The Global Environmental Management Initiative (GEMI)

SD Planner™ & Gateway

February 2007
Vision & Mission of GEMI

• **Vision:** “To be globally recognized as a leader in providing strategies for businesses to achieve EHS excellence, economic success and corporate citizenship.”

• **Mission:** “Business helping business improve EHS performance, shareholder value and corporate citizenship.”
What is GEMI?

- **39 Member Companies:**
  - Representing more than 22 Business Sectors
  - **Annual Sales:** almost $1 Trillion USD
  - **Global Headcount:** more than 2.5 million
  - **Number of Manufacturing Facilities Worldwide:** more than 3,000

- **Non-profit 501(c)(3) Organization**

- **Not an Advocacy Organization**
**GEMI 2007 Board of Directors**

- **Chair:** Stan Christian, Motorola
- **Vice-Chair:** Bob Accarino, Abbott Laboratories
- **Finance Chair:** Karl Fennessey, The Dow Chemical Company
- **Membership Chair:** Leslie Montgomery, Southern Company
- **Benchmarking Chair:** Mark Hause, DuPont
- **Tools Work Group Chair:** Moe Bechard, JohnsonDiversey
- **Communications & Marketing Chair:** Kelley Kline, Smithfield Foods
- **Senior Advisory Council (SAC) Chair:** Jack Kace, Roche
- **Chair Emeritus:** Mitch Jackson, FedEx

**GEMI Management**

- **Steve Hellem,** Executive Director
- **Amy Goldman,** Director
Current GEMI Activities

- Emerging Issues
- Communications & Marketing
- Business and Climate Change
- Information Management Systems (IMS)
- Metrics
- Strategic Futures
- Sustainable Development
- Tools Evaluation and Implementation Strategies
- Water Sustainability
GEMI’s Sustainable Development (SD) Work Group

• **History:**
  - 2000: Work Group formed and published original SD Planner™.
  - 2003: Work Group reformed to develop SD Planner™ & Gateway.

• **Objective:** To raise awareness of SD concepts, identify the business case for action on SD and serve as an “on ramp” the SD Planner™; and a web-enabled version of GEMI’s SD Planner™ to facilitate its use over company Intranets.

• **GEMI Co-Chairs:**
  - Keith Miller, 3M
  - Ted Reichelt, Intel

• **Consultant:** DOMANI and Customer Paradigm
GEMI SD Planner ™ Tour

- Installation
- Admin – Create Company / Division
- Company / Division Level
- Company Admin
- Collaborative User
Installing the Software

• SD Planner™ can be installed on:
  – Intranet
  – Company Webserver
  – External Webserver

• Software Requires:
  – php programming language
  – mySQL database
Installing the Software

Setup

Required fields are indicated by an asterisk (*).


Database Host*: localhost

Database Name*: 

Database Username: 

Database Password, if any: 

Admin Username*: 

Admin Password*: 

Confirm Admin Password*: 

☑ Security Recommendation: Archive the installation script after successful installation.
Create New Company / Division

Add Company

NOTE: All fields with (*) are required fields.

Login Info

User Name*: test_user
Password*: ********

Personal Info

Contact Person Name: Suzie
Contact Person Email: Sustainable
Contact Person Designation: SD Manager
Contact Person Photo: Browse...

Company Info

Company Name*: XYZ Corporation
Company Address:
123 My Street
City, State ZIP

Done
In this window, you can view any of the seven elements in the form of a matrix. The columns correspond to business practices in the five progressive stages of SD. The rows, or "elements," correspond to the seven key issues that are included in each element. To assign a rating, simply left-click in any cell of the matrix until the desired rating is indicated:

- Green indicates that the practice is implemented
- Red indicates that the practice is not implemented
- White (i.e., blank) indicates that the practice has not yet been rated.

There is no requirement to proceed in any particular order. As a general rule, however, you proceed element by element, moving from left to right through the stages.

At the bottom of the window, the standard buttons described in Section 2.3 are available.
Create New Collaborative User

NOTE: Please provide this URL to users to login into system:
http://www.i6cp.net/gemi/index.php?sdid=MTE=

Add User [Help]

NOTE: All fields with (*) are Required fields.

