunteering efforts can be recognized up to a maximum of 8 hours.

# Clarifications

## ELIGIBLE VOLUNTEER SERVICE

For the Just program, volunteering is defined as a service only to recognized charitable, non-profit, faith-based, or educational institutions. Employer supported volunteering programs must be at an organization of the employee's choice (see additional information in the Pro Bono Services clarification).

**PRO BONO SERVICES**

Hours providing pro-bono services on behalf of the organization may be counted towards the thresholds for this indicator provided the following criteria are met:

- the hours are in service only to legally recognized charitable, non-profit, faith-based, or educational institutions, and
- an employee's decision to participate in the pro bono work must be completely voluntary, and should not lead to either preferential or discriminatory treatment. This condition must be communicated clearly in the volunteer policy or description of the pro-bono opportunity.

**SCOPE OF EMPLOYEES**

Indicator metrics apply to all employees (see definition in the General Clarifications)

# Exceptions

No exceptions currently exist for the Community Volunteering Indicator.

# Calculations

No additional calculation guidance has been developed for the Community Volunteering Indicator at this time.

# Documentation Requirements

The organization will need to select its targeted performance level and submit the required documentation from all sections that include the targeted level.

ALL LEVELS
**CV-1 Volunteering Policy**
A policy documenting the organization's support of volunteering including allowances and processes for requesting and reporting time.

LEVELS 2-4
**CV-2 Paid Volunteer Hours Confirmation**
Confirmation of the number of paid volunteer hours allowed for each full-time employee showing compliance with the requirements of the targeted performance level.

**CV-3 Organization Sponsored Volunteer Hours Confirmation**
Confirmation of the number of paid volunteer hours offered, per employee, that are organization-sponsored.

# Animal Welfare

# Just.

## ANIMAL WELFARE

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## STEWARDSHIP CATEGORY

## JUST 2.0

# Indicator Overview

## INTENT

The Just program calls for organizations to develop policies, programs, and practices that support the humane, compassionate treatment of all animals.

## INDICATOR METRICS

LEVEL ONE

1. Organization has written and posted public policy on its commitment to animal welfare.

LEVEL TWO

1. Organization has written and posted public policy on its commitment to animal welfare.
2. Organization does not participate in the harmful or abusive treatment of animals including animal testing, animal experimentation, and factory farming practices.
3. Organization contracts with caterers and food suppliers that source certified humane animal products.
4. Organization makes plant-based food options available for catered events and external functions.

LEVEL THREE

1. Organization has written and posted public policy on its commitment to animal welfare.
2. Organization does not participate in the harmful or abusive treatment of animals including animal testing, animal experimentation, and factory farming practices.
3. Organization contracts with caterers and food suppliers that source certified humane animal products.
4. Organization ensures that at least 50% of food served for catered events and external functions is plant-based.
5. Organization purchases supplies, materials, and ingredients that have not been tested on animals.

LEVEL FOUR

1. Organization has written and posted public policy on its commitment to animal welfare.
2. Organization does not participate in the harmful or abusive treatment of animals including animal testing, animal experimentation, and factory farming practices.
3. Organization serves an exclusively plant-based menu for catered events and external functions.
4. Organization purchases supplies, materials, and ingredients that have not been tested on animals.
5. Organization allows a pet-friendly workplace environment at least one day a week.
6. Organization actively encourages volunteering at animal shelters or sanctuaries.
7. Organization directs 10% of total annual charitable donations to animal welfare and protection groups.

# Clarifications

No clarifications have been developed for the Animal Welfare Indicator at this time.

# Exceptions

No exceptions currently exist for the Animal Welfare Indicator.

# Calculations

No additional calculation guidance has been developed for the Animal Welfare Indicator at this time.

# Documentation Requirements

The organization will need to select its targeted performance level and submit the required documentation from all sections that include the targeted level.

ALL LEVELS
**AW-1 Animal Welfare Policy**
Policy documenting the organization's commitment to animal welfare and showing compliance with the requirements of the targeted level.

LEVELS 2-4
**AW-2 Plant-based Food Options Percentage Confirmation**
Confirmation of the percentage of plant-based food options provided at organization events for the targeted performance level.

LEVEL 4
**AW-3 Animal Welfare Donation Percentage Confirmation**
Confirmation of the percentage of annual charitable donations contributed to organizations working to improve animal welfare.

# Charitable Giving

# Just.™

## CHARITABLE GIVING

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## STEWARDSHIP CATEGORY

**JUST 2.0**

# Indicator Overview

## INTENT

The Just program calls for organizations to have a corporate commitment to and be actively involved in charitable giving of finances to worthy causes within the communities where they are located or elsewhere.

## INDICATOR METRICS

LEVEL ONE

1. Organization has written and posted public policy on charitable giving.

LEVEL TWO

1. Organization has written and posted public policy on charitable giving.
2. Organization donates .25% of gross sales or 1% of net profits. 1% For The Planet members at the Product Line Level can apply for this Level. 25% of the donation can be in the form of in-kind product or service donations.

LEVEL THREE

1. Organization has written and posted public policy on charitable giving.
2. Organization donates .5% of gross sales or 2% of net profits. 1% For The Planet members at the Brand Level can apply for this Level. 25% of the donation can be in the form of in-kind product or service donations.

LEVEL FOUR

1. Organization has written and posted public policy on charitable giving.
2. Organization donates 1% of gross sales or 3% of net profits. 1% For The Planet members at the Whole Company Level can apply for this Level. 25% of the donation can be in the form of in-kind product or service donations.

   OR

   Organization is a charitable foundation, government entity, or qualifies under section 501c3 of the US tax code (or international equivalent) as a charitable organization.

# Clarifications

### GROSS SALES

For purposes of this Indicator, the term gross sales is intended to encompass revenue other than sales, and corresponds with the definition of gross revenue.

### NET PROFITS

For purposes of this Indicator, the term net profits corresponds with the definition of net operating income.

# Exceptions

No exceptions currently exist for the Charitable Giving Indicator.

# Calculations

No additional calculation guidance has been developed for the Charitable Giving Indicator at this time.

# Documentation Requirements

The organization will need to select its targeted performance level and submit the required documentation from all sections that include the targeted level.

**ALL COMPLIANCE PATHS**
ALL LEVELS
**CG-1 Charitable Entity Status or Charitable Giving Policy**
A written policy stating the organization's commitments for charitable giving.

**PERFORMANCE COMPLIANCE PATH**
LEVELS 2-4
**CG-2 Charitable Donation Pathway**
Select the calculation method that will be used: percentage of gross sales, or percentage of net operating income.

**CG-3 Charitable Donation Percentage**
The percentage of either gross sales or net profits donated to an IRS-registered charitable or not-for-profit entity (or international equivalent).

**CG-4 In-Kind Donation Percentage**
The percentage of total donations given as in-kind donations (cannot exceed 25%).

**1% FOR THE PLANET COMPLIANCE PATH**

LEVELS 2-4

**CG-5 1% For the Planet Documentation**

Documents that show the organizations' membership at the required 1% For the Planet level for the targeted Just achievement level.


**CHARITABLE ENTITY AND GOVERNMENT COMPLIANCE PATH**

LEVEL 4

**CG-6 Charitable Organization and Government Confirmation**

Confirmation of current status as charitable 510c3 organization or international equivalent, charitable foundation, or government entity.

# Positive Products + Services

# Just.

**POSITIVE PRODUCTS + SERVICES**

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**STEWARDSHIP CATEGORY**

## JUST **2.0**

# Indicator Overview

## INTENT

The Just program calls for organizations to commit to providing products and services that contribute positively to their communities and society. It is up to the organization to determine what a positive impact looks like to them, but the Just program encourages organizations to think holistically and consider both the social and environmental impacts of their products and services.

## INDICATOR METRICS

LEVEL ONE

1.  Organization has written and posted public policy that addresses its commitment to and involvement only with products and services that have positive societal and environmental impacts.

