

## The Global Environmental Management Initiative (GEMI)

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Screening  
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Self Evaluation  
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Goal Setting  
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Gap Analysis  
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Action Planning

# ***SD Planner™ & Gateway***



## 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**



# Current GEMI Members

**3M****Abbott**

ANHEUSER

BUSCH  
Companies**ASHLAND**  
THE WHO IN HOW THINGS WORK™

Bristol-Myers Squibb Company

**BNSF**  
RAILWAY*Cadbury Schweppes*CARNIVAL  
CORPORATION & PLC

ConAgra Foods

**Duke Energy***Lilly*  
Answers That Matter.**FedEx**  
Express

GlaxoSmithKline

**intel**JohnsonDiversey  
Clean is just the beginningJOHNSON  
CONTROLS*Johnson & Johnson***KOCH**  
INDUSTRIES INC**MOTOROLA****NOVARTIS****P&G****Pfizer**

Schering-Plough

**Smithfield****SOUTHERN COMPANY**  
Energy to Serve Your World®**TEMPLE-INLAND**  
INC.**Wyeth**

Start



Screening



Self Evaluation



Goal Setting



Gap Analysis



Action Planning

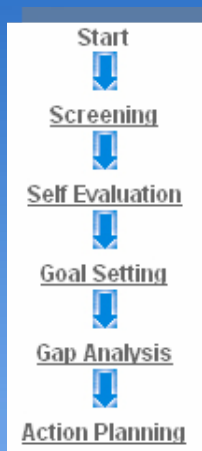
SD Planner™

A Sustainable Development Planning Tool

v. 2.3



# GEMI Leaders



## **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



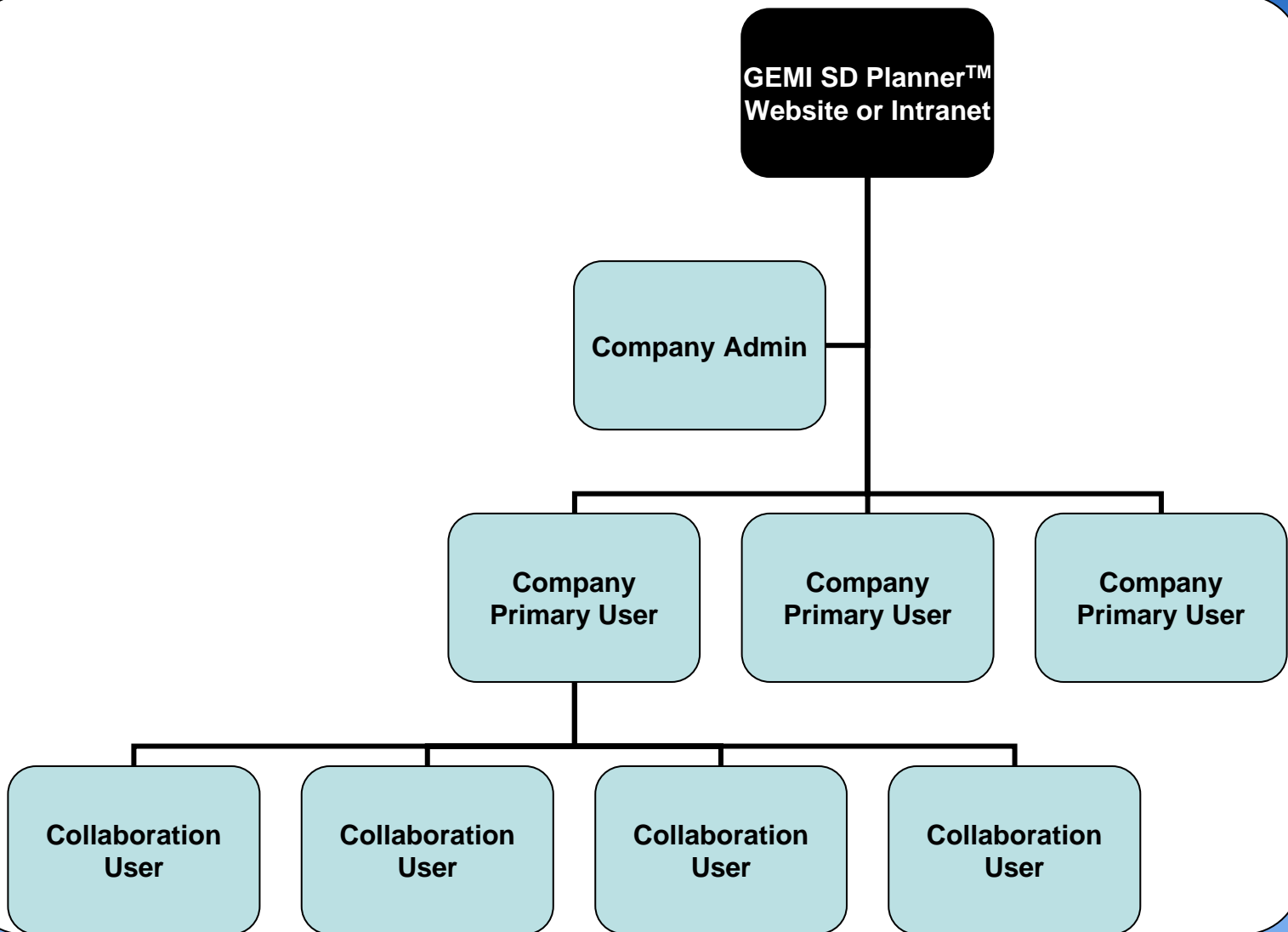
- **Installation**
- **Admin – Create Company / Division**
- **Company / Division Level**
- **Company Admin**
- **Collaborative User**





