
Danone Canada

Manufacturing

250-999 Employees

2017-07-04

As a wholly-owned subsidiary of Danone S.A., Danone Canada is required to make its full B Impact Assessment transparent. The PDF contains a completed B Impact Assessment that has been reviewed by B Lab with Danone Canada for its certification as a B Corporation. Answers to questions that would reveal sensitive information (e.g. that would advantage competitors or prejudice litigation) are covered as such:

Full Impact Assessment

Governance

Mission & Engagement

Level of Impact Focus Points Earned: 0 of 0

Select the description that best describes your business.

This is an unweighted question that will not impact your score and is asked only for research/benchmarking purposes.

- ☐ Positive social/environmental impact is desirable but not a particular focus for our business.
- ☐ Social and environmental impact is frequently considered but it isn't a high priority.
- ☐ We consider social and environmental impact in some aspects of our business but infrequently.
- ☒ We consistently incorporate social and environmental impact into decision-making because we consider it important to the success and profitability of our business.
- ☐ We treat our social/environmental impact as a primary measure of success for our business and prioritize it even in cases where it may not drive profitability.

Mission Statement Characteristics Points Earned: 0.1 of 0.2

Does your company have a corporate mission statement, and does it include any of the following?

Please check all that apply.

- ☐ No written statement
- ☐ A written corporate mission statement that does not include a social or environmental commitment
- ☐ A general commitment to social and/or environmental responsibility and stewardship
- ☒ A commitment to a specific positive social impact (e.g. poverty alleviation, sustainable economic development)
- ☐ A commitment to a specific positive environmental impact (e.g. reducing waste to landfill with upcycled products)
- ☐ A commitment to serve a target beneficiary group in need (e.g. low income customers, smallholder farmers)

Mission Statement Points Earned: 0 of 0

Please type or paste your mission statement here.

The Danone company mission "Bring Health through food to as many people as possible" is the mission of every Danone's subsidiary.

Mission Training Points Earned: 0.3 of 0.4

Which type of employee training does your company provide regarding its social and environmental mission?

Please check all that apply.

- ☐ No social or environmental mission
- ☐ No training on the company's social and environmental mission
- ☐ Only informal inclusion in orientation, training and/or instruction
- ☒ Specific, formal training integrated into new employee and new manager training
- ☐ Specific, formal training integrated into ongoing employee and manager training
- ☒ Workers articulate goals and achievements on social and environmental metrics as an individual or part of a workplace team
- ☐ All supervisors and managers receive training on how to communicate social and environmental goals to employees and implement accountability for results

Board Review of Social/Environmental Performance Points Earned: 0.2 of 0.4

Does the Board of Directors or equivalent governing body review the company's social or environmental performance on at least an annual basis?

- ☐ No
- ☒ Yes - The Board receives a general update on the company's social and/or environmental performance
- ☐ Yes - The Board reviews key performance indicators (KPIs) on the company's social and/or environmental performance
- ☐ N/A - No Board of Directors or equivalent governing body

Managers with Responsibilities to Mission Points Earned: 0.1 of 0.4

What proportion of full-time managers have social or environmental mission-related responsibilities or expectations outlined in their job description?

- ☐ 0%
- ☒ 1-49%
- ☐ 50-99%
- ☐ 100%

Social/ Environmental Management Reviews Points Earned: 0.4 of 0.4

What portion of management had a formal written performance evaluation/review in the last year that included social and/or environmental goals?

- ☐ 0
- ☐ 1-49%
- ☐ 50-99%
- ☒ 100%

Mission-driven Executive Job Descriptions Points Earned: 0.4 of 0.4

Is the compensation of your CEO and those who directly report to the CEO tied to achieving specific social and environmental metrics or objectives?

Please check all that apply.

- ☐ No
- ☒ Yes, CEO/President compensation
- ☒ Yes, other senior management team member(s) compensation

Stakeholder Engagement Points Earned: 0.4 of 0.4

In the last year, how did the company solicit specific feedback from its external stakeholders (excluding employees and investors) regarding the company's social and environmental performance?

Please check all that apply.

- ☐ No formal stakeholder engagement
- ☒ Meetings or other engagement mechanisms with local community members
- ☒ Meetings or other engagement mechanisms with social or environmental advocacy groups
- ☐ Online stakeholder forum to provide/report social or environmental concerns or feedback
- ☐ Third party or anonymous surveys
- ☒ Other (please describe)

Monitoring of stakeholders' positions on our most important topics (material issues).

Social/Environmental Key Performance Indicators Points Earned: 0.4 of 0.4

Are there key performance indicators (KPIs) or metrics that your company tracks at least annually to determine if you are meeting your social or environmental objectives?

- ☐ We don't track key social or environmental performance indicators
- ☒ We measure KPIs/metrics or outputs that we have identified and defined in order to determine if we are achieving our social and environmental objectives
- ☒ We measure social and environmental outcomes over time (examples: 3rd-party impact assessments, progress out of poverty indexing, beneficiary outcome surveys, etc.)

Corporate Accountability

Governance Structures Points Earned: 0.2 of 0.2

What is the company's highest level of corporate oversight?

The answer to this question affects questions you'll encounter further on in your assessment.

- ☐ Owner/Manager only
- ☐ Non-Fiduciary Advisory Board
- ☒ Board of Directors or Equivalent

Governing Body Characteristics Points Earned: 1 of 1

Which of the following apply to your company's Board of Directors or equivalent governing body?

Please check all that apply.

- ☒ Meets at least quarterly
- ☒ Includes at least 1 independent member
- ☒ Includes at least 50% independent members
- ☐ Oversees executive compensation
- ☒ Reports members names and relation to company transparently to public
- ☒ Has an Audit Committee with at least 1 independent member
- ☐ Has a Compensation Committee with at least 1 independent member
- ☐ Company is a cooperative and elects Board from membership
- ☐ None of the above
- ☐ N/A - Company has no Board of Directors or equivalent

Governing Body Stakeholder Representation Points Earned: 0.1 of 0.2

Which of the following stakeholder groups or relevant independent experts have voting seats on the Board of Directors or equivalent governing body?

Select all that apply.

- ☐ Executive employee representative
- ☒ Non-executive employee representative
- ☒ Community expertise (e.g. local university representative)
- ☐ Environmental expertise (e.g. environmental nonprofits)
- ☐ Customers
- ☐ None of the above
- ☐ N/A - no Board of Directors or other governing body

Ethics

Financial Controls Points Earned: 0.3 of 0.3

Does the company maintain any of the following financial controls?

Please check all that apply.

- ☐ None
- ☒ IT systems have different password protection systems that are changed periodically with different access levels according to the position of the staff member accessing the data
- ☐ Fraud risk assessment is conducted at least annually and any internal control deficiencies identified are communicated to BoD and senior management.
- ☒ Lines of financial reporting, responsibilities and limits for the authorization, approval and verification of disbursements are all documented in writing
- ☒ Document financial control activities, which at the minimum cover controls around cash disbursement, accounts receivable, accounts payable, and inventory management

Anti-Corruption Practices Points Earned: 0.2 of 0.3

Which of the following anti-corruption reporting and prevention systems are in place?

- ☒ Written employee whistle-blowing policy provides legal protection to workers, with strict confidentiality easily accessible to all employees
 - ☒ Helpline or anonymous mechanism to report grievances/concerns
 - ☐ Individual or department oversight with direct access to Board of Directors
 - ☐ Other (please describe)
 - ☐ None of the above
-

Instruction on Code of Ethics Points Earned: 0.3 of 0.3

Which of the following describes how your company instructs employees regarding your Code of Ethics about behavioral expectations, bribery and corruption?

Please check all that apply.

- ☐ No Code of Business Conduct (or equivalent policy) or training on the Code
 - ☒ We instruct the Board of Directors on the Code at least annually
 - ☒ We instruct all newly hired workers on the Code
 - ☒ We instruct managers on the Code on an on-going basis
 - ☒ We instruct all non-managerial workers on the Code on an ongoing basis
 - ☒ We communicate changes to the Code whenever it is updated
 - ☐ Other (please describe)
-

Code of Ethics Points Earned: 0.2 of 0.3

Which of the following aspects are covered in your Code of Ethics?

- ☒ Bribes in any form, including kickbacks or gifts, on any portion of contract payments or soft dollar practices are prohibited
 - ☒ Formal oversight policy covering direct or indirect political contributions, charitable donations and sponsorships
 - ☐ Financial and in-kind contributions to political parties, politicians, lobby groups, charitable organizations and advocacy groups are publicly disclosed
 - ☐ Other (please describe)
 - ☐ None of the above
 - ☐ N/A - No Code of Ethics
-

Breached Code of Ethics Breachment Policy Points Earned: 0.3 of 0.3

In cases where there are material breaches to the company's Code of Ethics, does the company have formal written guidelines in place for taking the following actions?