LEVEL TWO

1.  Organization has written and posted public policy that addresses its commitment to and involvement with products and services that have positive societal and environmental impacts.
2.  Organization offers some products and services that have positive social and environmental benefits.

LEVEL THREE

1.  Organization has written and posted public policy that addresses its commitment to and involvement with products and services that have positive societal and environmental impacts.
2.  Organization has a comprehensive portfolio of products and services that have positive social and environmental benefits. Positive products and services make up at least 50% of the organization's total products and services by revenue.

LEVEL FOUR

1.  Organization has written and posted public policy that addresses its commitment to and involvement only with products and services that have positive societal and environmental impacts.
2.  Organization is focused exclusively on products and services, certified by a third party (if available), that have social and environmental benefits. Certified B Corp Best For The World Honorees can apply at this level.

# Clarifications

## POSITIVE PRODUCTS AND SERVICES

The Just program defines positive products and services as those that contribute to the betterment of

society and the environment. These positive products and services, either directly for the user, or indirectly to others beyond the immediate user, contribute to beneficial outcomes. A commitment to positive products and services includes the complete life cycle of a product or service, from concept to design, manufacture, sale, use, reuse, and disposal.

# Exceptions

No exceptions currently exist for the Positive Products + Services Indicator.

# Calculations

No additional calculation guidance has been developed for the Positive Products + Services Indicator at this time.

# Documentation Requirements

The organization will need to select its targeted performance level and submit the required documentation from all sections that include the targeted level.

**ALL COMPLIANCE PATHS**
ALL LEVELS
**PP-1 Positive Products & Services Policy**
A policy that documents the organization's commitment to and involvement with products and services that have positive societal and environmental impacts.

**PERFORMANCE COMPLIANCE PATHS**
LEVELS 2-4
**PP-2 Positive Products and Services Narrative**
Brief narrative explaining how the organization's commitment to products and services with positive social and environmental benefits meets the requirements of the targeted performance level. Narrative must also include the organization's definition of a positive product and a positive service.

**PP-3 Positive Products Percentage**
Percentage of the organization's products and services that have a positive social or environmental benefit

**B CORP COMPLIANCE PATH**
LEVELS 3-4
**PP-4 B Corp or Benefit Corporation Documents**
Documentation showing B Corp or Benefit Corporation status in compliance with the requirements of the targeted performance level.

# Purchasing + Supply Chain

# Just.

# PURCHASING + SUPPLY CHAIN CATEGORY HANDBOOK

The Nutrition Label for Socially Just and Equitable Organizations

## JUST 2.0

INTERNATIONAL LIVING FUTURE INSTITUTE℠

# Equitable Purchasing

# Just.

## EQUITABLE PURCHASING

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## PURCHASING + SUPPLY CHAIN CATEGORY

### JUST 2.0

# Indicator Overview

## INTENT

The Just program calls for organizations to intentionally procure products and services that have a positive impact on people and the environment. Organizations have an opportunity to affect positive change with the purchases they make to support business operations.

## INDICATOR METRICS

LEVEL ONE

1.  Organization has written and posted public policy on equitable purchasing.

LEVEL TWO

1.  Organization has written and posted public policy on equitable purchasing.
2.  Organization has, in the prior quarter, purchased locally a minimum of 10% of its goods and services, as determined by total dollars spent, from independent, locally owned and operated businesses.

LEVEL THREE

1.  Organization has written and posted public policy on equitable purchasing.
2.  Organization has, in the prior quarter, purchased locally a minimum of 20% of its goods and services, as determined by total dollars spent, from independent, locally owned and operated businesses.
3.  At least 5% of all goods and services purchased must be from certified MBEs, WBEs, DBEs, SDVOSBs, certified B Corps, Just organizations, or worker cooperatives.

LEVEL FOUR

1.  Organization has written and posted public policy on equitable purchasing.
2.  Organization has, in the prior quarter, purchased locally a minimum of 30% of its goods and services, as determined by total dollars spent, from independent, locally owned and operated businesses.
3.  At least 10% of all goods and services purchased must be from certified MBEs, WBEs, DBEs, SDVOSBs, certified B Corps, Just organizations, or worker cooperatives.

# Clarifications

## ELIGIBLE BUSINESS TYPES

In addition to the business types listed within the metrics, certified LGBTBEs and gender non-conforming-owned businesses may contribute to the metric thresholds of this Indicator.

## INDEPENDENT LOCALLY OWNED AND OPERATED BUSINESS

A primary intent of this Indicator is to support businesses that are independent as well as locally owned and operated. In other words, businesses that do not have a larger national entity involved in decision-making or providing financial backing. Local businesses are likely to be more responsive to local needs, and they also typically put money back into the local economy through both wages that stay in the community and through local purchasing.

For purposes of this Indicator, local sourcing comes from within a 500-kilometer radius of the end-use location. For example, in the case where the organization is including procurement through contractors, the 500-kilometer radius applies to the location where the product will be used.

# Exceptions

No exceptions currently exist for the Equitable Purchasing Indicator.

# Calculations

No additional calculation guidance has been developed for the Equitable Purchasing Indicator at this time.

# Documentation Requirements

The organization will need to select its targeted performance level and submit the required documentation from all sections that include the targeted level.

ALL LEVELS
**EP-1 Equitable Purchasing Policy**
A policy addressing equitable purchasing.

LEVELS 2-4
**EP-2 Equitable Purchasing Performance — Local Businesses**
Percentage of purchases, in the last fiscal quarter, that were from independent local (500-kilometer radius) businesses, showing compliance with the requirements of the targeted performance level.

**EP-3 Equitable Purchasing Performance — Underrepresented and Equitable Businesses**
Percentage of purchases, in the last fiscal quarter, that were from businesses certified as owned by an under-represented population (MBE, WBE, DBE, LGBTBE, SDVOSB, or equivalent) or certified B Corps, Just organizations, or worker cooperatives showing compliance with the requirements for the targeted performance level.

# Supply Chain

# Just.

## SUPPLY CHAIN

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## PURCHASING + SUPPLY CHAIN CATEGORY

### JUST 2.0

# Indicator Overview

## INTENT

The Just program calls for organizations to develop policies, programs, and practices that improve social performance and social responsibility across the supply chain.

## INDICATOR METRICS

LEVEL ONE

1. Organization has written and posted public policy on socially and environmentally responsible supply chain management.

LEVEL TWO

1. Organization has written and posted public policy on socially and environmentally responsible supply chain management.
2. Organization has documented processes used, such as due diligence, to identify and assess significant actual and potential negative social impacts in the supply chain or with the selection of contractors.

LEVEL THREE

1. Organization has written and posted public policy on socially and environmentally responsible supply chain management.
2. Organization has documented actions taken to address social impacts and may include changing an organization's procurement practices, adjusting performance expectations, capacity building, training, changes to processes, as well as the selection of suppliers or contractors who have a demonstrated commitment to diversity and inclusion practices.

LEVEL FOUR

1. Organization has written and posted public policy on socially and environmentally responsible supply chain management.
2. Organization is measuring and reporting on the social sustainability of their supply chain using Social Life Cycle Assessment. Organization has implemented strategies, programs, and processes to generate Social Handprints. Organization has documented and reported Net Positive Impact on one or more key indicators.
3. Organization has implemented a robust contracting process with a clear focus on improving social equity outcomes through the use of certified minority- or women-owned contractors and sub-contractors. Utilization goals have been established and reviewed on an annual basis.

# Clarifications

### CONTRACTORS

In addition to minority- and women-owned contractors, certified LGBT- and gender non-conforming-owned enterprises may contribute to the Level 4 criteria regarding improvement of social equity outcomes through contracting and sub-contracting.

# Exceptions

No exceptions currently exist for the Supply Chain Indicator.

# Calculations

No additional calculation guidance has been developed for the Supply Chain Indicator at this time.

# Documentation Requirements

The organization will need to select its targeted performance level and submit the required documentation from all sections that include the targeted level.

ALL LEVELS
**SC-1 Supply Chain Policy**
Policy on socially and environmentally responsible supply chain management.