# Logic Model

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# Installing the Software

- **SD Planner™ can be installed on:**
  - Intranet
  - Company Webserver
  - External Webserver
- **Software Requires:**
  - php programming language
  - mySQL database



# Installing the Software

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**GEMI - Microsoft Internet Explorer**

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SD  
PLANNER™

GEMI®

SD  
PLANNER™

## Setup

Required fields are indicated by an asterisk (\*)

Your Site URL : [http://www.6cp.com/gemi\\_test/install/index.php](http://www.6cp.com/gemi_test/install/index.php)

Database Host \* :

Database Name \* :

Database Username :

Database Password, if any :

Admin Username \* :

Admin Password \* :










Confirm Admin Password \* :

☒ **Security Recommendation :** Archive the installation script after successful installation



# Admin Options

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-  Add New Company
-  Modify Company Info
-  Gateway/Planner Info
-  Manage Elements
-  Manage Stages
-  Manage Practices
-  Manage Cells
-  Help Pages
-  Log Off



# Create New Company / Division

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SD PLANNER™ 24 Oct 2006 GEMI® SD PLANNER™ Welcome : webadmin

**Add Company**

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

**Login Info**

User Name\* :

Password\* :

**Personal Info**

Contact Person Name :

Contact Person Email :

Contact Person Designation :

Contact Person Photo :  Browse...

**Company Info**

Company Name\* :

123 My Street  
City, State ZIP

Company Address :

Done Internet





# Admin GEMI SD Gateway

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SD PLANNER™ 24 Oct 2006 GEMI® SD PLANNER™ Welcome : webadmin

Gateway Information Settings

Add New Company

Modify Company Info

Gateway/Planner Info

Manage Elements

Manage Stages

Manage Practices

Manage Cells

Help Pages

Log Off

Add New Info Box

Sample Environment Links	SD Gateway Info	Edit	Delete
Sustainablemy.com	SD Gateway Info	Edit	Delete
Internal SD Links	SD Gateway Info	Edit	Delete

Internet





# Edit Help Documentation

[Start](#)  
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SD PLANNER™ 24 Oct 2006 GEMI® SD PLANNER™ Welcome : webadmin

Edit Help Page

Page Name : Self Evaluation

Verdana Size 1 Normal

The **Self-Evaluation** window is used to assess the current status of your company or business in relation to the benefits defined in SD Planner™. This information is used subsequently to determine whether the organization is meeting its goals and to recommend potential actions.

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 sub-elements, correspond to the various 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. You may 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.

HTML Tag: <BODY> <SPAN> <SPAN> <SPAN> <BLOCKQUOTE> <P>

Edit Source Preview

Save Changes Cancel

Internet Done



# Create New Collaborative User

- Start
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- Self Evaluation
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Collaborative Users [Help]

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

^ Add New User

test test	Edit	Delete
-----------	------	--------

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

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**Add User [Help]**

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

**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

# Screening

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**Screening [Help]**

Welcome,  
Jeff Finkelstein  
CEO  
Company : XYZ  
Company  
User : xyz

NO IMAGE AVAILABLE

**SD Planner Menu**

Home  
User Guide

**SD Planner Steps:**

- Screening
- Self Evaluation
- Goal Settings
- Gap Analysis
- Action Planning

**SD Planner Options:**

- Manage Elements
- Manage Stages
- Manage Practices

1. Which best describes the nature of your organization's customers ?

Record Comments

test

2. Which best describes the nature of your organization's operations ?

Record Comments

test

3. Rank the following in terms of their strategic importance to your organization

Product Innovation

test

test

Done Internet



# Self Evaluation

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SD PLANNER™ GEMI® SD PLANNER™