Login Info
- Username (*)
- Password (*)
- Confirm Password (*)

Personal Info
- First Name (*)
- Last Name:
- Email (*)
Create New Collaborative User

**Login Info**
- Username *
- Password *
- Confirm Password *

**Personal Info**
- First Name *
- Last Name :
- Email *

**User Type**
- Read only (No access to be able to add, edit or delete anything)
- Read-Write (Can only edit selected areas of the system)
- Read-Write-Delete (Can only edit and delete selected areas)
- Company Admin (Can add, edit and delete selected areas)

**Access Area**
- User has access to all areas of system.
  - Manage Elements
  - Manage Stages
  - Manage Practices
Self Evaluation

### Select Element: Employee Well-being

- **Employee Well-being**
  - Business Ethics
  - Quality of Life
  - Shareholder Value Creation
  - Economic Development
  - Environmental Impact Minimization
  - Natural Resource Protection

### Legend:
- ![Yes](image)
- ![No / Not Applicable](image)
- ![Not Selected](image)

### Table

<table>
<thead>
<tr>
<th>Prepare</th>
<th>Commit</th>
<th>Implement</th>
<th>Integrate</th>
<th>Champion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Rights</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Responsible Workplace Practices</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employee Health and Safety</td>
<td></td>
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<td></td>
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<tr>
<td>Work-life Balance</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Respect for Diversity</td>
<td></td>
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</tr>
<tr>
<td>Employee Compensation</td>
<td></td>
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</tr>
</tbody>
</table>
Self-Evaluation Pop Up Window

Self Evaluation

Compliance with laws

Definition: Identifying and complying with national and local laws governing business ethics.

Value: Yes

Comments:

Case Stories:

Bristol-Myers Squibb Co.
Worldwide Medicines
Web Based Communications Foster Dialogue
As a global operation dedicated to enhancing and extending human life, Bristol-Myers Squibb recognizes the value of an effective communication mechanism.

BMS has over 60 facilities all over the world and thousands of employees. To facilitate communication and employee input there is an array of initiatives, including functional and cross-functional committees, state of the business addresses, publications, and inter-/intranet communications. Each of these methods, especially web-based communications, promotes and encourages feedback and ideas from employees.

At the Epernon, France facility, in order to maintain and develop its EHS
Gap Analysis

Select Element: Employee Well-Being

- Employee Well-Being
- Business Ethics
- Quality of Life
- Shareholder Value Creation
- Economic Development
- Environmental Impact Minimization
- Natural Resource Protection

Sub Elements

<table>
<thead>
<tr>
<th>Employee Rights</th>
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<td></td>
</tr>
<tr>
<td>Employee Compensation</td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Gap Analysis Summary

### Overall Summary

<table>
<thead>
<tr>
<th>Elements</th>
<th>Prepare</th>
<th>Commit</th>
<th>Implement</th>
<th>Integrate</th>
<th>Champion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Well-Being</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Business Ethics</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quality of Life</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Shareholder Value Creation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Economic Development</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Environmental Impact Minimization</td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Natural Resource Protection</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

- = Average Goal  
✓ = Average Evaluation

Threshold: 75%

### Proceed to Next Step: Action Planning
## All Action Items

**Stage: Prepare**

**Element: Employee Well-Being**

### Employee Rights

<table>
<thead>
<tr>
<th>Practice</th>
<th>Proposed Action Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compliance with laws</td>
<td>Identify and comply with laws related to employee rights.</td>
</tr>
<tr>
<td></td>
<td>second Identify and comply with laws related to employee rights.</td>
</tr>
<tr>
<td>Assessment of current practices</td>
<td>Evaluate the employee relations climate in the countries in which the company operates.</td>
</tr>
<tr>
<td></td>
<td>Evaluate the effectiveness of current mechanisms for dialogue between employees and employer.</td>
</tr>
<tr>
<td>Information gathering</td>
<td>Review international standards related to employee rights. Use these standards to evaluate industry best practices.</td>
</tr>
<tr>
<td></td>
<td>Identify practices used by industry to provide a means for constructive dialogue between employees and employer.</td>
</tr>
<tr>
<td>Response to stakeholder concerns</td>
<td>Respond to stakeholder concerns related to employee rights.</td>
</tr>
</tbody>
</table>

[Return to SD Planner Home]
SD Gateway – Add to Info Box

**NOTE:** All fields with (*) are Required fields.

**Box Title**: 

**RSS Feed Box**

**RSS Feed URL**: 

**no. of RSS Feeds**: 

**Image Box**

**Upload Image**: 

**NOTE:** Maximum width should not exceed 400px and maximum height should not exceed 400px.

**Content Box**

**Content**: 
<table>
<thead>
<tr>
<th>Link</th>
<th>Short Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
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<tr>
<td>4</td>
<td></td>
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<tr>
<td>5</td>
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<tr>
<td>14</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td></td>
</tr>
</tbody>
</table>
**NOTE:** Items marked with a ⚫ have been modified from the original GEMI data.

