

FORMAT		
1. Name of resource	Guidebook to Implementing an Employer-based Commute Options Program	
2. Location	https://www.mass.gov/files/documents/2019/12/06/Commute_Options_Guidebook2019.pdf	
3. Alternative location		
4. Author[s]	Massachusetts Department of Transport	
5. Publisher/producer/host	Massachusetts Department of Transport	
6. Year	2019	
7. Suggested citation	Massachusetts Department of Transport (2019). Guidebook to Implementing an Employer-based Commute Options Program. Massachusetts Department of Transport, available at https://www.mass.gov/files/documents/2019/12/06/Commute_Options_Guidebook2019.pdf .	
8. Languages in which available	English	
9. Geographic area resource relates to	US but with wider relevance	
10. Does the resource relate to a specific time frame?		
11. Type	Report	
	Toolkit/Framework/Roadmap	Yes
	Sign-post to other resource (database)	
	Case studies	Yes
	Other	
12. If this is part of an initiative, what is the initiative?		
COLLECTIONS AND COLLECTIONS-BASED INSTITUTIONS		
13. Explicit links to collections	No	
14. Explicit links to museums/libraries/archives	No	
15. Types of institutions the resource covers	Museums	X
	Archives	X
	Libraries	X
	Other	X
16. Types of collections/disciplin	Arts, humanities and social sciences: philosophy, psychology, religion, social	

<p>es the resource covers</p>	<p>sciences, law, politics, language, arts and recreation, architecture, literature, history, geography and ethnology, anthropology, archaeology</p>	
	<p>Science, natural history, technology, medicine, engineering, manufacturing</p>	<p>X</p>
<p>17. If no explicit links to collections, justification for inclusion</p>	<p>The resource can be used by collections-based institutions to support low-carbon travel options among employees and in the supply chain.</p>	
<p>HOW IT CONTRIBUTES TO SUSTAINABLE DEVELOPMENT</p>		
<p>18. Collections-related activities the resource relates to (mark all that apply)</p>		
<p>Develop collections to protect and safeguard wider cultural and natural heritage more effectively, for example by targeting collecting to threatened forms of heritage in strategic ways</p>		
<p>Use collections to promote learning and educational opportunities that contribute to sustainable development more effectively, for example education for sustainable development and sustainable lifestyles, human rights, gender equality, promotion of a culture of peace and non-violence, global citizenship and appreciation of cultural diversity and of culture’s contribution to sustainable development and/or skills development relating to collections</p>		
<p>Use collections to promote cultural participation/social inclusion more effectively, for example by reducing barriers to participation, to ensure no-one is ‘left behind’</p>		
<p>Use collections to promote sustainable tourism more effectively, for example by developing new products based on local cultural heritage, and/or considering the rights of stakeholder groups in relation to collections</p>		
<p>Use collections to support research that contributes to sustainable development (including all forms of personal and self-directed research at all levels that make use of stored collections) more effectively, for example by providing effective facilities, collections and information to meet researchers’ needs</p>		
<p>Make decisions around collections that contribute to sustainable development more effectively</p>		
<p>i. employment (recruiting, staff training, staff safety)</p>	<p>X</p>	
<p>ii. energy consumption, greenhouse gas emissions, reduction, monitoring and reporting</p>		
<p>iii. waste management and reduction of waste</p>		
<p>iv. transport (forms of transport, energy use)</p>	<p>X</p>	
<p>v. commercial activities including copyright and IP</p>		
<p>vi. governance and management</p>	<p>X</p>	