Welcome, Jeff Finkelstein  
CEO  
Company: XYZ  
Company User: xyz

NO IMAGE AVAILABLE

Self Evaluation [Help] [Printer Friendly Page](#)

Select Element : Employee Well-Being

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

SD Planner Menu

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User Guide

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- Action Planning

SD Planner Options:

- Manage Elements
- Manage Stages
- Manage Practices
- Manage Cells
- Manage Users

SD Gateway:

- Gateway/Planner Info
- Manage Personal Info
- Log Off

Legend :

- : Yes
- : No / Not Applicable
- : Not Selected

	Prepare	Commit	Implement	Integrate	Champion
Employee Rights	● ● ● ● ●	● ● ● ● ●	○ ○ ○ ○ ○	○ ○ ○ ○ ○	○ ○ ○ ○ ○
Responsible Workplace Practices	● ● ● ● ●	○ ○ ○ ○ ○	○ ○ ○ ○ ○	○ ○ ○ ○ ○	○ ○ ○ ○ ○
Employee Health and Safety	● ○ ○ ○ ○	○ ○ ○ ○ ○	○ ○ ○ ○ ○	○ ○ ○ ○ ○	○ ○ ○ ○ ○
Work Life Balance	● ● ● ● ●	○ ○ ○ ○ ○	○ ○ ○ ○ ○	○ ○ ○ ○ ○	○ ○ ○ ○ ○
Respect for Diversity	○ ● ○ ○ ○	○ ○ ○ ○ ○	○ ○ ○ ○ ○	○ ○ ○ ○ ○	○ ○ ○ ○ ○
Employee Compensation	○ ○ ○ ○ ○	○ ○ ○ ○ ○	○ ○ ○ ○ ○	○ ○ ○ ○ ○	○ ○ ○ ○ ○

Internet

Legend :

- : Yes
- : No / Not Applicable
- : Not Selected



# Self-Evaluation Pop Up Window

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### Self Evaluation

#### Compliance with laws

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

Value :

Comments :

test

**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





# Goal Setting

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Goal Setting [Help] [Printer Friendly Page](#)

Select Element : Employee Well-Being

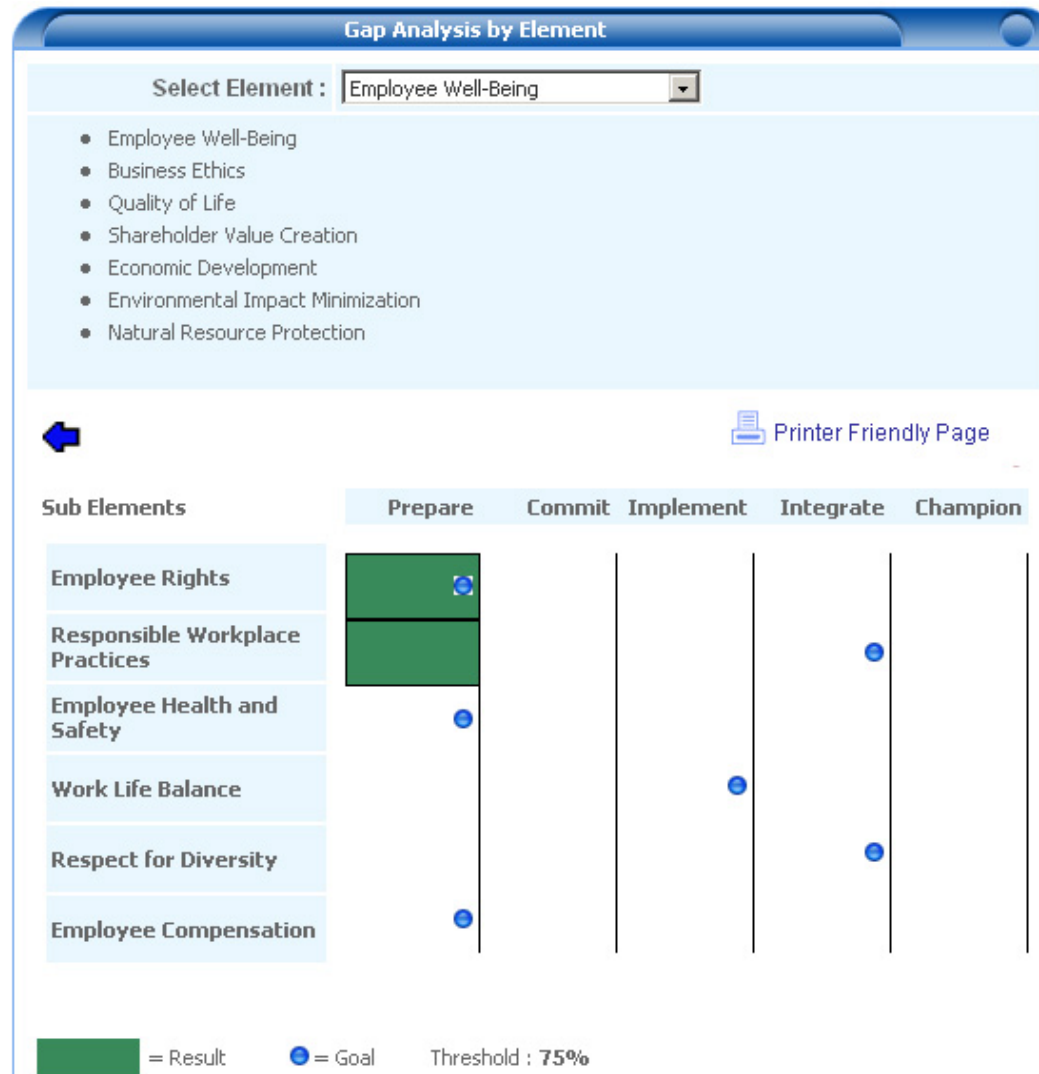
- Employee Well-Being
- Business Ethics
- Quality of Life
- Shareholder Value Creation
- Economic Development
- Environmental Impact Minimization
- Natural Resource Protection