- ☐ Breaches, including case details, are reported publicly
- ☒ Reported breaches are investigated promptly via an independent party
- ☒ Employees are dismissed or disciplined if found in breach
- ☐ Contracts with business partners in breach are terminated
- ☒ Company makes improvements to anti-corruption program based on reported cases
- ☒ Other (please describe)

Severe breaches are reported to Board of Directors

- ☐ None of the above
 - ☐ N/A - No Business Code of Conduct
-

Conflict of Interest Questionnaire Points Earned: 0 of 0.1

Is there an annual conflict of interest questionnaire filled out by all board members and officers?

Include members of other governing body if not a Board.

- ☐ Yes
- ☒ No
- ☐ N/A - No Board of Directors or equivalent

Transparency

Audited Financials Points Earned: 1 of 1

Does the company produce financials that are audited annually by an internationally accredited Certified Public Accountant (CPA)?

- ☒ Yes
- ☐ No

Financial Transparency with Employees Points Earned: 1 of 1

Does the company have a formal process to share financial information with its full-time employees?

Exclude compensation data. Please check all that apply.

- ☐ No
- ☐ Yes - the company shares financial information if employees ask for them
- ☒ Yes - the company discloses all financial information (except salary info) at least yearly
- ☒ Yes - the company discloses all financial information (except salary info) at least quarterly
- ☐ Yes - The company has complete transparency of financial information and formally empowers all employees and departments to actively participate in financial planning (i.e. Open Book Management)
- ☐ Yes- In addition to sharing financials the company also has an intentional education program around shared financials

Ownership Transparency with Employees Points Earned: 1 of 1

Do all full-time employees have access to written information that identifies all material owners and investors of the company?

- ☒ Yes
- ☐ No

Impact Reporting Points Earned: 0.1 of 1

Does the company publicly share information on its social and/or environmental performance? If so, how?

- ☐ No public reporting on social or environmental performance
- ☒ Specific quantifiable social and/or environmental indicators or outcomes are made public
- ☐ Company sets public targets and shares progress to those targets
- ☐ Information is shared/updated annually
- ☐ Information is presented in a formal report that allows comparison to previous time periods
- ☐ Information adheres to a comprehensive third party standard (ex. GRI or B Impact Assessment)
- ☐ A third party has validated the information shared
- ☐ Impact reporting is integrated with financial reporting

Governance Metrics

Last Fiscal Year Points Earned: 0 of 0

On what date did your last fiscal year end?

2016-12-31

Reporting Currency Points Earned: 0 of 0

Reporting currency

Canadian Dollar - CAD

Revenue Last Year Points Earned: 0 of 0

Total Earned Revenue
From the last fiscal year

This question will be used for scored calculation questions later in the assessment. Please complete for accurate scoring. The answer to this question affects questions you'll encounter further on in your assessment.

Revenue Year Before Last Points Earned: 0 of 0

Total Earned Revenue
From the fiscal year before last

Earnings Before Interest & Taxes Last Year Points Earned: 0 of 0

EBIT (Earnings Before Interest & Taxes)
From the last fiscal year

Earnings Before Interest & Taxes Year Before Last Points Earned: 0 of 0

EBIT (Earnings Before Interest & Taxes)
From the fiscal year before last

Net Income Last Year Points Earned: 0 of 0

Net Income
From the last fiscal year

Net Income Year Before Last Points Earned: 0 of 0

Net Income
From the fiscal year before last

Mission Locked

Mission Lock Points Earned: 7.5 of 10

Separate from a mission statement, has your company done any of the following to legally ensure that its social or environmental mission will be maintained over time, regardless of company ownership?

- ☐ Signed a contract or board resolution to amend or adopt a legal form that requires consideration of employees, community and the environment (i.e. Signed B Corp Term sheet but have not yet adopted stakeholder consideration)
- ☒ Amended corporate governing documents to require the consideration of employees, community and the environment (e.g. Amended Articles of Incorporation)
- ☐ Has a specific legal entity/governance structure that preserves mission (i.e. cooperative)
- ☐ Legal entity/governance structure preserves mission and requires stakeholder consideration (i.e. Benefit Corp or cooperative that has amended governing documents to include stakeholder consideration)
- ☐ Other - Please describe
- ☐ None of the above

Workers

Worker Metrics

Majority Hourly vs. Salaried Workers Points Earned: 0 of 0

Are the majority of your employees paid on a fixed salary or a daily/hourly wage?

This is a REQUIRED question that determines the set of additional questions your company will respond to regarding your employee impact. The answer to this question affects questions you'll encounter further on in your assessment.

- ☒ Fixed Salary
- ☐ Daily/Hourly Wage

of Full Time Workers Points Earned: 0 of 0

Number of Total Full-Time Workers
Current Total Full-Time Workers

The answer to this question affects questions you'll encounter further on in your assessment.

436

of Full Time Workers Last Year Points Earned: 0 of 0

Number of Total Full-Time Workers
Total Full-Time Workers 12 months ago

The answer to this question affects questions you'll encounter further on in your assessment.

500

of Part Time Workers Points Earned: 0 of 0

Number of Total Part-Time Workers
Current Total Part-Time Workers

The answer to this question affects questions you'll encounter further on in your assessment.

10

of Part Time Workers Last Year Points Earned: 0 of 0

Number of Total Part-Time Workers
Total Part-Time Workers 12 months ago

The answer to this question affects questions you'll encounter further on in your assessment.

of Temporary Workers Points Earned: 0 of 0

Number of Total Temporary Workers
Current Total Temporary Workers

The answer to this question affects questions you'll encounter further on in your assessment.

12

of Temporary Workers Last Year Points Earned: 0 of 0

Number of Total Temporary Workers
Total Temporary Workers 12 months ago

The answer to this question affects questions you'll encounter further on in your assessment.

Compensation & Wages

Total Wages Points Earned: 0 of 0

Total Wages (including bonuses)

Lowest Paid Wage Points Earned: 0 of 0

What is the company's lowest wage calculated on an hourly basis?

Please exclude students and interns in this calculation.

% Above the Living Wage Points Earned: 1.5 of 1.5

What % above living wage did your lowest-paid worker (excluding interns) receive during the last fiscal year?

- ☐ 0% or below
- ☐ 1-14%
- ☐ 15-24%
- ☒ 25%+
- ☐ N/A - No living wage data available for country of operations

High to Low Pay Ratio Points Earned: 1.2 of 1.5

What multiple is the highest compensated individual paid (inclusive of bonus) as compared to the lowest paid full-time worker?

- ☐ >20x
- ☐ 16-20x
- ☐ 11-15x
- ☒ 6-10x
- ☐ 1-5x

Market Compensation Comparison Points Earned: 1 of 1.5

Based on a company referenced compensation study in the last two years, how does your company's compensation structure (excluding executive management) compare with the market?

- ☐ Don't Know: Have not referenced a compensation survey
- ☐ 1st quartile (0-24th percentile)
- ☐ 2nd quartile (25-49th percentile)
- ☒ 3rd quartile (50-74th percentile)
- ☐ 4th quartile (75-100th percentile)

Bonus Plan Characteristics Points Earned: 0.8 of 0.8

Which of the following are true about the company's bonus plan:

- ☐ Bonuses are given but there is no formal plan
- ☒ Formal guidelines on the structure of the bonus plan (e.g. eligibility, profit/revenue target tied to the bonus pool, allocation criteria) are disseminated and accessible to all workers
- ☒ All full-time and part-time workers are eligible in the plan
- ☐ None of the above

Employees Receiving a Bonus Points Earned: 0.8 of 1.5

What % of full-time and part-time employees, excluding founders and executives, received a bonus in the last fiscal year?

- ☐ 0%
- ☐ 1-24%
- ☐ 25-49%
- ☒ 50-74%
- ☐ 75-99%
- ☐ 100%
- ☐ N/A

Initiatives To Increase Wages/Benefits Points Earned: 0 of 1.5

If it is not possible to verify a living wage in your country, has your company participated in any leadership initiatives to increase wages or benefits to workers provided in your country/industry?

Examples include commissioning a living wage calculation. Select N/A if living wage already exists.

- ☐ Yes
- ☐ No
- ☒ N/A - Living wage already exists

Compensation & Wages (Salaried)

Non-executive Wage Increases Points Earned: 0 of 1.9

Subtracting for inflation increase, what was the average % increase in wage/salary paid to non-executive workers in the last fiscal year?

Select 0% if average increase was at or below inflation rate.

- ☒ 0-2%
- ☐ 3-5%
- ☐ 6-15%
- ☐ >15%
- ☐ N/A - No workers last year

Bonus Plan Characteristics Points Earned: 1.3 of 1.9

In the last fiscal year, the company's bonus plan for non-executives represented what % of the company's salary base?

Please select 0% if your company did not have bonuses issued.

- ☐ No bonus payout, or no bonus plan
- ☐ <1%
- ☐ 1-5%
- ☒ 6-15%
- ☐ >15%

Benefits

Government Provision Of Healthcare Points Earned: 0 of 0

Which of the following best describes the provision of healthcare in the country where the majority of employees reside?