Add new Cell Definition/Action

<table>
<thead>
<tr>
<th>Select Element to go to:</th>
<th>Employee Well-Being</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select Sub-Element to go to:</td>
<td>Employee Rights</td>
</tr>
<tr>
<td>Select Stage to go to:</td>
<td>--SELECT--</td>
</tr>
</tbody>
</table>

---

Commit, Prepare, Implement, Integrate, Champion
### Manage Cells

**NOTE:** All fields with (*) are Required fields.

<table>
<thead>
<tr>
<th>Select Element to go to:</th>
<th>Employee Well-Being</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select Sub-Element to go to:</td>
<td>Employee Rights</td>
</tr>
<tr>
<td>Select Stage to go to:</td>
<td>Commit</td>
</tr>
<tr>
<td>Select Practice to go to:</td>
<td>Formal commitment</td>
</tr>
</tbody>
</table>

**Definition:**
Companies at this stage often incorporate a formal commitment to respect employee rights into written policy, mission, and value statements. These commitments are typically communicated internally through speeches, newsletters, bulletin boards, reports, and face-to-face discussions.

The scope of the commitment is typically set forth, including the geographical scope (e.g., global, national, local) and the organizational scope (e.g., wholly owned subsidiary, partially owned subsidiary, joint venture, licensee, investment).

**Action:**
Make a formal commitment by top management to support employee rights.

Explain and communicate the company’s commitment to employee rights to all current and prospective employees on an ongoing basis.
### Edit Practices

**NOTE:** Items marked with a red dot have been modified from the original GEMI data.

**Add new Practice**

#### Select Element
- Employee Well-Being

**Employee Well-Being**

<table>
<thead>
<tr>
<th>Prepare</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Compliance with laws</td>
<td>Edit</td>
<td>Delete</td>
</tr>
<tr>
<td>Assessment of current practices</td>
<td>Edit</td>
<td>Delete</td>
</tr>
<tr>
<td>Information gathering</td>
<td>Edit</td>
<td>Delete</td>
</tr>
<tr>
<td>Response to stakeholder concerns</td>
<td>Edit</td>
<td>Delete</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Commit</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Formal commitment</td>
<td>Edit</td>
<td>Delete</td>
</tr>
<tr>
<td>Proactive policies</td>
<td>Edit</td>
<td>Delete</td>
</tr>
<tr>
<td>Focused programs</td>
<td>Edit</td>
<td>Delete</td>
</tr>
<tr>
<td>Stakeholder dialogue</td>
<td>Edit</td>
<td>Delete</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Implement</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Management systems</td>
<td>Edit</td>
<td>Delete</td>
</tr>
<tr>
<td>Comprehensive programs</td>
<td>Edit</td>
<td>Delete</td>
</tr>
</tbody>
</table>
Edit Practice [Help]

NOTE: All fields with (*) are Required fields.

Under Element: Employee Well-Being

Under Stage: Prepare

Practice Name*: Compliance with laws

Identifying and complying with national and local laws governing business ethics.

Definition:

[Save Changes] [Cancel]
### Edit Stages

**NOTE**: Items marked with a ★ have been modified from the original GEMI data.

<table>
<thead>
<tr>
<th>Stage</th>
<th>Description</th>
<th>Edit</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Prepare</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Commit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Implement</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Integrate</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Champion</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Set Display Order**

---

**Edit Stage**

**NOTE**: All fields with (*) are required fields.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stage Name*</td>
<td>Prepare</td>
</tr>
</tbody>
</table>

Minimize SD efforts while assessing opportunities.

**Definition**: 

---

**Save Changes** | **Cancel**
Using this Tool

- The GEMI SD Planner and Gateway may be installed onto:
  - Your organization’s server (NOTE: php, mySQL required)
  - An external server:
    - Web hosting company
Steve Hellem, Executive Director
Amy Goldman, Director

1155 Fifteenth Street, NW, Suite 500
Washington, DC 20005
Phone: 202-296-7449
Fax: 202-296-7442
info@gemi.org

http://www.gemi.org/sd