LEVEL 2
**SC-2 Social Impact Assessment Documentation**
Documentation of processes used to identify and assess significant actual and potential negative social impacts in the supply chain or with the selection of contractors.

LEVEL 3
**SC-3 Social Impact Implementation Documentation**
Documentation of the implemented actions to create a more equitable supply chain.

LEVEL 4
**SC-4 Social Life Cycle Assessment (SLCA) Documentation**

- SLCA — Supply Chain Social Life Cycle Assessment Documentation
  A copy of the inputs and outputs of the Social Life Cycle Assessment for the organization's supply chain.
- SLCA — Net Positive Impact Documentation

Documentation of Net Positive Impacts for one or more key LCA indicators.
- SLCA — Social Handprint Documentation
Documentation of the strategies, programs and processes used to generate [Social Handprints](#).


**SC-5 Contracting Process and Utilization Goal Documentation**
Documentation of the organization's contracting process including means to improve social equity outcomes through contracting with minority-, women-, LGBT-, or gender non-conforming-owned businesses, and the establishment and annual review of utilization goals.

# ILFI Program Glossary

## A-G Terms

**100-Year Flood**

A flood having a one percent chance of being equaled or exceeded in magnitude in any given year (not a flood occurring once every 100 years).

**100-Year Floodplain**

The area adjoining a river, stream, or watercourse covered by water in the event of a 100-year flood.

**Adaptive Management**

An ongoing process for improving management policies and practices by applying knowledge learned through assessment of previously employed policies and practices to future projects and programs. Also, the practice of revisiting management decisions and revising them in the light of new information.

**Adaptive Plan**

An Adaptive Plan is a plan for improving the ecological function of a site based on the principles of Adaptive Management, establishing the vision, goals, objectives, and quantitative metrics, as well as the monitoring and maintenance strategies, to be applied to a project.

**Adaptive Reuse**

The process of reusing a site or building for a purpose other than the original purpose for which it was built or designed.

**Adjacent Properties**

Properties or developments that share a property line with the project.

**Affordable Housing**

A project that is financially accessible (<30 percent of household income for gross housing costs, including utilities) to renters who make <60% of median family income (MFI) or unit owners who make <80% of median family income (MFI). The project must retain its affordable status for at least 40 years.

**Agriculture**

The science and art of cultivating the soil; including the allied pursuits of gathering in the crops and rearing livestock; tillage, husbandry, farming.

**Agroforestry**

A system of land use in which harvestable trees or shrubs are grown among or around crops or on pastureland as a means of preserving or enhancing the productivity of the land.

**Alley**

A narrow lane or passage, especially one between or behind buildings.

**Alternative Daily Cover (ADC)**

Material other than earthen material placed on the surface of a municipal solid waste landfill at the end of each operating day to control vectors, fires, odors, blowing litter, and scavenging.

**Apiary**

A place in which a colony or colonies of bees are kept, such as a stand or shed for beehives or a bee house containing a number of beehives.

**Appropriate Durability**

Designing or selecting products that last only as long as they need to function in the project, and can then be composted or recycled.

**Aquaculture**

The active cultivation (maintenance or production) of marine and freshwater aquatic organisms (plants and animals) under controlled conditions.

**Aquaponics**

A sustainable food production system that combines traditional aquaculture (raising aquatic animals such as snails, fish, crayfish, or prawns in tanks) with hydroponics (cultivating plants in water) in a symbiotic environment.

**Area of Disturbance**

The area of land altered by the project, including land used for construction staging or any construction activities, including tunneling or conveyance.

**Authority Having Jurisdiction (AHJ)**

The organization, office, or individual responsible for permitting and enforcing the requirements of a code or standard, or for approving equipment, materials, an installation, or a procedure.

**Baseline Condition**

A description of current biotic and abiotic elements of site prior to restoration, including its structural,

functional and compositional attributes and current condition (per Society for Ecological Restoration, SER 2004).

**Biomimicry**

The imitation of natural biological designs or processes in engineering or invention.

**Biomorph**

A painted, drawn, or sculptured free form or design suggestive in shape of a living organism, especially an ameba or protozoan. Adjective: Biomorphic.

**Biomorphy**

The act of creating a biomorph.

**Biophilia**

The innate, evolutionary connection between human beings and nature and other living organisms.

**Biosolids**

The nutrient-rich organic material (byproduct) made from the stabilized sewage sludge from a composting toilet, other sewage treatment, or resource recovery facility. Biosolids can typically be recycled as a soil amendment for crops.

**Black water**

Discharged water containing solid and liquid human wastes from toilets and urinals. Also, called Sewage.

**Brownfield**

With certain legal exclusions and additions, the term "brownfield site" means real property, the expansion, redevelopment, or reuse of which may be complicated by the presence or potential presence of a hazardous substance, pollutant, or contaminant. Brownfields are designated as such by the US Environmental Protection Agency (EPA) or equivalent state, county, or other jurisdictional body.

**Business as usual (BAU)**

Business as usual (BAU) is the baseline reference point for handprinting. In simplest terms, BAU refers to a repeat of past practices from the year before. More formally, it refers to: responding to this year's external forces with last year's approach. For companies that sell goods or services, BAU is: responding to this year's demand, with last year's products and processes. For projects, BAU is addressing current demands based on typical fixtures, materials, or processes.

**Campus**

Multiple buildings that are legally bound through ownership or contract and occupy a generally continuous

area of land.

**Car Sharing**

Any on-demand mode that offers transport to more than one passenger at a time, or that facilitates independence from single occupancy vehicle (SOV) transport, including employer fleet vehicles, shuttle services, pay-as-you-go car sharing programs such as Car to Go or Zipcar, or scooter or bike shares.

**Carcinogenic, Mutagenic, Reprotoxic (CMR)**

Toxicity classification given to substances that cause or promote cancers, genetic mutations, and/or damage to reproductive systems.

**Chain of Custody (COC)**

COC certification traces the path of wood from forests through the supply chain, verifying that FSC-certified material is identified and separated from non-certified and non-controlled material as it makes its way from the forest to the market. The COC process ensures every stage of processing, manufacturing, and distribution is FSC certified.

**Charitable Donation**

An act or instance of presenting something as a gift, grant, or contribution to a charitable entity.

**Charitable Entity**

All entities (charitable organizations, religious institutions, non-profits, and private foundations) that meet the criteria for tax exemption under US Internal Revenue Code (IRC) 501© (3) and their international equivalents.

**Chemical Abstracts Service Registry Numbers (CASRNs)**

A unique numerical identifier for nearly every known chemical, compound, or organic substance. as assigned by the Chemical Abstracts Service, a division of the American Chemical Society.

**Cisgender**

Cisgender refers to an individual whose gender identity aligns with the one associated with the sex assigned to them at birth. For further information regarding gender-based and other identities, visit Outright International or pflag.

**Closed-Loop Water Systems**

Systems in which all water used on a project is captured, treated, used/reused, and/or released within a designated boundary, such as the Project Area.

**Combined Sewer Systems**

Combined sewer systems are sewers that are designed to collect rainwater runoff, domestic sewage, and industrial sewage in the same pipe.

**Combustion**

Any burning or combustion of fossil fuels or wood products.

**Commingled Waste**

All relevant project waste streams, with the exception of soil and biomass, that are mixed together instead of being separated on site. Commingled waste will need to be separated for re-use, recycling or other processing, and is typically taken to an off-site facility to be sorted into individual waste streams prior to recycling.

**Commodity Products**

Commodities are homogenous goods that are traded in bulk on a commodity exchange. Commodity prices are subject to supply and demand; and therefore are determined by their market as a whole. These types of products include agricultural goods, lumber, metals and fuels.

**Conservation Easement**

A deeded transfer of an interest in real property for the purpose of conserving or protecting the land or its resources for future generations. A conservation easement is legally binding and its restrictions are permanent and run with the land, meaning that not only the original owner but all subsequent owners are subject to its terms.