- ☐ Universal Provision of Basic Healthcare Services (e.g. United Kingdom)
- ☒ Government Mandated or Provided Health Insurance Programs (e.g. Switzerland)
- ☐ None of the Above

Healthcare Coverage Points Earned: 3.2 of 3.2

What % of employees are eligible for health care benefits either through company or government plan?

- ☐ <75%
- ☐ 75-84%
- ☐ 85-94%
- ☒ 95%+

Additional Supplementary Benefits Points Earned: 1.6 of 1.6

Are any of the following benefits provided to employees to supplement government programs?

- ☒ Disability coverage/ accident insurance
- ☒ Life insurance
- ☐ Financial services (credit or savings programs)
- ☒ Private dental insurance
- ☒ Private supplemental health insurance
- ☒ Other (describe)

Vision Insurance

- ☐ None of the above

Paid Secondary Caregiver Leave Points Earned: 1.1 of 1.6

What is the minimum number of weeks tenured workers are offered paid secondary caregiver leave, either through the company or a government plan?

- ☐ None
- ☐ Up to 2 weeks
- ☒ 2 to 5 weeks
- ☐ Greater than 5 weeks

Healthcare Eligibility for Part Time Workers Points Earned: 0.8 of 0.8

How many hours per week must a part-time employee work in order to qualify for the previously-selected benefits?

- ☐ No benefits beyond what is provided under national law
- ☐ 30+ hours per week
- ☐ 25-30 hours per week
- ☐ 20-24 hours per week
- ☒ <20 hours per week
- ☐ N/A - No part-time workers

Retirement Programs Points Earned: 1.6 of 1.6

Do employees have access to any of the following savings programs for retirement?

- ☒ Government-sponsored pension plans
- ☒ Private Pension or Provident Funds
- ☒ Plan specifically includes Socially-Responsible Investing option
- ☐ None of the above

Worker Benefits (Salaried)

Number of Paid Days Off Points Earned: 1.7 of 1.7

How many paid days off (including holidays) do full-time employees receive annually?

- ☐ 0-15 days
- ☐ 16-22 days
- ☐ 23-29 days
- ☐ 30-35 days
- ☒ 36+ work days

Paid Primary Caregiver Leave for Salary Workers Points Earned: 1.7 of 1.7

What is the minimum number of weeks salaried workers receive paid primary caregiver leave, either through the company or the government?

- ☐ 0-5 weeks
- ☐ 6-11 weeks
- ☐ 12-17 weeks
- ☐ 18-23 weeks
- ☒ 24+ weeks

Training & Education

Intern Hiring Practices Points Earned: 0.2 of 0.2

Which of the following is true of intern hiring practices?

Check all that apply. If there is no third party living wage calculated for your country of operations, please do not select "payment of a living wage."

- ☒ There is a formalized policy/program outlining the objectives of internships or internship programs for participants
- ☒ Company partners with education institutions to provide internship opportunities
- ☒ Interns are paid a living wage
- ☒ Interns receive formal performance reviews
- ☒ Interns have a formal opportunity to provide feedback on experience
- ☒ Interns have been hired on as full time permanent employees in the past two years
- ☒ Intern tenures are restricted to not exceed 1 year if interns are not currently enrolled in school
- ☐ None of the above apply to my intern programs
- ☐ N/A - Company does not employ interns

Internal Promotions Points Earned: 0.2 of 0.2

What % of positions above entry level have been filled with internal candidates in the last 12 months?

Exclude material owners in your calculation.

- ☐ 0%
- ☐ 1-24%
- ☐ 25-49%
- ☒ 50-74%
- ☐ 75%+

Internal Promotions Points Earned: 0.1 of 0.2

What % of employees have been internally promoted within the last 12 months?

Exclude material owners in your calculation.

- ☐ 0%
- ☒ 1-5%
- ☐ 6-15%
- ☐ >15%

Paid Professional Development Days Points Earned: 0.1 of 0.2

How many paid days of professional development do the majority of full time workers receive (in a single year)?

- ☐ No formal policy
- ☐ 0 days
- ☒ 1-4 days
- ☐ 5-9 days
- ☐ 10+ days

Management Training Points Earned: 0.2 of 0.2

Do new and existing managers get regular training and coaching on the following?

Check all that apply.

- ☒ Providing ongoing praise and corrective feedback
- ☐ Conflict negotiation and resolution
- ☒ Group dynamics and optimal team functioning
- ☒ Performance evaluation systems
- ☐ Other (please describe)
- ☐ None of the above

Training & Education (Salaried)

Skills-Based Training Participation Points Earned: 0.1 of 0.2

Excluding newly hired workers, what % of full-time and part-time workers received the following types of formal training during the last 12 months?

Skills-based training to advance core job responsibilities

- ☐ 0%
- ☐ 1-24%
- ☐ 25-49%
- ☒ 50-74%
- ☐ 75%+
- ☐ Don't know

Providing Cross-Job Skills Training Points Earned: 0 of 0.2

Excluding newly hired workers, what % of full-time and part-time workers received the following types of formal training during the last 12 months?

Skills-based training on cross-job functions (i.e. training beyond regular job responsibilities, e.g. public speaking training or management training for non-managers)

- ☐ 0%
- ☒ 1-24%
- ☐ 25-49%
- ☐ 50-74%
- ☐ 75%+
- ☐ Don't know

Life Skill Training Participation Points Earned: 0 of 0.2

Excluding newly hired workers, what % of full-time and part-time workers received the following types of formal training during the last 12 months?

Training on life skills for personal development (i.e. literacy, personal financial planning, etc.)

- ☐ 0%
- ☒ 1-24%
- ☐ 25-49%
- ☐ 50-74%
- ☐ 75%+
- ☐ Don't know

External Professional Development Participation Points Earned: 0.1 of 0.3

What % of full-time workers have participated in external professional development opportunities or lifelong learning opportunities in the past fiscal year?

Include only those that are paid for in advance, reimbursed or subsidized by the company.

- ☐ 0%
- ☒ 1-24%
- ☐ 25-49%
- ☐ 50-74%
- ☐ 75%+

Subsidized Educational Opportunities Points Earned: 0 of 0.3

What % of full-time workers received advancement or reimbursement for continuing education opportunities in the last fiscal year?

Continuing education opportunities include GED, college credits, industry-recognized accreditation, etc.

- ☒ 0
- ☐ 1-5%
- ☐ 6-15%
- ☐ >15%

Outplacement Services Points Earned: 0.2 of 0.2

For what % of terminated full-time employees are formal outplacement services provided?

Exclude employees terminated with cause.

- ☐ 0%
- ☐ 1-24%
- ☐ 25-49%
- ☐ 50-74%
- ☒ 75%+

Worker Ownership

% Participation in Employee Ownership Points Earned: 0.4 of 1.7

What % of all full-time employees have been granted stock, stock options or stock equivalents (including participation in an ESOP or other qualified ownership plans) in the company?

Select N/A if your company is a consumer/shared services cooperative, a producer cooperative or a nonprofit.

- ☐ 0%
- ☒ 1-24%
- ☐ 25-49%
- ☐ 50-74%
- ☐ 75-99%
- ☐ 100%
- ☐ N/A

Employee Ownership Points Earned: 0.4 of 1.7

What % of the company is owned or formally reserved as part of a written plan for full-time workers and management (including founders/executives)?

Select N/A if your company is a consumer/shared services cooperative, a producer cooperative or a nonprofit.

- ☐ 0%
 - ☒ 1-24%
 - ☐ 25-49%
 - ☐ 50-74%
 - ☐ 75-99%
 - ☐ 100%
 - ☐ N/A
 - ☐ Don't Know
-

% of Company Owned by Non-Executive Employees Points Earned: 0.9 of 3.5

What % of the company is owned by full-time workers who are non-executive employees and non-founders?

Select N/A if your company is a consumer/shared services cooperative, a producer cooperative or a nonprofit.

- ☐ 0%
 - ☒ 1-4%
 - ☐ 5-24%
 - ☐ 25-49%
 - ☐ 50%+
 - ☐ N/A
 - ☐ Don't Know
-

Management & Worker Communication

Employee Review Process Points Earned: 0.7 of 0.7

Is there a formal consistent process for providing performance feedback to all tenured employees which includes any of the following?

Check all that apply.

- ☒ Is conducted on at least an annual basis
 - ☒ Includes peer and subordinate input
 - ☒ Provides written guidance for career development
 - ☐ Includes social and environmental goals
 - ☒ Clearly identifies achievable goals
 - ☐ Follows a 360-degree feedback process
 - ☐ None of the above
-

Employee Handbook Information Points Earned: 0.2 of 0.2

Does your company have a written employee handbook that workers have access to and includes any of the following information?

Check all that apply.

- ☐ No written employee handbook
 - ☐ A non-discrimination statement
 - ☒ An anti-harassment policy
 - ☒ Statement on work hours
 - ☒ Pay and performance issues
 - ☒ Policies on benefits, training and leave
 - ☒ Grievance resolution
 - ☐ Disciplinary procedures and possible sanctions
 - ☐ Statement regarding workers' right to bargain collectively and freedom of association
 - ☐ Prohibition of child labor and forced/compulsory labor
-

Employee Satisfaction Points Earned: 0.3 of 0.7

What percent of your employees are 'Satisfied' or 'Engaged'?

