

GLOSSARY OF TERMS RELATED TO CSR AND SUSTAINABILITY

APEX	Accepted Practices Exchange - APEX is an initiative of the Convention Industry Council that is bringing together all stakeholders in the development and implementation of industry-wide accepted practices to create and enhance efficiencies throughout the meetings, conventions and exhibitions industry.
Biodegradable	Capable of being broken down by natural processes, such as bacterial action.
Bio-diesel	A clean burning, alternative fuel derived from animal fats or vegetable oil that can be used in diesel burning engines. It does not contain petroleum products, but may be blended with petroleum-based diesel.
Carbon Dioxide (CO₂)	A heavy, colorless gas that does not support combustion. Made of one carbon atom and two oxygen atoms, it is formed especially in animal respiration and in the decay or combustion of animal and vegetable matter. It is absorbed by plants in photosynthesis and is an atmospheric greenhouse gas.
Carbon Footprint	A measure of the impact human activities have on the environment in terms of the amount of green house gases produced, measured in units of carbon dioxide.
Carbon Offset	A way of counteracting the carbon emitted when the use of fossil fuel causes greenhouse gas emissions. Offsets commonly involve investing in projects such as renewable energy, tree planting and energy efficient projects.
Climate Neutral	Products or services that reduce and offset the greenhouse gases generated at each stage of their life-cycle on a cradle-to-cradle basis: the sourcing of their materials, their manufacturing or production, their distribution, use, and ultimate end-of-life disposition.
Compost	A mixture of humus-rich, decomposed vegetable matter, used as a fertilizer or soil enrichment.
Corporate Social Responsibility	A form of corporate self-regulation whereby a business monitors and ensures their adherence to law, ethical standards, and international norms.
Ecological Footprint	The measure of area needed to supply national populations with the resources and area needed to absorb their wastes.
Ecology	The system of relationships between organisms and their environments.
Ecosystem	A community of living organisms interacting with themselves and with their environment.
Ecotourism	Tourism that respects the culture, natural history and environment of destinations and seeks to minimize the negative impact of travel on the environment.
Energy Star Equipment	A voluntary labeling program of the U.S. Environmental Protection Agency (EPA) and the U.S. Department of Energy that identifies energy efficient products. Qualified products exceed minimum federal standards for energy consumption by a certain amount, or where no federal standards exist, have certain energy saving features. Such products may display the EnergyStar label.
Energy/Water Conservation	Practices and strategies that are designed to minimize the amount of energy and water used.

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Environmentally Responsible Transportation	Transportation options that minimize environmental impact such as mass public transportation (light rail, subway, electric/hybrid/biodiesel buses) and electric/hybrid vehicles.
Equal Pay	A concept that states that individuals doing the same work should receive the same remuneration regardless of their sex, race, sexuality, nationality or anything else. Example of practical application: inquire at facility about outstanding union grievances.
Ethical Sourcing	The method of choosing products which take into account a company's responsibility for labor and human rights practices within all stages of its supply chain. Example of practical application: choosing fair trade coffee for your meeting.
E-waste	Waste materials generated from using or discarding electronic devices, such as computers, televisions, and mobile phones. E-waste tends to be highly toxic to humans, plants, and animals, and has been known to contaminate water, air and dirt.
Fair Trade	Small farmers are paid a fair market price that enables them to improve their standard of living.
Fossil Fuel	An organic, energy-rich substance formed from the long-buried remains of prehistoric life.
Global Warming	A gradual, long-term increase in the near surface temperature of the Earth. The term is most often used to refer to the warming predicted to occur as a result of increased emissions of greenhouse gases.
Green	A common expression meaning environmentally responsible.
Green Collar Job	A job connected to eco-friendly products and services.
Green Meeting	According to APEX, a green meeting incorporates environmental considerations throughout all stages of the meeting in order to minimize the negative impact on the environment.
Greenhouse Effect	Heating of the atmosphere that results from the absorption of solar radiation by certain gases.
Greenhouse Gas	A gas which contributes to the greenhouse effect by absorbing solar radiation. These gases include, but are not limited to, carbon dioxide, ozone, methane, and chlorofluorocarbons.
Green Seal Certified	An organization, product or process that has passed a specific environmentally responsible standard as outlined by Green Seal.
Greenwash	To falsely claim a product is environmentally sound. Also known as faux green. Disinformation disseminated by an organization so as to present an environmentally public image.
HAP	Stands for hazardous air pollutant.
Hazmat	An abbreviation for hazardous material. A hazardous material is any item or agent (biological, chemical, physical) which has the potential to cause harm to humans, animals, or the environment, either by itself or through interaction with other factors.
Human Rights	The basic rights and freedoms to which all humans are entitled regardless of race, nationality, or membership of any particular social group. They specify the minimum conditions for human

