# SITM Framework – Sustainability Audit Toolkit

This toolkit is designed to support organizations in conducting a comprehensive sustainability audit using the SITM Framework. It includes guiding questions, a scoring rubric, and space for evidence and reflection for each of the four pillars of the Sustainable IT Manifesto: Awareness, Conscious Design, Enablement, and Empowerment.

## Toolkit Overview

This audit is ideal for organizational units, departments, or cross-functional teams looking to assess their alignment with sustainability values and identify opportunities for improvement. It can be used as part of strategic planning, internal reviews, or ESG reporting cycles.

## Scoring Rubric

* 1 – No evidence or consideration of sustainability in this area
* 2 – Some awareness or discussion, but little action
* 3 – Moderate practice or partial integration
* 4 – Strong practice, embedded in multiple systems or workflows
* 5 – Fully integrated, measured, and continuously improved

## How to Use This Toolkit

* 1. Form a team representing diverse roles (e.g., engineering, operations, procurement, leadership).
* 2. Review the audit questions for each pillar of the SITM Framework.
* 3. Gather documentation, metrics, and examples that support your answers.
* 4. Assign a score from 1–5 and record comments or improvement ideas.
* 5. Use the completed toolkit to inform sustainability roadmaps and initiatives.

## 1. Awareness – Aware Hedgehog

### Key Audit Questions

* • Do we measure or estimate the environmental footprint of our IT systems?
* • Are social, labor, or ethical impacts of digital systems discussed or tracked?
* • Do we consider the full lifecycle impact of devices and services?

### Indicators to Look For

* • Energy and emissions reports
* • Procurement and usage lifecycle documentation
* • Stakeholder interviews or accessibility reviews

### Score (1–5):

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### Comments / Evidence / Action Steps:

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## 2. Conscious Design – Conscious Butterfly

### Key Audit Questions

* • Are sustainability and ethics included in system design or planning?
* • Do we have policies for energy-efficient, inclusive, or minimal-impact tech?
* • Are sustainability trade-offs part of project or product decisions?

### Indicators to Look For

* • Design documents with sustainability criteria
* • Green procurement standards
* • Backlog stories or decision logs covering impact trade-offs

### Score (1–5):

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### Comments / Evidence / Action Steps:

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## 3. Enablement – Enabled Fox

### Key Audit Questions

* • Do our systems, tools, and processes make sustainability easier to act on?
* • Are teams trained or equipped to evaluate their footprint?
* • Are there workflows, templates, or automation that support sustainability?

### Indicators to Look For

* • Sustainability checks in CI/CD or testing
* • Knowledge bases or onboarding guides
* • Toolkits or plug-ins for green design or deployment

### Score (1–5):

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### Comments / Evidence / Action Steps:

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## 4. Empowerment – Empowered Tortoise

### Key Audit Questions

* • Do people feel empowered to lead or suggest sustainability improvements?
* • Is sustainability recognized, rewarded, or shared as part of our culture?
* • Do we engage externally or contribute to the broader sustainability ecosystem?

### Indicators to Look For

* • Green champions network or roles
* • Internal presentations or reporting on progress
* • Open source projects, case studies, or community partnerships

### Score (1–5):

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### Comments / Evidence / Action Steps:

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