Select N/A if satisfaction or engagement is not formally surveyed.

- ☐ N/A
 - ☐ <65%
 - ☒ 65-80%
 - ☐ 81-90%
 - ☐ >90%
-

Employee Metric Transparency Points Earned: 0.2 of 0.2

Which of the following employee metrics are regularly collected, monitored and made transparent to all employees?

- ☒ Retention and turnover metrics
 - ☒ Diversity metrics
 - ☐ None
-

Termination Policy Points Earned: 0.3 of 0.3

Which of the following is included in your company's termination policy?

Exclude situations requiring immediate dismissal / with cause.

- ☐ No written notice required prior to termination
 - ☐ Required written notice of worker performance only
 - ☒ Required written notice of worker performance and a stated probationary period
 - ☐ N/A - No written termination policy
-

Management & Worker Communication (Salaried)

Average Tenure Points Earned: 0.3 of 0.3

What is the average tenure of your current workforce?

- ☐ <12 months
 - ☐ 1-3 years
 - ☐ 3-5 years
 - ☒ >5 years
-

Job Flexibility/Corporate Culture

Health and Wellness Initiatives Points Earned: 0.4 of 0.4

Do company policies support any of the following health and wellness initiatives above insurer-provided programs?

Check all that apply.

- ☐ Company does not offer any formal health and wellness initiatives
- ☒ Company sponsors and encourages workers to participate in health and wellness activities during the workweek (i.e. walking or steps programs)
- ☒ Company offers incentives for workers to complete health risk assessments or participate in health and wellness activities (e.g., a fund for exercise equipment, subsidized gym membership, etc.)
- ☐ Over 25% of workers have completed a health risk assessment in the last 12 months
- ☒ Employees have access to behavioral health counseling services, web resources or Employee Assistance Programs
- ☒ Spouses, partners, or children of employees provided access to behavioral health counseling services, web resources or Employee Assistance Programs
- ☒ Company has policies and programs in place to prevent ergonomic-related injuries in the workspace
- ☐ Management receives reports on aggregate participation in worker wellness programs
- ☐ Other (please describe)

Job Flexibility/Corporate Culture (Salaried)

Worker Flexibility Options Points Earned: 0.3 of 0.4

Does the company offer any of the following job flexibility options, whenever feasible, in writing and in practice for the majority of workers?

Please check all that apply.

- ☒ Part-time work schedules at the request of workers
- ☒ Flex-time work schedules (allowing freedom to vary start and stop times)
- ☒ Telecommuting (working from home one or more days per week)
- ☐ Job-sharing
- ☐ None of the above

Workplace Flexibility in Practice Points Earned: 0.4 of 0.4

Which of the following flexible workplace practices occurred in the past 12 months?

Please check all that apply.

- ☒ Managers or executives worked part-time or in a job-share
- ☒ Managers or executives are in a telecommuting position
- ☒ We hired new people into permanent positions that are telecommuting
- ☐ We hired new people into permanent positions that are part-time or job-share
- ☒ We have transitioned staff into part-time, job-share, or telecommuting positions
- ☐ Other (please describe)
- ☐ None of the above

Supplementary Benefits Points Earned: 0.9 of 0.9

Which of the following supplementary benefits are offered to employees?

Please check all that apply.

- ☐ Onsite childcare
- ☐ Offsite subsidized child care
- ☒ Counseling services
- ☐ Free or subsidized meal
- ☒ Policy to support breastfeeding mothers
- ☐ Other (please describe)
- ☐ None

Career Development Policies Points Earned: 0.2 of 0.2

Which of the following are true of career development and promotion policies and practices?

- ☒ Employees who seek to take a short-term leave/sabbatical will have his/her job guaranteed upon return
- ☒ Efforts will be made to find a place for employees who seek to take a long-term leave/sabbatical upon return
- ☒ Employees are able to make lateral moves or change career direction or pace when possible
- ☐ None of the above

Occupational Health & Safety

Management Commitment to Health and Safety Points Earned: 0.2 of 0.2

Does the company have any of the following practices with regards to management's commitment to worker health and safety?

- ☒ Written safety and health policy to minimize on-the-job employee accidents and injuries
- ☒ Safety and health integrated into overall management planning process and workers are involved in safety planning, resource allocation, audits, etc.
- ☒ Safety and health concerns communicated through regular safety and health trainings
- ☒ Specific safety and health program goals and objectives, with specific indicators to measure progress
- ☒ Senior management addresses safety issues through written word or in company gatherings at least quarterly
- ☒ Formal safety reporting system for employees to submit their safety concerns
- ☒ Safety procedures easily accessible for all on site personnel, including workers, non-managerial staff, and visitors
- ☒ Participation in an external program demonstrating commitment and excellence in safety and health (e.g. Voluntary Protection Program)
- ☐ N/A - No manufacturing or wholesale facilities
- ☐ None of the above

Health and Safety Audit Practices Points Earned: 0.2 of 0.2

Which of the following is included in your company's practices related to inspections/audits:

- ☒ Written procedure for performing safety and health inspections
- ☒ Routine safety and health inspections at least quarterly
- ☒ Information discovered through analyses is used to improve safety processes (e.g. baseline hazards analysis, accident/incident analysis, employee concerns, sampling results from inspections)
- ☒ Results of the routine inspections are documented
- ☒ Inspection reports clearly indicate what needs to be corrected with documented accountability for closure
- ☐ N/A - No manufacturing or wholesale facilities
- ☐ None of the above

Evaluating Health and Safety Practices Points Earned: 0.2 of 0.2

Which of the following is included in your company's measurement and evaluation practices in relation to occupational safety and health?

- ☐ A standardized third-party safety management system (i.e. ISO 18001, BS 8800)
- ☒ A safety position, safety committee or safety program representative reporting to senior-level position (Vice-President or higher)
- ☒ A documented standard procedure for investigating accidents and major incidents
- ☒ Investigation and documentation of the root causes of accidents and incidents
- ☒ Implementation of corrective actions after root causes of an accident or incident are determined
- ☒ Injury or illness trends and trend data are transparent to all workers
- ☒ An annual evaluation of the safety and health system including senior management in the evaluation
- ☒ Has an employee safety recognition program
- ☐ Engages with employees on regular Safety Perception Surveys
- ☐ None of the above

Worksite Characteristics Points Earned: 0.2 of 0.2

Check all of the worksite characteristics below that apply:

- ☒ At the beginning of every shift, a briefing with front-line workers is held to share information and/or discuss the work for the day
- ☒ Results of a hazard analysis or routine activities are documented
- ☒ Potential hazards are identified, analyzed and managed when new materials or equipment are purchased or new process implemented
- ☒ Workers are permitted in written communication to shut down an unsafe process
- ☐ None of the above

Tracking Hazards Points Earned: 0.2 of 0.2

Which of the following does your company do regarding hazard elimination and tracking:

- ☒ Follow the preferred hierarchy (first engineering, then administrative, then work practices, and finally PPE) to eliminate or control hazard
- ☒ Regularly assesses Personal Protective Equipment (PPE) use
- ☒ Conduct follow-up studies to ensure that hazard controls are adequate
- ☒ Documents and addresses hazard controls in appropriate procedures, safety and health rules, inspections, training, etc.
- ☐ None of the above

Worker Business Models Introduction

Impact Business Model: Worker Ownership Points Earned: 0 of 0

Is your company structured to benefit its employees in the following way?

The answer to this question affects questions you'll encounter further on in your assessment.

- ☐ Ownership structures that provide significant equity (>40%) and empowerment to all employees (i.e. employee-owned companies/cooperative)
- ☒ No

Community

Job Creation

New Jobs Added Last Year Points Earned: 0 of 0

Number of full-time and part-time jobs that have been added to your company's payroll. Enter 0 if none or if your company has no workers.

Last 12 months:

0

New Jobs Added Year Before Last Points Earned: 0 of 0

Number of full-time and part-time jobs that have been added to your company's payroll. Enter 0 if none or if your company has no workers.

Prior 12 months:

Job Growth Rate Points Earned: 0 of 2.1

By what % has your worker base grown over the last 12 months?

- ☒ 0% (Has not grown on a net basis)
- ☐ 1-5%
- ☐ 6-15%
- ☐ >15%

Departed Employees Points Earned: 0 of 0

Number of full-time and part-time workers that departed/left the company during the last 12 months.

Enter 0 if None. Select N/A only if there are no workers.

Attrition Rate Points Earned: 0 of 2.1

What was the attrition rate at the company for full-time and tenured part-time workers for the last 12 months?

Exclude workers terminated with cause.

Workers from Low-Income Areas Points Earned: 0.3 of 1.1

What % of workers (including full-time and part-time and temporary workers) are verified/self-identified to be a part of the following groups?