**Construction Waste Material**

Construction waste material includes all products and materials that are on the site of, purchased for, or used for the project, but not permanently installed in the final project, and may include demolition waste, temporary materials that are disposed of during or at the end of the construction period, and excess materials purchased for but not installed in the project.

**Consumables**

Non-durable goods that are likely to be used up or depleted quickly. Examples include office supplies, packaging and containers, paper and paper products, batteries, and cleaning products.

**Continuous Simulation Model**

A stormwater modeling approach that accounts for many sizes and intensities of storms, as well as variation in the time between storms. Typically based on long-term rainfall records rather than synthetic design storms, such models provide a more accurate representation of infiltration, evapotranspiration, and stormwater control measures than other forms of storm modeling.

**Contract Manufacturing**

A practice of manufacturing products on behalf of a firm or manufacturer that has provided designs, formulas and/or specifications for the purpose of producing a product as determined by contract.

**Contract Worker**

A person engaged to perform work on a contractual basis that is specified by timeframes and deliverables.

**Copy Room**

A dedicated room in a school or business containing two or more copy machines, multifunction copiers, large format printers, or similar commercial scale copy or printing equipment.

**Core**

Core, short for ILFI's Core Green Building Certification, is a simple framework that outlines the 10 best practice achievements (Imperatives) that a building must obtain to be considered a green or sustainable building.

**Cradle-to-Gate**

Cradle-to-gate refers to a scope (or boundary) of a life cycle assessment. This scope usually represents the life cycle stages from raw material extraction through material processing and product manufacturing, before the product leaves the manufacturer "gate" at the final manufacturing facility or assembly location.

**Cradle-to-Grave**

Cradle-to-grave refers to a scope (or boundary) of a life cycle assessment. A cradle-to-grave assessment addresses a full product life cycle from resource extraction (cradle) to the end-of-use fate. The use phase and disposal phase of the product are included in this case. Cradle-to-grave assessments are sometimes the basis for environmental product declarations.

**Deconstruction**

The systematic removal of materials from a project (building and site) for the purpose of salvage, reuse, and/or recycling.

**Defined Benefit Pension Plan**

Defined benefit plans provide a fixed, pre-established benefit for employees at retirement.

**Disadvantaged Business Enterprise (DBE)**

DBE is a Federal certification program administered by the US Department of Transportation. The DBE certification applies to for-profit small business concerns where socially and economically disadvantaged individuals own at least a 51% interest and also control management and daily business operations. See https://www.transportation.gov/civil-rights/disadvantaged-business-enterprise for more information.

**Disadvantaged Population**

Socially or Economically disadvantaged populations include, according to the US Code of Federal Regulations, those who have been subjected to racial or ethnic prejudice or cultural bias within American society because of their identities as members of groups and without regard to their individual qualities and/ or socially disadvantaged individuals whose ability to compete in the free enterprise system has been impaired due to diminished capital and credit opportunities as compared to others in the same or similar line of business who are not socially disadvantaged.

**Diverted Materials**

Diverted materials are those that are recycled, reused, salvaged, composted. or otherwise diverted from landfills or incineration.

**Diverted Waste**

All items removed from the project that are then recycled, reused, salvaged, composted, or otherwise diverted from landfills or incineration.

**Dune**

A sand hill or sand ridge formed by the wind, usually in desert regions or near lakes and oceans.

**Durables**

Goods that have utility over time, rather than being depleted quickly through use. Examples include appliances, electronic equipment, mobile phones, and furniture.

**Ecological Restoration**

Any activity whose aim it is to ultimately achieve ecosystem recovery, insofar as possible and relative to an appropriate local Reference Habitat, regardless of the period of time required to achieve the recovery outcome (per Society for Ecological Restoration, International Standards for the Practice of Ecological Restoration).

**Embodied Carbon Emissions**

The greenhouse gas emissions associated with the raw material extraction, manufacturing and processing, transportation, and installation of a building material.

**Energy Needs**

All electricity, heating, and cooling requirements, including resilience strategies, of either grid-tied or off-grid systems. Backup generators are excluded.

**Energy Use Intensity (EUI)**

Energy use intensity expresses a building's energy use as a function of its size or other characteristics, and

is often expressed as energy (BTUs) per square foot per year.

**Environmental Product Declaration (EPD)**

A transparent and objective report that communicates what a product is made of and how it impacts the environment across its entire life cycle. EPDs can be completed to various scopes (e.g. product-specific, facility-specific, industry-wide) based on availability of data. EPDs satisfy all of the requirements of relevant Product Category Rules (PCRs) for a given product category or type and follow international standards, including ISO 14044, ISO 14025, ISO 21930 and EN 15804.

**Equity**

The just and fair inclusion into a society in which all can participate, prosper, and reach their full potential (per PolicyLink's "Equity Manifesto").

**Essential Use**

The essential use concept is applicable to uses of the most harmful chemicals. In determining whether use of a substance is essential for purposes of its standards and labels, ILFI will consider whether all of the following conditions are met:

- It is necessary for the health, safety, or critical functioning of society, AND
- there are no alternatives that are acceptable from the standpoint of environment and health.

Read more about the [essential use approach to chemicals management.](#)

**Ethnobotanicals**

Indigenous plants used by people of a particular culture and region. For ILFI Program Imperatives, ethnobotanicals must be used as food or medicine to count as agriculture.

**Evapotranspiration**

The process by which water is transferred from the land to the atmosphere by evaporation from the soil and other surfaces and by transpiration from plants. Evapotranspiration is measured as the sum of evaporation and plant transpiration from earth's surface into the atmosphere and is typically reported in millimeters per unit of time (i.e. mm/day).

**Existing Historic Community**

A community established and occupied before 1945, when the proliferation of suburban areas began.

**Facade**

The face of a building, especially the primary or front elevation.

**Fit-for-Purpose Water**

Water of a quality that is appropriate to the use/demand in question – neither over nor under purified.

**Floodplain**

A flat or nearly flat area of land adjacent to a river or stream that naturally experiences periodic flooding.

**Floor Area Ratio (FAR)**

The measurement of a building's gross floor area in relation to the size of the lot or parcel the building is located on (FAR = Gross Floor Area / Total Project Area).

**Flow Duration Curve**

A flow duration curve is a plotted graph of discharge in relation to percentage of time. In the case of stormwater, a flow duration curve shows the rate of runoff in relation to the duration of those rates.

**Footprint**

Any human impact on a site, usually with negative ecological implication. Note that this is not the same as the building footprint.

(LPC) A measure of negative impacts, generally those caused by either the operations and supply chain of an organization or the production and supply chain for a product.

**Forest Stewardship Council (FSC)**

An independent, non-profit, membership-led organization that protects forests for future generations and sets standards under which forests and companies are certified. Certification consists of three equally weighted principles — environmental, economic, and social — to ensure balance and the highest level of integrity.

**Fractals**

A figure or surface generated by successive subdivisions of a simpler polygon or polyhedron, according to some iterative process.

**FSC 100%**

The Forest Stewardship Council (FSC) 100% – or FSC 100% – label means that the wood within the product comes entirely from FSC-certified, well managed forests. The wood in the product has not been mixed with material of another material category throughout the supply chain.

**FSC Mix**

The Forest Stewardship Council (FSC) Mix – or FSC Mix – label means the wood within the product is from FSC-certified forests, recycled material, or controlled wood. The FSC Mix label is supplied with a

percentage claim based on the volume of wood in the product.

**Full-Time Equivalent (FTE)**

The hours worked by one employee on a full-time basis. Used to convert the hours worked by several part-time employees into the number of equivalent full-time employees.

**Fully Occupied**

To account for vacancy rates, a building is considered to be fully occupied when it is at 85% of full capacity and intended use.

**Furniture, Fixtures and Equipment (FF&E)**

Furniture, fixtures or other equipment that has no permanent connection to the structure of a building or utilities and is not part of office systems furniture.

