

VENDOR SUSTAINABILITY LEADERSHIP QUESTIONNAIRE

Purpose: The questionnaire identifies where vendors are showing sustainability leadership in their operations and at a corporate level. It is used to profile and collect data from vendors on a self-disclosure basis and may be used as part of the formal vendor evaluation process.

Our organization aims to recognize and give value to vendors that are demonstrating leadership and innovation in their sustainability practices. Please answer the following questions to help us assess your areas of sustainability innovation and leadership at the corporate or enterprise level within your organization. Please focus on the practices particular to your operating company or division – and not those of parent or subsidiary entities.

Vendors will need to be able to verify all answers upon request (see page 4). Please keep in mind that these questions relate to a vendors internal operations and overall sustainability leadership. There are hyperlinks (in blue) embedded that provide further information on certain topic areas.

Section 1: Fair Workplace Practices

1. Does your company know the locations of 100% of the facilities that produce your products? Yes No

2. Does your company have a documented Supplier Code of Conduct or Purchasing Policy that sets internationally recognized minimum labour standards that you expect your suppliers to meet when manufacturing your products? Yes No

3. Tell us how your company verifies compliance to the standards in the Supplier Code of Conduct and/or Purchasing Policy.

a) We conduct third party audits of factories we work with Yes No

b) We conduct internal audits of our supply chain and work with our supply base to resolve issues Yes No

c) We publicly disclose the names and locations of our factories Yes No

d) We rely on a complaint-based system to identify supplier non-compliance Yes No

4. Tell us which memberships you hold with organizations that work to promote fair and reasonable employment conditions for workers.

a) We are a member of [Fair Labour Association](#) or [Social Accountability International](#) or [Worker’s Rights Consortium](#) Yes No

b) We are a member of [Fair Factories Clearinghouse](#) or [Sedex](#) Yes No

c) We are a member of another organization that promotes fair and reasonable employment conditions Please specify _____

VENDOR SUSTAINABILITY LEADERSHIP QUESTIONNAIRE

Section 2: Workplace Health & Safety, Wage Rates and Diversity

5. Tell us how your company works to promote workplace health and safety.

a) We have a documented Health & Safety Policy and Program that is openly endorsed by senior management and is updated on an annual basis	Yes	No
b) We have a Health & Safety Manual that includes safe work procedures, incident investigation process with the intent of prevention, workplace inspection process and emergency preparedness and response.	Yes	No
c) We conduct hazard assessments and job task-specific health & safety training on an annual basis	Yes	No
d) We are registered with one or more of these Safety Management Systems/Programs:		
OHSAS 18001	Yes	No
CAN/CSA Z1000	Yes	No
ANSI Z10	Yes	No
e) We have a system registered, certified or recognized by another standard	Please specify _____	
f) We have a non-registered audited health and safety management system	Yes	No

6. Tell us how you ensure fair wages and employee benefit

a) We pay all of our staff a minimum wage that meets the regional LICO (See http://www.statcan.gc.ca/pub/75f0002m/2009002/tbl/tbl-2-eng.htm for wage amounts)	Yes	No
b) We pay benefits to all of our full-time employees	Yes	No

7. Tell us about your strategy to address diversity in your workplace.

a) We have a policy or strategy to support hiring a diverse workforce	Yes	No
b) We have a policy or strategy to purchase from diverse contractors/suppliers	Yes	No
c) We participate in work/employment training programs for vulnerable/diverse populations Please specify _____	Yes	No

Section 3: Environmental Management & Stewardship

8. Tell us what policies and programs your company has in place to manage its environmental impact.

a) We have a documented Environmental or Sustainability Policy	Yes	No
b) We have an environmental management system registered to ISO 14001	Yes	No
c) We have a system registered, certified or recognized by another standard (e.g. EMAS)	Please specify _____	
d) We have a non-registered audited environmental management system	Yes	No
e) We conduct compliance audits to health, safety and environmental legislation	Yes	No
f) We produce a publicly available annual environmental, CSR, sustainability or accountability report	Yes	No

9. Tell us how your company works to reduce its greenhouse gas (GHG) emissions.

VENDOR SUSTAINABILITY LEADERSHIP QUESTIONNAIRE

a) We measure our GHG emissions and have developed a reduction strategy	Yes	No
b) We publicly report our GHG emissions	Yes	No
c) We have set publicly available GHG reduction targets	Yes	No
d) We have set a target for the use of renewable or alternative forms of energy and have developed a strategy to reach this target	Yes	No
e) We have retrofitted our facilities, our fleet and/or made process improvements to decrease GHG emissions and energy use.	Yes	No
f) We have an alternative transportation program for employees (e.g. public transit subsidy, cycling facilities, carpooling program)	Yes	No
g) We purchase from shipping/delivery companies that have taken steps to reduce their GHG emissions	Yes	No
h) We operate in third party verified green buildings and have developed a plan to meet third party verified standards (such as LEED, BREEAM, etc) in as many of our facilities as possible. Please specify the verification system _____	Yes	No

10. Tell us how your company works to reduce waste in its daily operations.

a) We conduct regular audits to measure the total amount of solid waste generated by our facilities and have a waste reduction strategy	Yes	No
b) We have set publicly available waste reduction targets	Yes	No
c) We have an office recycling program that includes office paper, beverage containers, batteries and printer cartridges	Yes	No
d) We have other recycling programs in our operations Please specify additional materials recycled: _____	Yes	No
e) We work with our suppliers to minimize packaging in order to reduce the waste generated in our facilities	Yes	No
f) We take back used products and packaging from customers and ensure it is recycled or reused as often as possible	Yes	No

11. Tell us how your company works to reduce the use of toxins and properly manage hazardous substances

a) We are not in violation with any local, national or international laws related to the use of toxins and management of hazardous substances	Yes	No
d) We have a Toxic Reduction Strategy/Policy that aims to reduce toxins across all operations	Yes	No
e) We measure the implementation of our Toxic Reduction Strategy/Policy against a pre-determined set of performance metrics and verify performance with a third-party	Yes	No

VENDOR SUSTAINABILITY LEADERSHIP QUESTIONNAIRE

Back-up Documentation to Verify Vendor Responses

We reserve the right to verify responses on this questionnaire and may request some or all of the following documentation.

Section	Question	Back-up Documentation
Section 1 Fair Workplace Practices	Question 1	<ul style="list-style-type: none"> • Location details of factory locations
	Question 2	<ul style="list-style-type: none"> • A copy of Supplier Code of Conduct or policy
	Question 3	<ul style="list-style-type: none"> • A copy of third-party audit reports • A list of publicly disclosed factories
	Question 4	<ul style="list-style-type: none"> • Proof of membership
Section 2 Workplace Health and Safety	Question 5	<ul style="list-style-type: none"> • A copy of policy • Proof of safety management system certification
	Question 6	<ul style="list-style-type: none"> • Documentation of employee benefit packages and a list of those who receive benefits
	Question 7	<ul style="list-style-type: none"> • A copy of policies
Section 3 Environmental Management and Stewardship	Question 8	<ul style="list-style-type: none"> • A copy of policy • Proof of environmental management system certification • A copy of public report
	Question 9	<ul style="list-style-type: none"> • Copy of public report • A copy of reduction targets and related results • Proof of LEED, BEEAMA, etc. certification
	Question 10	<ul style="list-style-type: none"> • Total tonnes of solid waste diverted from the landfill • A copy of reduction targets • Total tonnes of waste diverted through “take back” programs
	Question 11	<ul style="list-style-type: none"> • Copy of strategy/policy • A copy of reduction targets and related results • Copy of third-party audit/verification