Individuals residing in a low income area

- ☐ 0%
- ☒ 1-9%
- ☐ 10-19%
- ☐ 20-29%
- ☐ 30%+
- ☐ Don't Know

Workers from Underemployed Groups Points Earned: 0 of 1.1

What % of workers (including full-time and part-time and temporary workers) are verified/self-identified to be a part of the following groups?

Other chronically underemployed populations (e.g. individuals who are formerly incarcerated or homeless)

- ☒ 0%
- ☐ 1-9%
- ☐ 10-19%
- ☐ 20-29%
- ☐ 30%+
- ☐ Don't Know

Facilities in Low-Income Communities Points Earned: 0 of 1.1

What % of your workers are employed in company facilities located in low-income communities?

- ☒ <10%
- ☐ 10-19%
- ☐ 20-29%
- ☐ 30%+
- ☐ Don't Know

Suppliers in Low-Income Communities Points Earned: 0 of 0.5

What % of your Significant Suppliers are located in low-income communities or create employment opportunities for other chronically underemployed populations?

- ☒ <10%
- ☐ 10-19%
- ☐ 20-30%
- ☐ >30%
- ☐ Don't Know

Diversity & Inclusion

Female Employees Points Earned: 0 of 0

Number of total full-time and part-time female employees.

Enter 0 if None.

211

Ownership Diversity Points Earned: 0 of 0.8

What % of the company is owned by the following groups?

Women and/or individuals from underrepresented populations, including low-income communities

- ☐ 0%
- ☐ 1-4%
- ☐ 5-14%
- ☐ 15-24%
- ☐ 25%+
- ☒ Don't know

Non-accredited Investor Ownership Points Earned: 0 of 0.8

What % of the company is owned by the following groups?

Individuals that qualify as non-accredited investors

- ☐ 0%
- ☐ 1-4%
- ☐ 5-14%
- ☐ 15-24%
- ☐ 25%+
- ☒ Don't know

Female Ownership Points Earned: 0 of 0

Optional unweighted metrics: Approximately what % of your company's ownership is held by individuals from the following groups?
Women

Low-income Ownership Points Earned: 0 of 0

Optional unweighted metrics: Approximately what % of your company's ownership is held by individuals from the following groups?
Low income communities

Ownership from Underrepresented Groups Points Earned: 0 of 0

Optional unweighted metrics: Approximately what % of your company's ownership is held by individuals from the following groups?
Other underrepresented populations (e.g. minorities, LGBT community, individuals with disabilities, etc.)

Board of Directors Diversity Points Earned: 0.6 of 0.8

What % of the members of your Board of Directors (or equivalent) are women or individuals from other underrepresented populations?

- ☐ 0%
- ☐ 1-9%
- ☐ 10-24%
- ☒ 25-49%
- ☐ 50%+
- ☐ Don't know
- ☐ N/A - No board of directors or equivalent

Female Directors Points Earned: 0 of 0

Optional unweighted metrics: Approximately what % of your Board of Directors or other governing body are from the following groups?

Women

46

Directors from Low-income Communities Points Earned: 0 of 0

Optional unweighted metrics: Approximately what % of your Board of Directors or other governing body are from the following groups?

Low income communities

Minority Directors Points Earned: 0 of 0

Optional unweighted metrics: Approximately what % of your Board of Directors or other governing body are from the following groups?

Minority/previously excluded populations

Directors from Underrepresented Populations Points Earned: 0 of 0

Optional unweighted metrics: Approximately what % of your Board of Directors or other governing body are from the following groups?

Other underrepresented populations (e.g. minorities, LGBT community, individuals with disabilities, etc.)

Management from Underemployed Groups Points Earned: 0.8 of 0.8

What % of management are women and/or individuals from underrepresented populations, including low-income communities?

- ☐ 0%
- ☐ 1-9%
- ☐ 10-24%
- ☐ 25-49%
- ☒ 50%+
- ☐ Don't know

Female Management Points Earned: 0 of 0

Optional unweighted metrics: Approximately what % of management is from the following groups?

Women

51

Managers from Low-income Areas Points Earned: 0 of 0

Optional unweighted metrics: Approximately what % of management is from the following groups?

Low income communities

Managers from Underrepresented Groups Points Earned: 0 of 0

Optional unweighted metrics: Approximately what % of management is from the following groups?
Other underrepresented populations (eg - minorities, LGBT community, individuals with disabilities, etc.)

Ethnic Diversity Compared to Area Points Earned: 0 of 0.8

Does the % of ethnic minorities employed at your company equal or exceed the % of ethnic minorities in your metro area?

Percentage should be based on census or other government demographic data.

- ☐ No
- ☐ Yes
- ☒ N/A- Ethnic data is not available or illegal to be tracked in your area

Managing Gender Pay Equity Managers Points Earned: 0.4 of 0.4

Is average compensation for men and women equal in comparable managerial and non-managerial roles?

Managerial

Allow a 5% margin of error while calculating. For more information on calculating, see Explain.

- ☒ Yes
- ☐ No
- ☐ Don't know
- ☐ N/A - Only one gender represented

Managing Gender Pay Equity for Non-Managers Points Earned: 0.4 of 0.4

Is average compensation for men and women equal in comparable managerial and non-managerial roles?

Non-managerial

Allow a 5% margin of error while calculating. For more information on calculating, see Explain.

- ☒ Yes
- ☐ No
- ☐ Don't know
- ☐ N/A - Only one gender represented

Supplier Ownership Diversity Points Earned: 0 of 0.8

What % of your Significant Suppliers are majority owned by women or individuals from underrepresented populations?

- ☒ 0%
- ☐ 1-9%
- ☐ 10-19%
- ☐ 20-29%
- ☐ 30%+
- ☐ Don't Know

Supplier Diversity Policy Points Earned: 0.4 of 0.4

Does the company have a written policy giving preference to suppliers owned by women or individuals from underrepresented populations?

- ☒ Yes
- ☐ No
- ☐ N/A: Such policies are illegal in my country of operations

Diversity and Inclusion Training Points Earned: 0.9 of 0.9

Does the company provide specific content in worker training on inclusion and diversity issues related to any of the following specific underrepresented groups?

Check all that apply.

- ☒ Gender inclusiveness
- ☒ Minorities
- ☐ LGBT community
- ☐ Individuals with disabilities
- ☒ Other underrepresented groups (please describe)

religious minorities

- ☐ None of the Above

Civic Engagement & Giving

Corporate Citizenship Program Points Earned: 1 of 1

Does your company have a formal corporate citizenship program (with allocated resources) in place that includes the following:

- ☒ Statement on the intended social or environmental impact of company's charitable contributions
- ☒ Cash and in-kind donations (excluding political causes)
- ☒ Volunteer and pro bono service
- ☒ Formal donations commitment (e.g. 1% for the planet)
- ☐ Matching individual workers' charitable donations
- ☐ Allowing workers and/or customers to select charities to receive company's donations
- ☐ Other (please describe)
- ☐ None of the above

Volunteer Service Policies Points Earned: 1 of 1

Are full-time employees granted in writing any of the following options for volunteer service?

- ☐ Non-paid time off
- ☒ Paid time off
- ☐ 20 hours or more a year of paid time off
- ☒ Workers offered incentives for volunteerism (office parties, competitions with prizes, etc.)
- ☐ Do not offer paid or unpaid time off

% of Employees Volunteer Service Points Earned: 0.5 of 1

What % of employees took paid time off for volunteer service last year?

- ☐ 0%
- ☐ 1-24%
- ☒ 25-49%
- ☐ 50-74%
- ☐ >75%
- ☐ Don't know

Tracking Volunteer Service Points Earned: 0.5 of 0.5

Does your company monitor and record volunteer hours of company workers?

- ☐ We do not currently monitor and record our hours contributed
- ☐ Our company monitors and records hours contributed (no increase targets)
- ☐ Our company monitors hours contributed and has specific increase targets
- ☒ Our company monitors hours contributed and has met specific increase targets during the reporting period

Total Amount of Volunteer Service Hours Points Earned: 0 of 0

Number of hours volunteered by full-time and part-time employees of the organization during the last fiscal year.

This should include both paid and unpaid time spent volunteering during traditional work hours, either for company-organized events or for employee-initiated activities.

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Volunteer Service Per Capita Points Earned: 0.3 of 1

What was the % of per capita worker volunteer, community service, or pro bono time donated in the reporting period?

Calculate by total volunteer hours / total hours worked, generally 2000 hours per FTE.

- ☐ 0%
- ☒ 0.1-0.5% of time
- ☐ 0.6-1% of time
- ☐ 1.1-2% of time
- ☐ >2% of time
- ☐ Don't know / not monitored

Total Amount of Charitable Donations Points Earned: 0 of 0

Total amount (in currency terms) donated to registered charities in the last fiscal year.

Report with the currency specified in "Reporting currency" for this metric.

% of Revenue Donated Points Earned: 1.5 of 3.8

What was the equivalent % of revenue donated to charity during the last fiscal year?

Please include tax deductible in-kind donations but do not include pro bono time.