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	dignity and a tolerable quality of life. Example of practical application: ensure the promotional products you purchase are sourced from a factory that has good working conditions, i.e. choose ethically sourced products.
Hybrid Vehicle	Vehicle that uses a combination of two engine types. Cars are most commonly gasoline-electric hybrids.
Kilowatt Hour	1,000 watts of electricity used for one hour.
LEED	Leadership in Energy and Environmental Design - A Green Building Rating System® is a voluntary, consensus-based national standard for developing high-performance, sustainable buildings developed by the U.S. Green Building Council.
Living Wages	A term used to describe the minimum hourly wage necessary for a person to achieve a quality of life generally higher than that indicated by the definition of poverty. Example of practical application: inquire if the facility supports its employees with a living wage. Resource: http://www.livingwage.geog.psu.edu/
Occupancy Sensor	A monitoring device, commonly connected to a room's lighting but also occasionally to heating or ventilation, that shuts down these services when the space is unoccupied, thus saving energy.
Organic Foods	Grown without chemicals that can harm the land, water or human health. Organic certification of food can be through an independent organization or government program.
PDA	Personal Digital Assistant.
Pesticide	Any agent used to kill or control insects, weeds, rodents, fungi or other organisms.
Post-Consumer Material	An end product that has completed its life cycle as a consumer item and would otherwise have been disposed of as a solid waste. Post-consumer materials include recyclables collected in commercial and residential recycling programs, such as office paper, cardboard, aluminum cans, plastics and metals.
Post-Consumer Waste	Post-consumer waste is recycled material collected after people have tossed it in the blue bin. Office recycling programs and household recycling programs are the main source of post-consumer waste.
Processed Chlorine Free (PCF)	"Processed chlorine free" describes a bleaching process free of chlorine or chlorine compounds, which poisons rivers. The most common PCF bleaching agent is hydrogen peroxide (which breaks down into water and oxygen). Using PCF paper eliminates most of the toxic byproducts of traditional bleaching, such as dioxins and other organochlorides, and this means cleaner rivers.
Recycled Paper	According to U.S. government standards, uncoated paper with at least 30% post-consumer waste and coated paper with at least 10% post-consumer waste can be called "recycled" paper.
Recycling	The collection of waste materials and reprocessing them into new materials or products, which are then sold again.
Renewable Resources	Resources that are created or produced at least as fast as they are consumed, so that nothing is depleted. Includes solar, hydro, wind power, biomass, and geothermal energy sources.

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Shade Grown Coffee	Coffee that is grown in the traditional manner, with coffee plants interspersed under a canopy of trees. End result: more habitats for birds, less need for chemical inputs, and the forest is not disrupted.
Sustainable Food	Food that is healthy for consumers and animals, does not harm the environment, is humane for workers, respects animals, provides a fair wage for the farmer, and supports and enhances rural communities.
Sustainability	Meeting the needs of the present without compromising the ability of future generations to meet their own needs (as defined by the Brundtland Commission, 1987).
Trawling	Also known as dredging, the process of dragging huge, heavy nets over the sea floor, scooping up everything in their path.
Triple Bottom Line	A business and development philosophy incorporating the three E's: equity, environment, economics. Also referred to as the three P's: people, planet, profit.
Vegan	Lifestyle choice which excludes the consumption and use of animal flesh and by-products.
Vegetarian	Dietary choice which excludes the consumption of animal flesh or by-products, but may include eggs and dairy.
Vegetable-based Inks	Environmentally friendly printing inks which are made from vegetable oils combined with pigments. The most common type is made from soy.
Venue	Location where an event takes place.
Volatile Organic Compounds (VOC)	Compounds that have a high vapor pressure and low water solubility. Many VOCs are human made chemicals used and produced in the manufacture of paints, pharmaceuticals and refrigerants. VOCs typically are industrial solvents, such as trichloroethylene; fuel oxygenates, such as methyl tert-butyl ether (MTBE); or by-products produced by chlorination in water treatment, such as chloroform. VOCs are often components of petroleum fuels, hydraulic fluids, paint thinners and dry cleaning agents. VOCs are common ground water contaminants.