**Gender Identity**

The internal knowledge of one's identity as a particular gender, including but not limited to transgender woman, transgender man, cisgender woman, cisgender man, or of belonging to a non-binary identity such as agender, genderfluid, genderqueer, or others. For further information regarding gender-based and other identities, visit [Outright International](#) or [pflag](#).

**Geomorphology**

The study of the characteristics, origin, and development of landforms.

**Greenfield**

Land that was not previously developed or polluted.

**Greywater**

Water discharged from fixtures such as sinks, showers, laundry, drinking fountains, etc., but not including water discharged from toilets and urinals.

**Gross Building Area**

The sum of all areas on all floors of a building included within the outside faces of its exterior walls, including all vertical penetration areas, areas for circulation, and shaft areas that connect one floor to another. Gross building area also includes structured parking, but does NOT include unenclosed exterior spaces such as decks, patios, or balconies, or exterior surface parking.

**Gross Revenue**

Gross revenue is a figure that includes all income occurring during a particular time frame, before any expenses are deducted.

**Groundwater**

Fresh water supply that is located beneath the surface of the ground and is typically of suitable quality for potable and non-potable uses.

# H-P Terms

**Halogenated Flame Retardants (HFRs)**

HFRs include PBDE, TBBPA, HBCD, Deca-BDE, TCPP, TCEP, Dechlorane Plus and other flame retardants with bromine or chlorine.

**Handprinting**

Handprinting is a compliance pathway that acknowledges the net positive impacts a project can create beyond the boundaries of the project site.

**Handprints**

Handprints are beneficial changes to environmental and social impacts. They are reported in positive numbers to represent positive impacts, in contrast to so-called footprints, which represent negative impacts. The reference point for the positive contribution is Business As Usual (BAU), which is essentially the typical way of doing something or the way it's been done in the past.

Additional information on handprinting can be found in the [Living Product Challenge 2.0 Handbook](#), and for building project teams, also in the [Early Project Guidebook](#).

**Harvest On-Site**

The removal of natural products from the project property with the intention to use them in the project.

**Hazardous Materials**

Materials that have been deemed dangerous or carcinogenic for humans or the environment and/ or materials that exhibit one or more of the following properties: ignitibility, corrosivity, reactivity, or toxicity. Hazardous materials include asbestos, lead paint, or materials producing ionizing radiation, and must be disposed of in a specific manner, in accordance with local regulations.

**Hazardous Waste**

Waste that includes hazardous materials. Hazardous waste is required to be processed by a hazardous waste facility.

**Homogenous Materials**

A uniform solid, liquid or gas composed of one or more substances that cannot be mechanically disjointed, in principle. It may be a chemical formulation or compound; a substance of unknown or variable

composition, complex reaction product, or biological material (UVCB); or a combination of the two. Coatings and finishes such as plating, powder coats, enamels, etc., are considered unique homogenous materials" (Clean Production Action, 2015).

### Human-Powered Lifestyle

A way of living that relies primarily on the power of human muscles to transport people and goods.

### Human Scaled

Human scale is about the experience of a space as a pedestrian, rather than as a motorist. A built environment at human scale is "legible" when one is on foot or up close, and detail and texture can be perceived by sight or touch.

### Hydroponics

A subset of hydroculture: a method of growing plants using mineral nutrient solutions, in water, without soil.

### Infiltration

The process by which liquids, typically stormwater runoff, flows into and through the subsurface soil.

### Ingredient

A discrete chemical, polymer, metal, bio-based material or other substance that exists in the finished product as delivered to site.

### In Situ Materials

Existing materials in their original position on a project site that are fit for reuse or will be incapsulated or otherwise covered from view. In-situ materials do not require re-installation and may or may not require refurbishment.

### Interior Materials

Permanently installed materials included in the wall, floor, and ceiling finishes of the building. This does not include miscellaneous items or moveable components such as furnishings, fixtures, or equipment.

### Invasive Species

A species that is non-native to the ecosystem under consideration and whose presence harms human or ecosystem health.

### Just Label

A label for organizations to disclose social equity ratings attained through the Just program.

**Just Program**

A voluntary disclosure tool and transparency platform for organizations to disclose social equity information.

**Just Self-Assessment**

A tool to help organizations social equity performance based on the Just program standard. This tool is meant for internal use not for public disclosure like the Just label.

**Key Ecosystem Attributes**

Broad categories developed as part of restoration standards to assist practitioners with evaluating the degree to which biotic and abiotic properties and functions of an ecosystem are recovering. In the Society for Ecological Restoration (SER) Guidelines. Includes six identified categories: absence of threats, physical conditions, species composition, community structure, ecosystem functionality, and external exchanges. Complexity, self-organization, resilience, and sustainability of ecosystems typically increase with the attainment of these attributes.

**Landscape Remnant**

A pre-settlement native plant community or a plant community that has survived on a site to the present day.

**Landscape Restoration**

Reversion of a plant community back to a pre-determined state (such as pre-settlement) through management. Restorations usually involve removing a plant community that has taken over a native ecosystem or remnant and are often supplemented with seeds from plants that are native to the site.

**Landscape Succession**

The gradual evolution of vegetation toward a more complex and ecologically appropriate state.

**Land Trust**

A nonprofit organization that, as all or part of its mission, actively works to conserve land by undertaking or assisting in land or conservation easement acquisition, or by its stewardship of such land or easements.

**Leachate**

The liquid that is leftover after the composting of organic waste.

**LGBT Business Enterprise (LGBTBE)**

LGBTBE is a certification program administered by the National LGBT Chamber of Commerce (NGLCC) for eligible businesses that are majority-owned by lesbian, gay, bisexual, and transgender (LGBT) individuals. See https://www.nglcc.org/get-certified for more information.

**Life Cycle Assessment (LCA)**

A method to assess environmental impacts associated with all the stages of a product's life cycle (i.e., from raw material extraction through materials processing, manufacture, distribution, use, repair, maintenance, and disposal or recycling). Defined as compliant with the International Organization for Standardization's ISO 14044 standards.

**Livestock**

Animals kept or raised for food production, including cattle, sheep, bees, and similar animals.

**Local**

Of, relating to, or characteristic of a particular place: not general or widespread; primarily serving the needs of a particular limited district. ILFI programs may have more delimited definitions (e.g., of certain distances or qualities) articulated in program requirements.

**Low Risk Wood**

Low risk is defined as a source country with a score of 80 or higher as reported on the The Nature, Economy and People Connected tool, where the country has laws and a low rating for both the CITES (Convention on International Trade in Endangered Species of Wild Fauna and Flora) and Protected Sites and Species Sub-categories, and laws in at least 13 additional Sub-categories, including one law in each of the five Legal Categories. Reference tool: https://www.nepcon.org/sourcinghub/timber

**Manufacturer**

A person or company that makes goods for sale. Items used in manufacture may be raw materials, assemblies or component parts of a larger product.

**Manufacturer Location ("Final Facility", "Final Assembly Location")**

The final point of assembly, fabrication or manufacture of a system, product or building material.

**Materials Construction Budget**

The total cost of all permanently installed materials and systems furniture delivered to the site, excluding labor, soft costs and land.

**Minority-Owned Business Enterprise (MBE)**

MBE is a certification program administered by NWBOC for eligible businesses that are majority-owned by a racial or ethnic minority. See https://www.nwboc.org/basicinfo.html for more information.

**Miscellaneous Hardware**

Miscellaneous hardware is a single component or very simple assembly, that requires no on-site assembly, often aids in the installation of a larger product or system onsite, and is able to be quickly installed by a

single tradesperson.

**Municipal Potable Water**

Water supplied by a city or town, or other large- scaled water systems operating at a similar scale to a municipal water system.

**National Women Business Owners Corporation (NWBOC)**

NWBOC is a third-party business certifying entity that administers certifications such as women-owned business enterprise (WBE), minority-owned business enterprise (MBE), and veteran-owned business enterprise (VBE). See https://www.nwboc.org/ for additional information.