- ☐ No donations last FY
- ☐ Less than 0.1% of revenues
- ☒ 0.1-0.4% of revenues
- ☐ 0.5-0.9% of revenues
- ☐ 1-1.9% of revenues
- ☐ 2%+ of revenues
- ☐ Don't know

Charitable Organizations Supported Points Earned: 0 of 0

Which organizations does your company support?

Breakfast Club of Canada (volunteering, yogurt donations, sponsorship, etc.) Yogurt donation (Action Nouvelle vie, Moisson Montreal, La maison du père et de l'espoir) Moisson Rive-Sud (yogurt donations, golf tournament sponsorship, food collection before Christmas) Volunteering Month in June each year (many small local NGO supported by our employees)

Community Service and Charitable Practices Points Earned: 1 of 1

Which of the following volunteer and charitable giving practices did your company employ in the last fiscal year?

Check all that apply.

- ☒ Company contributed the majority of its cash, service and in-kind donations to local markets it sourced from or operates in
- ☒ Company has public facing partnership with a service/charitable organizations
- ☐ Company provided facilities for community events or trainings
- ☒ Other innovative engagement practices (please describe)
- Some of our executives (supply chain, HR) are helping the BCC with the management of the organization (coaching) + Special events organized to collect money from employees (special training session)*
- ☐ None of the above

Advocacy for Social and Environmental Standards Points Earned: 1 of 1

Has your company worked with policymakers and/or stakeholders (including competitors) to develop or advocate for increased adoption of social and environmental standards or voluntary practices in your industry in the past two years?

- ☒ Yes, company has offered support in name and/or signed petitions
- ☒ Yes, company has provided active staff time or financial support
- ☒ Yes, company has directly introduced, testified, made recommendations or provided expertise to advance standards
- ☒ Yes, company has worked with other industry players on a cooperative initiative
- ☒ Yes, and efforts resulted in a specific institutional, industry or regulatory reform
- ☐ Other (please describe)
- ☐ None of the above

Local Involvement

Geographic Structure and Scope Points Earned: 0 of 0

We realize that for companies with more than one office, the definition of local involvement is a more complicated one to answer. Please tell us a bit about the structure of your company geographically.

Our head office is located in Boucherville (Canada) and we have two sales offices in Calgary and Toronto. Our factory is located just beside our head office in Boucherville.

Local Purchasing and Hiring Policies Points Earned: 1.6 of 1.6

Does the company have the following written local purchasing or hiring policies in place?

- ☐ No written local purchasing or hiring policy in place
- ☒ Written preference at each facility to purchase from local suppliers
- ☐ Ready-to-use lists of preferred local suppliers/vendors for specific facilities
- ☒ Written preference for hiring and recruiting local managers
- ☐ Incentives for staff to live within 20 miles of local company facility
- ☐ Other (please describe)

Spending on Local Suppliers Points Earned: 0.5 of 1.6

What % of your company's expenses (excluding labor) was spent with independent suppliers local to the company's headquarters or relevant production facilities?

Local Ownership Points Earned: 0 of 1.6

Is the majority (over 50%) of the company's ownership located locally to the majority of the company's workforce?

- ☐ Yes
- ☒ No
- ☐ Don't know

National Sourcing Points Earned: 0.8 of 1.6

What % of your company's Cost of Goods Sold (including value adding activities) was spent within the country of operations, from in-country registered companies or national citizens?

Impactful Banking Services Points Earned: 0 of 1.6

Is the majority of your company's banking services provided by an institution with any of the following characteristics?

- ☐ A certified CDFI or national equivalent social investment organization
- ☐ A Certified B Corporation
- ☐ A member of the Global Alliance for Banking on Values
- ☐ A cooperative bank or credit union
- ☐ A local bank committed to serving the community
- ☐ An independently owned bank
- ☒ None of the above

Suppliers, Distributors & Product

Significant Supplier Descriptions Points Earned: 0 of 0

Please select the types of companies that represent your Significant Suppliers:

All companies have significant suppliers, which are defined as the largest suppliers of the company amounting to approximately 80% of non-labor costs. Select all that apply.

- ☒ Product Manufacturers
- ☒ Professional Service Firms (Consulting, Legal, Accounting)
- ☐ Independent Contractors
- ☒ Marketing/Advertising
- ☐ Office Supplies
- ☐ Benefits Providers
- ☒ Technology
- ☒ Raw materials
- ☒ Farms
- ☒ Other

Social or Environmental Screening of Suppliers Points Earned: 0 of 0

Does your company screen and/or evaluate Significant Suppliers for social and environmental impact?

This question determines the set of supplier-focused questions your company will respond to. The answer to this question affects questions you'll encounter further on in your assessment.

- ☒ Yes
- ☐ No

Supplier Screen Topics Points Earned: 0.7 of 0.7

What is the social and environmental screen that is used for a majority of your company's Significant Suppliers:

- ☐ No formal screening process in place
- ☒ Screened for negative practices or regulatory non-compliance (e.g. no child labor)
- ☒ Screened for positive practices beyond what is required by regulations (environmentally-friendly manufacturing process; excellent labor practices, etc.)

Supplier Evaluation Practices Points Earned: 0.7 of 0.7

When monitoring and evaluating the on-going social and environmental performance of the majority of Significant Suppliers, which of the following apply?

- ☐ No formal supplier monitoring and evaluation process
- ☐ Significant Suppliers are evaluated based on company's own criteria
- ☒ Significant Suppliers are evaluated based on social and environmental standards best-in-class third-party certification for your industry (ISO, SA8000, etc.)
- ☐ Company visits a majority of Significant Suppliers on-site

Length of Supplier Relationships Points Earned: 0.5 of 0.7

What is the average tenure of your relationships with Significant Suppliers?

- ☐ Less than 24 months
- ☐ 24-60 months
- ☒ 61-96 months
- ☐ 96 months or more
- ☐ Don't know

Supplier Code of Conduct Points Earned: 0.7 of 0.7

Is there a formal written Supplier Code of Conduct policy that specifically holds the company's suppliers accountable for social and environmental performance?

This may include policies on Fair Trade. The answer to this question affects questions you'll encounter further on in your assessment.

- ☒ Yes
- ☐ No

Supplier Code of Conduct Topics Points Earned: 0.7 of 0.7

Does the company's Supplier Code of Conduct policy specifically hold the company's suppliers accountable to the following areas of social and environmental performance?

- ☒ Working hours
- ☒ Freely chosen employment
- ☐ Compensation
- ☒ Child labor
- ☒ Freedom of association
- ☒ Health & safety
- ☐ Use of materials
- ☒ Product's environmental impact
- ☐ Information on how the Code will be monitored and reviewed (self-audits, site visits, etc.)
- ☐ N/A - No Supplier Code of Conduct

Disclosure of Suppliers Points Earned: 0.2 of 0.7

What % of Significant Suppliers (on currency basis) are made transparent on the company's website?

- ☐ 0%
- ☒ 1-49%
- ☐ 50-79%
- ☐ 80%+
- ☐ Don't know

Supplier Quality Assurance Reviews Points Earned: 0.2 of 0.7

What % of Significant Suppliers (on currency basis) are subjected to regular quality assurance reviews or audits?

- ☐ 0-49%
- ☒ 50-62%
- ☐ 63-75%
- ☐ >75%

Support for In Need Suppliers Points Earned: 0.4 of 0.7

Do you have a program that identifies suppliers in need of support, education and/or training? If so, which of the following characteristics apply to your program?

- ☒ Company reviews all Significant Suppliers for potential training needs
- ☐ Company has a formal education and support program for selected Significant Suppliers
- ☐ Company sets goals and expectations with suppliers to improve their social and environmental performance
- ☐ Company provides incentives for suppliers with strong social and environmental performance
- ☐ Other (describe)
- ☐ No formal supplier development program

Independent Contractor Practices Points Earned: 0.7 of 0.7

Which of the following describe your relationships with all your company's independent contractors?

- ☒ Formal routine process for independent contractors to receive post-project/contract performance feedback
- ☒ Formal routine process for independent contractors to communicate post-project or post-contract feedback to the company
- ☒ Independent contractors are verified to either work on a time-bound basis, or else split their time with work for other clients. Contractors not meeting either criteria have been offered employment.
- ☒ Independent contractors are paid a living wage (when calculated as hourly wage when living wage data is available)
- ☐ We have independent contractors, but have not engaged in any of these practices
- ☐ N/A - We haven't used independent contractors in the last year

Social or Environmental Purchases Points Earned: 0.2 of 0.7

What % of materials or products purchased have third party social or environmental certification or approval, or are from Significant Suppliers that are purpose driven or have third party company level certification or approval?

- ☐ 0
- ☒ 1-19%
- ☐ 20-39%
- ☐ 40-60%
- ☐ 60%+
- ☐ Don't know

Revenue from Certified Products Points Earned: 0.7 of 0.7

During the last fiscal year, what % of revenues are generated from products that have a certification that assesses the product or production process for the product (including certifications related to social and environmental performance)?