Sub Elements	Prepare	Commit	Implement	Integrate	Champion
Employee Rights	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Comments :	<input type="text" value="test"/>				
Responsible Workplace Practices	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Comments :	<input type="text" value="test"/>				



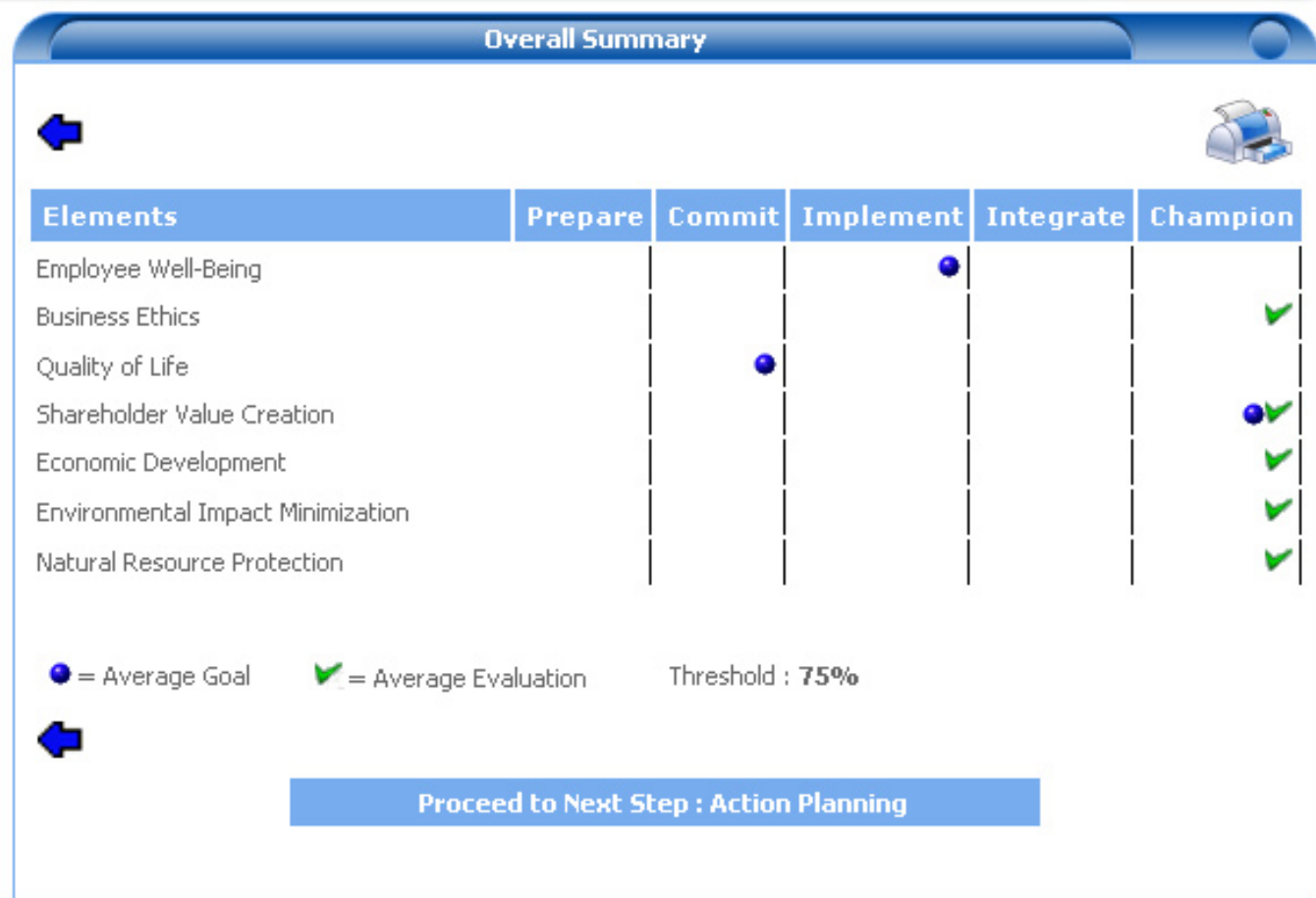
# Gap Analysis

Start  
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# Gap Analysis Summary

Start  
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Action Planning



# Action Planning

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**Action Planning Reports [Help]**

Select an Element : Employee Well-Being

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

Select Sub-Elements :

☐ All Sub-Elements

☒ Employee Rights

☐ Responsible Workplace Practices

☐ Employee Health and Safety

☐ Work Life Balance

☐ Respect for Diversity

☐ Employee Compensation

Select a Stage : Prepare

**View Report**



# Action Planning Report


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Action Planning

All Action Items

←

Stage : Prepare

Element : Employee Well-Being



Employee Rights

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

←

Return to SD Planner Home

# SD Gateway – Add to Info Box

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Add Info Box

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

Box Title\* :

Please select a box type.

☐ **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 :



# SD Gateway Link Box

## ○ Gateway Link Box


	Link	Short Description
1	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>
6	<input type="text"/>	<input type="text"/>
7	<input type="text"/>	<input type="text"/>
8	<input type="text"/>	<input type="text"/>
9	<input type="text"/>	<input type="text"/>
10	<input type="text"/>	<input type="text"/>
11	<input type="text"/>	<input type="text"/>
12	<input type="text"/>	<input type="text"/>
13	<input type="text"/>	<input type="text"/>
14	<input type="text"/>	<input type="text"/>
15	<input type="text"/>	<input type="text"/>

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# Edit Cells

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**Cells [Help]**

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

Add new Cell Definition/Action