vii. security, disaster preparedness and risk reduction	
Direct external leadership, partnerships and collaborations towards sustainable development more effectively , for example by developing impactful partnerships	
19. Does the resource relate clearly to any international conventions (mark all that apply)?	
Culture conventions:	
1952, 71 Protection of Copyright and Neighbouring Rights	
1954 Protection of Cultural Property in the Event of Armed Conflict	
1970 Fighting Against the Illicit Trafficking of Cultural Property	
1972 Protection of the World Cultural and Natural Heritage	
2001 Protection of the Underwater Cultural Heritage	
2003 Safeguarding of the Intangible Cultural Heritage	
2005 Protection and Promotion of the Diversity of Cultural Expressions	
Rio Conventions:	
Convention on Biological Diversity (CBD), Convention to Combat Desertification (UNCCD), Framework Convention on Climate Change (UNFCCC)	X
AIMS AND CONTENT	
20. What issues does the resource aim to address?	<p>“An employer-based commute options program describes a voluntary program aimed at improving employees’ commutes while saving money, improving employee satisfaction, recruitment and retention, and reducing environmental impact.</p> <p>Programs often include a variety of commute options strategies that are tailored towards each organization. Examples include infrastructure that enables an active commute, such as bike racks, and benefits that reduce employee commute expenses.</p> <p>This guidebook was created to assist employers of all sizes and across Massachusetts to develop and implement commute options programs that address the needs of their employees and make business sense.”</p>
21. Intended audience of resource	[Employers interested in developing and implementing sustainable travel options for employees]
22. Process of development	
23. Organisation/structure/contents	<p>INTRODUCTION</p> <p>Implementing a Commute Options Program</p> <p>Definitions</p> <p>IDENTIFY YOUR TYPOLOGY</p> <p>STRATEGY SUMMARY TABLES</p> <p>Priority Area</p>

	Strategy Breakdown STRATEGY GLOSSARY AND DETAILS Market Transportation Programs to Employees Surveys Site Assessment Onboarding Transportation Education Relocation Communication Emergency Ride Home Program Telework Policy Flexible Work Schedules Compressed Workweeks Remote Meetings Transit Subsidies and Allowances Bike Racks Secure Bike Parking and Storage Bike Repair Tools/Service Showers and Lockers Bike Subsidies and Allowances Bike Workshops Carshare/Bikeshare/Scootershare Subsidies Rideshare Incentives Carshare Parking Parking Cash Out Parking Fees APPENDICES Appendix 1: Plan Template and Sample Appendix 2: Transit Agency Bulk Purchase Programs Appendix 3: Sample Employee Survey
FRAMEWORKS	
24. Framework structure	
25. Relevant policy considerations	Yes
26. Resources for implementation identified	Yes
27. Specific assessment points/indicators/milestones/action plan for monitoring	Yes
28. ASPECTS OF SUSTAINABILITY COVERED BY RESOURCE (mark all that apply)	
People (social sustainability)	X
Planet (environmental sustainability)	X
Prosperity (economic sustainability)	X
Peace	

Partnerships	
29. CROSS-CUTTING CONSIDERATIONS COVERED BY RESOURCE (mark all that apply)	
Gender perspectives	
North and South perspectives	
HOW THE RESOURCE CONTRIBUTES TO AGENDA 2030 AND THE SDGs	
HOW AGENDA 2030 AND THE SDGs FEATURE IN THE RESOURCE	
30. SDGs and Agenda 2030 specifically mentioned?	No
31. SDGs specifically mentioned?	No
32. SDG targets specifically mentioned?	No
33. SDG indicators specifically mentioned?	No
SDGs AND SDG TARGETS AND LINKAGES	
34. Comments on SDG linkages	<p>The resource can help support a number of SDG targets around sustainable travel, including:</p> <p>SDG 11.2 (support sustainable travel), 3.4 (mental health and wellbeing), 9.1 (develop infrastructure that supports sustainable development), 12.6 (adopt sustainable practices), 12.7 (sustainable procurement), 13.3 (improving individual and institutional capacity for climate action) and 16.B (promote laws and policies for sustainable development. Many of the actions could also support sustainable transport by the public, supporting SDG 11.7 (safe and welcoming green and public places)</p>
35. SDGs and SDG targets the resource helps advance	
<p>SDG 3: Ensure healthy lives and promote well-being for all at all ages</p> <p>3.4 By 2030, reduce by one third premature mortality from non-communicable diseases through prevention and treatment and promote mental health and well-being</p>	<p>Plans, policies and procedures in place for the safe use of collections, notably in relation to chemical, physical, biological and other forms of hazard.</p> <p>Proportion of users of collections facilities reporting positive well-being during and as a result of activities relating to collections.</p> <p>Number and proportion of programmes relating to collections that incorporate wellbeing considerations and perspectives.</p>