- ☐ 0%
- ☐ 1-9%
- ☐ 10-24%
- ☐ 25-74%
- ☐ 75-99%
- ☒ 100%
- ☐ Don't know
- ☐ N/A

Quality Assurance Methodology Points Earned: 0.7 of 0.7

Do you use an established methodology to manage quality assurance issues?

Examples include PDSA, Six Sigma, DMAIC, TQM, Zero Defects, etc

- ☒ Yes
☐ No

Community Business Models Introduction

Community Oriented Business Models Points Earned: 0 of 0

Is your company structured to benefit community stakeholders in any of the following ways?

The answer to this question affects questions you'll encounter further on in your assessment.

- ☐ A producer-owned cooperative structure in which suppliers share control and benefits of company operations (e.g. farmer cooperative, artisanal cooperative)
- ☐ Purchasing fair/direct trade to improve livelihoods for underserved groups in your supply chain
- ☐ A micro-distribution or micro-franchising model that provides economic opportunities to underserved groups
- ☐ A formal standing commitment to donate a significant portion of sales/profits/ownership to charitable causes (>2% sales, >20% profits/ownership)
- ☐ Providing high quality jobs and/or professional development for individuals with chronic barriers to employment (workforce development programs)
- ☐ A community-focused business model that supports and builds the economic vitality of local communities
- ☒ None of the above

Environment

Land, Office, Plant

Green Building Standards Points Earned: 0 of 0.5

What % of company facilities (by area, both owned by company or leased) are certified to meet the requirements of an accredited green building program?

- ☒ <20%
- ☐ 20-49%
- ☐ 50-79%
- ☐ 80%+
- ☐ N/A - Company has virtual office

Previously Constructed Buildings Points Earned: 0.2 of 0.5

What % of the square footage of all company facilities is located in previously constructed buildings?

Select N/A if your company utilize virtual office.

- ☐ 0%
- ☐ 1-24%
- ☒ 25-49%
- ☐ 50-74%
- ☐ 75-99%
- ☐ 100%
- ☐ N/A

Recycling Programs Points Earned: 0.5 of 0.5

What % of your facilities on a square foot basis have a facility-wide recycling program that has ongoing collection of at least all standard materials in your area?

See Explain This for definition.

- ☐ <20%
- ☐ 21-40%
- ☐ 41-60%
- ☐ 61-80%
- ☒ >80%

Environmental Management Systems Points Earned: 0.8 of 1

Does your company have an environmental management system that includes any of the following?

Please check all that apply.

- ☒ Policy statement documenting the organization's commitment to the environment
- ☒ Assessment undertaken of the environmental impact of the organization's business activities
- ☒ Stated objectives and targets for environmental aspects of the organization's operations
- ☒ Programming designed, with allocated resources, to achieve these targets
- ☐ Periodic compliance and auditing to evaluate programs conducted
- ☐ None of the above

Environmental Design Considerations Points Earned: 0.3 of 0.5

Which of the following practices are in place to integrate environmental considerations (DFE) into the design of products and services?

Please only select answer options being applied to at least 20% of the company's products and services (by revenue).

- ☒ Source reduction employed in reducing materials use in both products and packaging
- ☐ Standardized product components/parts to maximize useful life via disassembly/reprocessing
- ☒ Identifies resource content on manufactured items to enable eventual recycling
- ☐ Program that facilitates maintenance, servicing and reassembly of company's own products
- ☐ Company takes back similar products from other manufacturers for disassembly/reprocessing
- ☐ Company participates in a product reclamation program established by another party
- ☐ Other (please describe)
- ☐ None of the above

Chemical Reduction Methods Points Earned: 0.4 of 0.5

Which of the following environmentally preferred products have been purchased for the majority of your corporate facilities?

- ☒ Non-toxic janitorial products
- ☒ Unbleached / chlorine free paper products
- ☐ Soy-based inks or other low VOC inks
- ☒ Recycled/environmentally preferred office supplies (paper, pens, notebooks, etc.)
- ☐ Other (please describe)
- ☐ None of the above

Chemical Management Points Earned: 0.5 of 0.5

Does your company have a program in place to identify and eliminate potential chemicals and materials of concern in your product and/or process and identify and phase-in safer alternatives (e.g. chemical/material options with reduced toxicity)?

- ☒ Company has completed a study of all materials (including scarce metals and minerals) in product and chemicals to 1000ppm level
- ☒ Company has completed a study of all materials in product and chemicals to 100ppm level
- ☒ Company has undergone an evaluation of products and processes to identify potential toxic contaminants from production
- ☒ Company has identified specific chemicals of concern classes (e.g., carcinogens, mutagens, reproductive toxins, endocrine disruptors, persistent or bioaccumulative substances)
- ☒ Company has established a Restricted Substances List (RSL), has a positive screen or other decision process for chemical
- ☐ Company has established metrics and goals for the reduction or elimination of chemicals of concern
- ☐ Company publicly discloses the chemicals and/or materials in your product (e.g., on a label, website, via 800 number for information, etc.)
- ☐ There are no potential chemicals or materials of concern in my industry
- ☐ None of the above

Environmental Purchasing Policy Topics Points Earned: 0.5 of 0.5

Does the company have a written and circulated environmentally preferable purchasing (EPP) policy that includes any of the following?

- ☐ Building and construction
- ☐ Carpets
- ☒ Cleaning
- ☐ Electronics
- ☐ Fleets
- ☒ Food or food services
- ☐ Landscaping
- ☐ Meetings and conferences
- ☒ Office supplies
- ☒ Paper
- ☒ Product input materials
- ☐ Other (please describe)
- ☐ N/A - No environmentally preferable purchasing policy

Reducing Impact of Travel/Commuting Points Earned: 0.5 of 0.5

Does your company have any programs or policies in place to reduce the environmental footprint caused by travel/commuting?

- ☒ Employees are subsidized/incentivized for use of public transportation, carpooling, or biking to work
- ☐ Facilities are designed to facilitate use of public transportation, biking, or cleaner burning vehicles (e.g. electric chargers)
- ☒ Employees are encouraged to use virtual meeting technology to reduce in person meetings
- ☒ Company has a written policy limiting corporate travel
- ☐ None of the above

Indoor Air Quality Monitoring Points Earned: 0.3 of 0.3

Does the company monitor indoor environmental quality to ensure a healthy and comfortable work space, avoiding "Sick Building Syndrome"?

Select N/A if you have no facilities.

- ☒ Yes
- ☐ No
- ☐ NA

Indoor Air Quality Audits Points Earned: 0.3 of 0.5

Do you conduct an annual indoor air quality audit of your facilities that includes the following?

Select all options that apply.

- ☐ No smoking within 25 feet of building entrances
- ☒ Compliance with the following criteria in ASHRAE Standard 62.1 1010, Ventilation for Acceptable Indoor Air Quality: Ventilation rates for applicable spaces meeting combined outdoor air rate in cfm per person shown in Table 6.1 (Compliance may be shown through CO2 measurement, BMS data or volumetric measurements.)
- ☐ Compliance with Table 5.1, Air Intake Minimum Separation Distances
- ☐ Compliance with Operations and Maintenance Section 8 via documented O&M records
- ☐ HVAC Filters - ASHRAE 52.1 2007 MERV rating of at least 8, with no air by pass
- ☒ Temperature and relative humidity levels in compliance with ASHRAE Standard 55
- ☐ Written IAQ Compliant response policy
- ☐ None of the above

Facility Improvement with Landlord Points Earned: 0 of 0.5

If you lease your facilities, have you worked with your landlord to implement/maintain any of the following?

Select N/A if you do not lease your building.

- ☐ Energy efficiency improvements
- ☐ Water efficiency improvements
- ☐ Waste reduction programs (including recycling)
- ☐ None of the above
- ☒ N/A - Company does not lease majority of facilities

Context-Based Water Management Points Earned: 0.5 of 0.5

Does your company measure and manage its water in a context-based manner?

Context based management requires measurement against allocations of available renewable supplies in the watersheds in which it does business.

- ☒ Yes
- ☐ No
- ☐ Don't Know

Context-Based GHG Management Points Earned: 0.5 of 0.5

Does your company measure and manage its GHG emissions in a context-based manner?

Context based management requires measurement against reduction targets specified in a science-based GHG stabilization scenario.

- ☒ Yes
- ☐ No
- ☐ Don't Know

Context-Based Waste Management Points Earned: 0.5 of 0.5

Does your company measure and manage its solid wastes in a context-based manner?

Context based waste management includes measurements against levels tied to a zero waste plan.

- ☒ Yes
- ☐ No
- ☐ Don't Know

Inputs

Monitoring Energy Usage Points Earned: 0.6 of 1.2

Does your company monitor, record and/or report its energy usage?

- ☐ We do not currently monitor and record our usage
- ☐ We monitor and record usage (no reduction targets)
- ☒ We monitor and report usage, and have specific reduction targets
- ☐ We monitor and record, set reduction targets and report progress on targets annually to a voluntary public reporting program
- ☐ We have met or exceeded those targets in the last FY

Monitoring Water Usage Points Earned: 0.6 of 1.2

Does your company monitor, record and/or report its water usage?