**Native Prairies**

Diverse ecosystems dominated by grasses and other flowering plants called forbs; for the LBC native prairies can be either "landscape remnants" or "landscape restorations."

**Naturalized Plant**

A plant that was introduced, but is established as if native: that is, having established sufficient population size to maintain itself in the environment, but not so abundant that it becomes invasive, dominating the system and outcompeting native species. Invasive plants that endanger native plants or ecosystems, that function without meaningful ecological checks on their abundance, are not considered naturalized for the purposes of the LBC.

**Natural Lands Conservation**

Natural Lands Conservation seeks the sustainable use of nature by humans, which could allow, for example, extraction of natural resources if done in a manner that permits their persistence for future generations. It includes maintaining diversity of species, genes, and ecosystems, as well as functions of the environment, such as nutrient cycling.

**Natural Lands Preservation**

Natural Lands Preservation prevents human use of a site for the protection of its biodiversity and the quality of ecosystem functions.

**Net Operating Income**

Net operating income is the measurement of an organization's available income once operating expenses have been subtracted from its gross revenues. For the purposes of ILFI programs, this figure excludes debt payments with associated interest and capital expenditures. This figure may not include depreciation, owner draws/owner distribution payments, or equity payments.

**Non-binary**

The term non-binary is widely used to describe a gender identity that cannot be categorized as either masculine or feminine. Non-binary covers a wide range of gender experience; people identifying as non-binary could experience their gender as a combination of male and female, neither male nor female, or as something completely independent of notions of conventional gender identities. For further information regarding gender-based and other identities, visit Outright International or pflag.

**Non-governmental Organization (NGO)**

A nonprofit organization that operates independently of any government, typically one whose purpose is to address a social or political issue.

**Non-potable Water**

Water that does not meet state and federal drinking water standards for human consumption, but is suitable for other low risk uses, such as toilet flushing, irrigation or laundry. The following uses are considered non-potable for purposes of compliance with I06 Net Positive Water: toilet and urinal flushing, landscape irrigation, cooling tower makeup supply, laundry, miscellaneous processes (e.g., equipment washing, dust prevention, etc.)

**Oceania**

For purposes of ILFI programs, Oceania is defined as Australia, New Zealand, Melanesia, Micronesia, and Polynesia.

**Old-Growth Forest**

Natural forests that have developed over a long period of time, generally at least 120 years, without experiencing severe, stand-replacing disturbance such as a fire, windstorm, or logging. Ecosystems distinguished by old trees and related structural attributes that may include tree size, accumulations of large dead woody material, number of canopy layers, species composition, and ecosystem function.

**On-Site Harvest**

On-site harvest is the removal of natural products from the project property with the intention to use them in the project.

**On-Site Landscape**

The planted area not used to comply with the requirements of Imperative 02, Urban Agriculture.

**Operational Carbon**

The greenhouse gas emissions associated with the operational energy use of a building, or life cycle stage (B6 as defined by EN 15798).

**Operational Energy**

The energy used during the service life of a structure to power base systems, such as lighting, heating, cooling, and ventilating systems. Operational Energy is differentiated from Process Energy, which is energy used to support a manufacturing, industrial, or commercial process that may be housed in a building.

**Operations and Maintenance Manual**

A document containing information about the building's various systems, including any ongoing actions the owner or property manager must take to ensure continuous optimization of the building's function and performance.

**Part-Time Employment**

Part-time employment is ongoing, but for fewer than 30 hours per week.

**Performance Period**

A continuous 12-month period used for evaluating project performance. The performance period does not have to commence at the beginning of occupancy.

**Permaculture**

The conscious design and maintenance of agriculturally productive ecosystems that have the diversity, stability, and resilience of natural ecosystems. Permaculture is a philosophy of working with, rather than against, nature; of protracted and thoughtful observation; of looking at plants and animals in all their functions, rather than treating any area as a single-product system.

**Persistent Bioaccumulative Toxins (PBTs)**

Substances that do not easily break down in nature and tend to accumulate in species. As a result, they may be highly problematic even at low levels of release into the environment, as they bioaccumulate up the food chain leaving top predators with problematic levels of toxins in they bodies and causing irreversible harm.

**Polyculture**

Agriculture using multiple crops in the same space, in imitation of the diversity of natural ecosystems, and avoiding large stands of single crops, or monoculture.

**Portfolio**

For the purposes of the Living Building Challenge, a portfolio is multiple buildings that are owned by the same entity, but are spread out through a community or larger area.

**Potable Water**

Water that is fit for human consumption. In the US, potable water typically meets state and federal drinking

water standards.

**Pre-Development Hydrology**

The combination of runoff, infiltration, and evapotranspiration rates and volumes that typically existed on a site before human-induced land disturbance occurred.

**Previously Developed**

A site with existing or historic structures or on-site infrastructure, or a site that has experienced disturbance related to building activity, including monoculture agriculture. Roads built for natural resource extraction (e.g., logging roads or mining areas) do not qualify a site as previously developed.

**Primary Dune**

A continuous or nearly continuous mound or ridge of sand with relatively steep seaward and landward slopes immediately landward and adjacent to the beach and subject to erosion and overtopping from high tides and waves during major coastal storms. The inland limit of the primary frontal dune occurs at the point where there is a distinct change from a relatively steep slope to a relatively mild slope.

**Primary Materials**

The permanently installed building components that make up the majority of the structural, foundation and enclosure systems of a building.

**Prime Farmland**

Land that has been used for agricultural production at some time during the four years prior to the relevant Important Farmland Map date, or in the four years prior to the project, and where the soil meets the physical and chemical criteria for prime farmland or farmland of statewide importance as determined by the USDA Natural Resources Conservation Service (NRCS).

**Priority Natural Lands**

Priority Natural Lands include Pristine Greenfields, Wilderness, Prime Farmland, the 100-year Floodplain, and Thriving Vibrant Ecological Habitats and Environments.

**Pristine Greenfield**

Land that has not been impacted by humans and maintains thriving, viable habitat. Land that has not been developed, but has been altered and degraded through ranching, mono-culture agriculture, crowding, pollution or other means is not considered pristine greenfield.

**Process Chemical**

Process chemicals are defined as chemicals used in the manufacturing process in the final manufacturing facility that come into contact with the product pursuing certification. For example, surfactants, solvents and

lubricants in the product manufacture are to be considered. General cleaning products used in the facility are not included.

**Process Energy**

Energy consumed to support a manufacturing, industrial, or commercial process. This is in contrast to Operational Energy which is energy used during the service life of a structure to power base systems, such as lighting, heating, cooling, and ventilating systems.

**Process Water**

Water required to produce the product at the final facility, including but not limited to water used for material production, machine operation, and rinsing.

**Product**

A finished good composed of one or more homogeneous materials that are in turn made up of chemical substances, or a combination of one or more materials and substance(s), or one or more substances. A product may be made of one or more homogeneous materials. A product may also be organized into parts, which are in turn made up of one or more homogeneous materials. A product may also function as part of another product (Health Product Declaration Collaborative).

**Product Category Rules (PCR)**

A set of defined rules necessary for developing an Environmental Product Declaration (EPD) for products fulfilling the same function. PCRs follow international standards such as ISO 14025 and enable transparency and comparability between product EPDs.

**Product Share Pathway**

The Product Share pathway allows a manufacturer to certify a product, or products, that require(s) only a limited fraction of a facility's production capacity. This pathway requires a manufacturer to offset only the impact of the product pursuing certification on-site, when the production of that product accounts for less than 75% of the facility's total output by dollar value or weight. A Product Share of Net Positive Energy, Water and Waste includes all process energy used to make the product as well as its share of facility lighting, heating and cooling. Worker water usage, waste treatment, administrative office energy and water use and facility-wide stormwater management are excluded from the Product Share certification requirements.

**Project Area**

The entire scope of the project and all areas disturbed by the project work including areas of construction, staging and conveyance, which is typically, but not necessarily, all land within the property line. Project Area must be consistent across all Imperatives.

**Project Water Discharge**

All water leaving the building or site including stormwater, greywater, and black water.