	<p>Number of targeted programmes drawing on collections that address issues relating to non-communicable diseases, supporting prevention and treatment.</p>
<p>SDG 9. Build resilient infrastructure, promote inclusive and sustainable industrialization and foster innovation 9.1 Develop quality, reliable, sustainable and resilient infrastructure, including regional and transborder infrastructure, to support economic development and human well-being, with a focus on affordable and equitable access for all</p>	<p>Development of research-useful collections to support reliable, sustainable and resilient use by researchers and others.</p> <p>Number and proportion of collections facilities and stores that support economic development and human well-being.</p> <p>Number and proportion of collections facilities and stores that provide affordable and equitable access for all.</p> <p>Investment in collections facilities.</p> <p>Inclusion of collections information in regional and transborder initiatives, notably via digital access for discoverability.</p>
<p>SDG 11. Make cities and human settlements inclusive, safe, resilient and sustainable 11.2 By 2030, provide access to safe, affordable, accessible and sustainable transport systems for all, improving road safety, notably by expanding public transport, with special attention to the needs of those in vulnerable situations, women, children, persons with disabilities and older persons</p>	<p>Plans in place to ensure safe, affordable, accessible and sustainable transport systems for all, in terms of accessing collections-based institutions,</p> <p>Plans in place to use collections-based institutions to provide education and awareness of public transport systems and their development.</p> <p>Special attention to those in vulnerable situations, including women, children, disabled and older people, taken in plans regarding public transport.</p>
<p>SDG 11. Make cities and human settlements inclusive, safe, resilient and sustainable 11.7 By 2030, provide universal access to safe, inclusive and accessible, green and public spaces, in particular for women and</p>	<p>Numbers of people accessing collecting institutions from different demographic groups, notably women, children, older people and persons with disabilities.</p> <p>Increases in numbers of people accessing collecting institutions from different demographic groups.</p> <p>Measures taken to remove barriers to access green and public spaces.</p>

<p>children, older persons and persons with disabilities</p>	<p>Extent of green space provided by collections institutions.</p>
<p>SDG 12 Ensure sustainable consumption and production patterns 12.6 Encourage companies, especially large and transnational companies, to adopt sustainable practices and to integrate sustainability information into their reporting cycle</p>	<p>Clear visions, strategies and plans in place for all aspects of sustainability – environmental, social and economic (people, planet, prosperity)- across all areas of activity.</p> <p>Visions, strategies and plans relating to sustainability to be publicly available and incorporated into planning documents.</p> <p>Commitments to be in line with local, regional, national and/or international targets and ambitions.</p> <p>Incorporation of sustainability into reporting for funders and other stakeholders, including the public. Reporting to include commitments and progress towards targets.</p>
<p>SDG 12 Ensure sustainable consumption and production patterns 12.7 Promote public procurement practices that are sustainable, in accordance with national policies and priorities</p>	<p>Incorporation of sustainability considerations into procurement, in terms of advertisement and invitation to tender, contracts, and selection criteria for suppliers.</p>
<p>SDG 13. Take urgent action to combat climate change and its impacts 13.3 Improve education, awareness-raising and human and institutional capacity on climate change mitigation, adaptation, impact reduction and early warning</p>	<p>Plans in place to enhance positive contributions to addressing climate change through use of collections. Plans in place to ensure collections, collections institutions and broader society can adapt effectively to climate change.</p> <p>Plans in place for effective education and awareness raising on climate change mitigation, adaptation, impact reduction and early warning.</p> <p>Plans in place to reduce negative contributions of collections-related functions, e.g. measuring greenhouse emissions with plans and targets in place to reduce them.</p>
<p>SDG 16. Promote peaceful and inclusive societies for sustainable development, provide access to justice for all and build effective, accountable and inclusive institutions at all levels.</p>	<p><i>16.B.1 Proportion of population [audience/users/non-users] reporting having personally felt discriminated against or harassed in the previous 12 months on the basis of a ground of discrimination prohibited under international human rights law</i></p>

16.B Promote and enforce non-discriminatory laws and policies for sustainable development		Number and proportion of policies that incorporate sustainable development considerations, in the full sense of recognizing all three of social, economic and environmental considerations.			
1	2	3	4	5	6
7	8	9	10	11	12
13	14	15	16	17	