Select Element to go to :	<input type="text" value="Employee Well-Being"/>
Select Sub-Element to go to :	<input type="text" value="Employee Rights"/>
Select Stage to go to :	<div><div>--SELECT--</div><div><div>--SELECT--</div><div>Prepare</div><div><b>Commit</b></div><div>Implement</div><div>Integrate</div><div>Champion</div></div></div>

# Manage Cells

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**Edit Cells [Help]**

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

Select Element to go to :	Employee Well-Being
Select Sub-Element to go to :	Employee Rights
Select Stage to go to :	Commit
Select Practice to go to :	Formal commitment

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

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Practices [Help]

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

...Add new Pract...

Select Element :

**Employee Well-Being**

**Prepare**

Compliance with laws	Edit	Delete
Assessment of current practices	Edit	Delete
Information gathering	Edit	Delete
Response to stakeholder concerns	Edit	Delete

**Commit**

Formal commitment	Edit	Delete
Proactive policies	Edit	Delete
Focused programs	Edit	Delete
Stakeholder dialogue	Edit	Delete

**Implement**

Management systems	Edit	Delete
Comprehensive programs	Edit	Delete

# Edit Practices (cont'd)

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Edit Practice [Help]

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

Under Element:

Under Stage:

Practice Name\* :

Definition :

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

Save Changes

Cancel



# Edit Stages

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**Stages [Help]**

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

<input type="text" value="1"/>	Prepare	Edit	Delete
<input type="text" value="2"/>	Commit	Edit	Delete
<input type="text" value="3"/>	Implement	Edit	Delete
<input type="text" value="4"/>	Integrate	Edit	Delete
<input type="text" value="5"/>	Champion	Edit	Delete

**Set Display Order**

**Edit Stage**

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

Stage Name\* :

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**



## How to Contact GEMI

**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](mailto:info@gemi.org)**

**<http://www.gemi.org/sd>**

