



Canopy Certified Fundamentals Requirements Checklist

This checklist summarizes all of the initial requirements to complete your Canopy Fundamentals tracks. Use this checklist to assess what your company already has in place and what you need to create to get Canopy Certified.

Culture Track

- Formalized employee feedback and input system
- Employee survey, executed at least annually
- Formalized honors and awards program
- Diversity, equity, and inclusion (DEI) statement
- Safety statement
- Simple process for maintaining up-to-date health and safety policies and procedures based on Kentucky, CDC, and OSHA requirements
- Simple method of communication to share your health and safety work requirements with your employees
- Infectious disease preparedness and response plan that addresses levels of risk associated with your business, contingency planning, and reducing the risk of exposure in your workplace

External Impact Track

- Social commitment or social mission statement
- A simple program or initiative relevant to your social commitment or social mission statement
- Environmental commitment or environmental mission statement
- A simple program or initiative relevant to your environmental commitment or environmental mission statement

Leadership Track

- Canopy Leadership Pledge signed by senior most operations leadership
- Canopy Leadership Pledge displayed in your workplace
- Organization chart showing a chain of accountability
- Share the ways your senior most operations leader goes above and beyond typical operations to benefit your employees, your customers, and your environment

Governance Track

- Bullying / harassment policy
- Equal opportunity policy and anti-discrimination policy
- Sexual harassment policy
- Whistleblower policy
- Performance evaluation system for all employees, including leaders