**Public Art**

Art displayed for the benefit of the general public.

# Q-Z Terms

**Reclaimed Water**

Reclaimed or recycled water, also referred to as wastewater reuse, water reclamation, or purple pipe, is the process of diverting greywater and/or domestic sewage into a system where it can be used for non-potable applications.

**Recycled Materials**

Post-industrial or post-consumer materials that have been significantly processed or altered from their previous form before reaching their current form.

**Red List**

The Red List contains twenty-two classes of harmful and polluting chemicals considered to be the worst in class in the building industry. Each chemical class contains a multitude of individual chemicals, identified by their Chemical Abstract Services Registry Number, or CASRN. Taken together, these classes comprise nearly eight hundred individual ingredients. The Red List is a resource to show manufacturers precisely which ingredients are prohibited from inclusion in Living Buildings.

**Reference Habitat**

An intact habitat containing similar structure and function as the ecosystem that would have naturally occurred on the site, acknowledging that ecosystems are dynamic, and adapt and evolve over time in response to changing environmental conditions.

**Regularly Occupied Space**

A space used by a full-time employee, part-time employee, resident, extended period visitor, or any other person for 4 or more hours per day for 2 or more days in a week.

**Regular Occupant**

A full-time employee, part-time employee, resident, extended period visitor, or any other person who uses a project space for 4 or more hours per day for 2 or more days in a week.

**Renewable Energy**

Energy generated through passive solar, photovoltaics, solar thermal, wind turbines, water-powered microturbines, direct geothermal or fuel cells powered by hydrogen generated from renewably powered electrolysis. Nuclear energy is not considered renewable for purposes of LBC or Core. Combustion-based sources are also neither renewable nor allowed in LBC/ Core projects without an Exception.

**Renewable Energy Certificate (REC)**

Renewable Energy Certificates (RECs) are proof that energy has been generated from renewable sources and are issued when one megawatt-hour (MWh) of electricity is generated and delivered to the electricity grid from a renewable energy resource.

**Reprotoxin**

Substances and preparations which, if they are inhaled or ingested or if they penetrate the skin, may produce or increase the incidence of non-heritable adverse effects in the progeny and/or impairment of male or female reproductive functions or capacity.

**Salvaged Materials**

Used building materials that can be repurposed wholly in their current form or with slight refurbishment or alterations. Salvaged consumer goods that are reused as building, finish, or furniture at the end of their life may contribute to a project's salvaged count. Salvaged large furniture items or art elements listed in the specifications can count toward salvaged count when the product is being reused as a salvaged material.

**Sensitive Ecological Habitat**

Habitat that is threatened, endangered, or particularly vulnerable to changes in the local ecology. Examples include, but are not limited to, wetlands, dunes, old-growth forests, and native prairies.

**Service-Disabled Veteran-Owned Small Business (SDVOSB)**

SDVOSB is a certification program administered by the Government Services Exchange for eligible businesses that are majority-owned by veteran US citizens. See [Government Services Exchange](#) for more information.

**Sewage**

Sometimes called "black water," sewage is discharged water containing solid and human wastes from toilets, urinals and sometimes sinks.

**Single-Event Models**

Single-event stormwater models are limited to a single design storm event, e.g., a 50-year storm. They are typically used to estimate the expected volume, rate, or quality of stormwater, to design best management practices and hydraulic structures, and to evaluate the effectiveness of water quality treatment of

stormwater control measures.

**Small Mechanical Component**

Part of a complex mechanical product composed of at least 10 parts that is no more than 10% of the total product assembly by weight and volume.

**Smoking**

Smoking is generally defined as inhaling and exhaling the fumes of burning plant material. For purposes of ILFI requirements, smoking includes combustion of tobacco, cannabis, and controlled substances, and generation of emissions produced by electronic smoking devices.

**Social Handprints**

Beneficial changes to social impacts (also see Handprints).

**Stormwater**

Precipitation that falls on the ground surfaces of a property.

**Stormwater Detention**

Stormwater detention is an area where stormwater is temporarily stored, or detained, and is eventually allowed to drain slowly when water levels recede in the receiving channel.

**Stormwater Retention**

Stormwater retention holds, or retains, stormwater. With the exception of the water lost to evaporation and to absorption by the soil, retention infrastructure is able to store water for indefinite periods.

**Stormwater Runoff**

Stormwater runoff is generated from rain and snowmelt events that flow over land or impervious surfaces, such as paved streets, parking lots, and building rooftops, and does not soak into the ground.

**Structured Parking**

Parking that has at least one level of vehicles not at grade; either elevated, underground, or under a building or other space built to be occupied by humans.

**Surplus Materials**

Excess materials available as a result of unintentional over-purchasing or incorrect specifications that are available for installation on a separate project.

**Systems Furniture**

A modular furniture system that might include work surfaces, cabinetry, file systems, and flexible partitions to create or furnish a series of office workspaces.

**Thriving Vibrant Ecological Environments and Habitats**

For purposes of the LBC and Core standards, "thriving, vibrant ecological environments and habitats" are one class of Priority Natural Land which includes places with high-quality or important ecological function, and/or critical ecology, that may not meet the definition of wilderness or pristine greenfield. Also see guidance under Ecological Clarifications in Ecology of Place.

**Total Site Area**

The area of land in the Project Area, minus any sensitive ecological areas.

**Transgender**

Transgender refers to those whose gender identity does not align with the sex or gender ascribed at birth. For further information regarding gender-based and other identities, visit Outright International or pflag.

**Transit**

Formal or informal multi-rider service that travels between regular, designated stops. Single-occupancy ride-hailing services are not considered transit.

**Vernacular**

Elements that are of, relating to, or characteristic of a period, place, or group. Domestic, native architecture, or other anthropogenic environments, giving a sense of belonging that is unique to the locality.

**Volatile Organic Compound**

A volatile organic compound (VOC) is any compound of carbon, excluding carbon monoxide, carbon dioxide, carbonic acid, metallic carbides or carbonates, and ammonium carbonate, which participates in atmospheric photochemical reactions. As gases, VOCs are emitted into the air from products or processes and are often harmful to human health and to the environment by themselves, as well as by reacting with other gases to form other air pollutants after they are in the air.

**Water Balance**

A numerical account of how much water enters and leaves a set boundary over a specified period.

**Wetlands**

Those areas that are inundated or saturated by surface or groundwater at a frequency and duration sufficient to support, and that under normal circumstances do support, a prevalence of vegetation typically adapted for life in saturated soil conditions. Wetlands generally include swamps, marshes, bogs, and similar

areas.

**Whole Facility Pathway**

When the dollar value of the output of Living Product(s) exceeds 75% of the dollar value or weight of the facility's total output, a manufacturer must pursue the Whole Facility compliance path, which requires that the entire manufacturing facility meet the on-site requirements of LPC. Whole Facility compliance simplifies the certification process since Product Share of impact does not need to be calculated for each product individually. Every product produced at a facility that has pursued the Whole Facility path will be understood to be Net Positive within LPC for Energy, Water and Waste.

**Wilderness**

A wild and uncultivated region, as of forest or desert, largely undisturbed by human activity, that retains ecological functions and biodiversity characteristic of the ecosystem in its natural state; and/or a tract of land officially designated as wilderness and protected by the U.S. government. Within this definition, traditional practices of indigenous communities are not considered disturbance.

**Women-Owned Business Enterprise (WBE)**

WBE is a certification program administered by NWBOC for eligible businesses that are majority-owned by women. See https://www.nwboc.org/basicinfo.html for more information.

**Wood Containing Product**

Any product containing wood at greater than or equal to 5-10% by weight or characterized by obvious visual wood components. The wood portion of wood-containing products must be included in FSC wood calculations.

**Worker Cooperative**

A worker cooperative, also known as a cooperative-based organization, is an enterprise that involves one or more classes of membership, in which worker members participate in the profits, oversight, and often management of the enterprise using democratic practices, and in which there are clear criteria for becoming a worker-owner.

**Working Port**

A harbor town or city where ships may take on or discharge cargo.

# Summary of Changes

The Just 2.0 Handbook is reviewed for update on a quarterly basis. Updates may be needed to add clarifying text, tables or graphics, and make other amendments or additions that improve the clarity and content of the Handbook. When updates are made, they are published in the handbook in January, April, July, and/or October of each year, at which time the Handbook cover page is date stamped with the latest revision. See Previous Versions of the Handbook in the Table of Contents for a link to download PDFs of previous versions.

At each update, a summary of the substantive changes is provided here.

# October 2023 Updates

This summary lists, by Category and Indicator, the October 2023 updates to the Just 2.0 Handbook originally published in January 2022. Corrections made throughout for grammar, punctuation, nomenclature, typos, and links are not included.

# Changes to the Cover Page (Q3 2023)

*October 2023*

The copyright was added to the Handbook to be consistent with other ILFI Handbooks.

# Changes to the Diversity + Inclusion Category (Q3 2023)

*October 2023*

## Ethnic Diversity

**CALCULATIONS**

- Finding "the Value X" for US-Based Organizations
  - Added new calculation guidance for US-based organizations in determining their baseline demographic data

# Changes to the Equity Category (Q3 2023)

*October 2023*

## Pay Scale Equity

### CALCULATIONS

- Compensation Scale Ratio
    - Added new calculation guidance and an example

## Gender Pay Equity

### CLARIFICATIONS

- Eligible Exclusions
    - Updated this clarification around exclusions being allowed but not required

### CALCULATIONS

- Variance Calculation
    - Updated this calculation to include guidance on when to use the included calculation approach versus the Dezeen calculator

# Changes to the Employee Health Category (Q3 2023)

*October 2023*

## Well-Being

### CLARIFICATIONS

- Well-Being Program
    - Added a new clarification specifying the number of program components required for each level

# Changes to the Employee Benefits Category (Q3 2023)

*October 2023*

## Training + Education

### CLARIFICATIONS

- Internal Training
  - Added a new clarification specifying how internal training may count towards metric thresholds

# July 2023 Updates

# Changes to the Employee Benefits Category (Q2 2023)

*July 2023*

## Family/Medical Leave

### INDICATOR OVERVIEW

- Indicator Metrics
  - Correction to indicate that threshold leave amounts are minimums.

# January 2023 Updates

Updates in January 2023 were limited to text changes in the Introduction. Corrections made throughout for grammar, punctuation, nomenclature, typos, and links are not included.

# Changes to the Introduction (Q4 2022)

*January 2023*

## Introduction to Just 2.0

### THE JUST PROCESS

- Added text to provide additional instructions for organizations opting to upload complete employee handbooks containing policies that pertain to multiple Indicators.

## Additional Tools + Support

### LIVING FUTURE ACCREDITATION

- Edits to reflect the current LFA structure.

# October 2022 Updates

This summary lists, by Category and Indicator, the October 2022 updates to the Just 2.0 Handbook originally published in January 2022. Corrections made throughout for grammar, punctuation, nomenclature, typos, and links are not included.

# Changes to the Introduction (Q3 2022)

*October 2022*
No changes were made to the Introduction in the October 2022 update.

# Changes to the General Clarifications (Q3 2022)

*October 2022*

## Participation in Just

- New clarification regarding subsidiaries and subsets of organizations that can independently register for a Just label.

# Changes to the Diversity + Inclusion Category (Q3 2022)

*October 2022*
Corrections made throughout for grammar, punctuation, nomenclature, typos, and links.

## Ethnic Diversity

**CLARIFICATIONS**

- Scope of Employees
  - New clarification specifying the scope of employees covered by this Indicator

## Gender Diversity

**CLARIFICATIONS**

- Organizations with Fewer than 5 Employees

- Removed this clarification to make the program less restrictive for small organizations

- Scope of Employees
  - New clarification specifying the scope of employees covered by this Indicator

## Inclusion

**CLARIFICATIONS**

- Scope of Employees
  - New clarification specifying the scope of employees covered by this Indicator

## Employee Engagement

**CLARIFICATIONS**

- Scope of Employees
  - New clarification specifying the scope of employees covered by this Indicator

# Changes to the Equity Category (Q3 2022)

*October 2022*
Corrections made throughout for grammar, punctuation, nomenclature, typos, and links.

## Full-Time Employment

No changes were made to the Full-Time Employment Indicator in the October 2022 update.

## Pay Scale Equity

**CLARIFICATIONS**

- Scope of Employees
  - New clarification specifying the scope of employees covered by this Indicator
- Organizations with Multiple Locations
  - Added a reference and link to a new calculation example

**CALCULATIONS**

- Organizations with Multiple Locations
  - Added a calculation example

## Freedom of Association

### CLARIFICATIONS

- Scope of Employees
    - New clarification specifying the scope of employees covered by this Indicator

## Living Wage

### CLARIFICATIONS

- Scope of Employees
    - New clarification specifying the scope of employees covered by this Indicator

## Gender Pay Equity

### CLARIFICATIONS

- Organizations with Fewer than 5 Employees
    - Removed this clarification to make the program less restrictive for small organizations
- Organizations with Multiple Locations
    - Added a reference and link to a new calculation example
- Scope of Employees
    - New clarification specifying the scope of employees covered by this Indicator

### CALCULATIONS

- Organizations with Multiple Locations
    - Added a calculation example

### DOCUMENTATION REQUIREMENTS

- Gender Pay Equity Data
    - Updated spreadsheet template for submitting gender pay equity data to include gender identity language that is consistent with the contents of the rest of the Handbook

# Changes to the Employee Health Category (Q3 2022)

*October 2022*

## Physical Health

### CLARIFICATIONS

- Scope of Employees
    - New clarification specifying the scope of employees covered by this Indicator

## Well-Being

### CLARIFICATIONS

- Scope of Employees
    - New clarification specifying the scope of employees covered by this Indicator

# Changes to the Employee Benefits Category (Q3 2022)

*October 2022*
Corrections made throughout for grammar, punctuation, nomenclature, typos, and links.

## Employee Health Care

### CLARIFICATIONS

- Scope of Employees
    - New clarification specifying the scope of employees covered by this Indicator

## Retirement Provision

### CLARIFICATIONS

- Scope of Employees
    - New clarification specifying the scope of employees covered by this Indicator

## Family/Medical Leave

### CLARIFICATIONS

- Scope of Employees
    - New clarification specifying the scope of employees covered by this Indicator

### Training + Education

#### CLARIFICATIONS

- Scope of Employees
  - New clarification specifying the scope of employees covered by this Indicator

# Changes to the Stewardship Category (Q3 2022)

*October 2022*
Corrections made throughout for grammar, punctuation, nomenclature, typos, and links.

## Local Communities

No changes were made to the Local Communities Indicator in the October 2022 update.

## Community Volunteering

#### CLARIFICATIONS

- Scope of Employees
  - New clarification specifying the scope of employees covered by this Indicator

## Animal Welfare

No changes were made to the Animal Welfare Indicator in the October 2022 update.

## Charitable Giving

No changes were made to the Charitable Giving Indicator in the October 2022 update.

## Positive Products + Services

#### DOCUMENTATION REQUIREMENTS

- Positive Products and Services Narrative
  - Updated requirement title and description to include "services"

# Changes to the Purchasing + Supply Chain Category (Q3 2022)

*October 2022*
Corrections made throughout for grammar, punctuation, nomenclature, typos, and links.

## Supply Chain

No changes were made to the Supply Chain Indicator in the October 2022 update.

## Equitable Purchasing

**CLARIFICATIONS**

- Independent Locally Owned and Operated Business
  - Updated clarification to specify that local sourcing should be calculated from the product's end-use location

# Changes to the Glossary (Q3 2022)

*October 2022*
No changes were made to the Glossary in the October 2022 update.

# Previous Versions of the Handbook

**Just 2.0 Handbook**

Published July 7, 2023
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