- ☐ We do not currently monitor and record our usage
- ☐ We monitor and record usage (no reduction targets)
- ☒ We monitor and report usage, and have specific reduction targets
- ☐ We monitor and record, set reduction targets and report progress on targets annually to a voluntary public reporting program
- ☐ We have met or exceeded those targets in the last FY

Total Energy Use Points Earned: 0 of 0

Total energy used (Gigajoules) during the last 12 months:

187019

Total Renewable Energy Use Points Earned: 0 of 0

Total energy used from renewable resources (Gigajoules) during the last 12 months:

84467

Total Water Use Points Earned: 0 of 0

Total water use (liters) during the last 12 months

547751000

Energy Use Reductions Points Earned: 0 of 2.4

Have conservation and efficiency improvements led to energy savings for your facilities? If so, by how much?

Please calculate based on changes from last year or annualized from a base year, referring to electricity use and other energy consumption from heating, hot water, etc.

- ☒ 0%
- ☐ 1-4%
- ☐ 5-9%
- ☐ 10-14%
- ☐ 15-20%
- ☐ >20%
- ☐ Don't know

Low Impact Renewable Energy Use Points Earned: 0 of 2.4

What % of energy use is produced from low-impact renewable sources?

Include electricity and other energy consumption from heating, hot water, etc.

- ☒ 0%
- ☐ 1-24%
- ☐ 25-49%
- ☐ 50-74%
- ☐ 75-99%
- ☐ 100%
- ☐ Don't know

Increasing Renewable Energy Points Earned: 0 of 1.2

Has the company increased its % use of low impact renewable energy annually at its corporate facilities?

- ☐ Yes
- ☒ No
- ☐ Already Maximized (100% low impact renewable)

Facility Energy Efficiency Points Earned: 1.2 of 1.2

For which of the following systems have you used energy conservation/efficiency measures for each of your corporate facilities/locations (by majority of square feet) in the past year?

- ☒ Equipment: Energy Star Appliances / Automatic Sleep Modes / After-Hour Timers / etc.
- ☒ Lighting: Natural Light / CF Bulbs / Occupancy Sensors / Daylight Dimmers / Task Lighting / etc.
- ☒ HVAC: Programmable Thermostat / Timers / Occupancy Sensors / Shade Sun-Exposed Walls / Double-Paned Windows / etc
- ☒ Other (please specify)
heat recovery system on the stack of the boiler
- ☐ None of the above

Water Harvested Onsite or From Recycled Sources Points Earned: 0 of 1.2

What % of water used by the company is harvested on site or is from recycled sources?

- ☒ 0
- ☐ 1-24%
- ☐ 25-49%
- ☐ 50-74%
- ☐ 75-99%
- ☐ 100%
- ☐ Don't Know

Water Conservation Practices Points Earned: 0.4 of 1.2

Which of the following water conservation methods have been implemented at the majority of your corporate offices:

- ☒ Low-flow faucets/taps, toilets/urinals, showerheads
- ☐ Grey-water usage for irrigation
- ☐ Low-volume irrigation
- ☐ Harvest rainwater
- ☐ Other (please describe)
- ☐ None
- ☐ N/A: My company has a virtual office

Water Use Practices Points Earned: 0.4 of 1.2

Regarding water use, does your company practice the following within the facilities you owned or leased?

- ☐ Regularly assess microbial, chemical and mineral content of water used and manage water sources appropriately
 - ☐ Manage use and release of wastewater in order to preserve surrounding water sources
 - ☒ Design business processes to conserve/minimize water
 - ☐ None of the above
-

Life Cycle Assessments Points Earned: 1 of 1.2

For what percentage of your products on a revenue basis has your company performed Life Cycle Assessments or had their environmental impact certified by a third party?

- ☐ 0%
 - ☐ 1-24%
 - ☐ 25-49%
 - ☐ 50-74%
 - ☒ 75-99%
 - ☐ 100%
 - ☐ No formal life cycle study, but life cycle considerations taken into materials selection
 - ☐ N/A: My revenue is generated from a service and a LCA can not be conducted
-

Cradle to Cradle Certification Points Earned: 0 of 1.2

What % of your revenues are from the sale of products that have been awarded Cradle To Cradle certification?

- ☒ 0%
 - ☐ 1-24%
 - ☐ 25-49%
 - ☐ 50-74%
 - ☐ 75-99%
 - ☐ 100%
 - ☐ N/A: My revenues are generated from a service and an LCA cannot be conducted.
-

Environmentally Preferred Materials Points Earned: 0.2 of 1.2

What is the % of recycled, renewable, or other environmentally preferred materials in your product?

Include packaging in calculation.

- ☐ 0%
 - ☒ 1-24%
 - ☐ 25-49%
 - ☐ 50-74%
 - ☐ 75-99%
 - ☐ 100%
 - ☐ N/A - Company does not sell a physical product
-

Outputs

Monitoring Greenhouse Gas Emissions Points Earned: 0.4 of 0.6

Please select the option that best describe how you monitor and record the following emissions:
Scopes 1 and 2 greenhouse gas (GHG) emissions

- ☐ Company does not currently monitor and record emissions
 - ☐ Company monitors and records emissions (no reduction targets)
 - ☒ Company monitors emissions and has specific reduction targets
 - ☐ Company monitors emissions and has met specific reduction targets during the reporting period
 - ☐ Eliminated emissions of this by-product entirely
 - ☐ N/A
-

Monitoring and Reporting Air Emissions Points Earned: 0 of 0.6

Please select the option that best describe how you monitor and record the following emissions:
Significant air emissions

- ☒ Company does not currently monitor and record emissions
 - ☐ Company monitors and records emissions (no reduction targets)
 - ☐ Company monitors emissions and has specific reduction targets
 - ☐ Company monitors emissions and has met specific reduction targets during the reporting period
 - ☐ Eliminated emissions of this by-product entirely
 - ☐ N/A
-

Monitoring and Reporting Hazardous Waste Points Earned: 0.4 of 0.6

Please select the option that best describe how you monitor and record the following emissions:
Hazardous waste (including universal waste)

- ☐ Company does not currently monitor and record emissions
 - ☐ Company monitors and records emissions (no reduction targets)
 - ☒ Company monitors emissions and has specific reduction targets
 - ☐ Company monitors emissions and has met specific reduction targets during the reporting period
 - ☐ Eliminated emissions of this by-product entirely
 - ☐ N/A
-

Monitoring and Reporting Non-hazardous Waste Points Earned: 0.4 of 0.6

Please select the option that best describe how you monitor and record the following emissions:
Non-hazardous waste

- ☐ Company does not currently monitor and record emissions
 - ☐ Company monitors and records emissions (no reduction targets)
 - ☒ Company monitors emissions and has specific reduction targets
 - ☐ Company monitors emissions and has met specific reduction targets during the reporting period
 - ☐ Eliminated emissions of this by-product entirely
 - ☐ N/A
-

Monitoring Toxic Wastewater Points Earned: 0.4 of 0.6

Please select the option that best describe how you monitor and record the following emissions:
Hazardous and toxic wastewater

- ☐ Company does not currently monitor and record emissions
 - ☐ Company monitors and records emissions (no reduction targets)
 - ☒ Company monitors emissions and has specific reduction targets
 - ☐ Company monitors emissions and has met specific reduction targets during the reporting period
 - ☐ Eliminated emissions of this by-product entirely
 - ☐ N/A
-

Intensity Reduction Targets Points Earned: 0.6 of 0.6

Does your company set intensity reduction targets for the following inputs and outputs?

- ☒ Energy use
- ☒ Water use
- ☒ Non-hazardous waste generation
- ☒ Hazardous waste generation
- ☐ None of the above

Total Waste Disposed Points Earned: 0 of 0

Waste Disposed (metric tonnes) during the last 12 months

1123

Total Waste Recycled Points Earned: 0 of 0

Waste Disposed: Recycled/Reused (metric tonnes) during the last 12 months

2086

Total Scope 1 GHGs Points Earned: 0 of 0

Total Greenhouse Gas Emissions (metric tonnes of CO2 equivalent) in:
Scope 1:

5633

Total Scope 2 GHGs Points Earned: 0 of 0

Total Greenhouse Gas Emissions (metric tonnes of CO2 equivalent) in:
Scope 2:

675

Total Scope 3 GHGs Points Earned: 0 of 0

Total Greenhouse Gas Emissions (metric tonnes of CO2 equivalent) in:
Scope 3:

323702

Greenhouse Gas Reduction Strategies Points Earned: 0.6 of 0.6

Have you studied the GHG emissions of your entire operation and supply chain, identified the most intensive sources, and set strategies for improvement?

- ☐ Yes for Scope 1
- ☐ Yes for Scopes 1 and 2
- ☐ Yes for Scopes 1, 2 and 3
- ☒ Yes, for product life cycle
- ☐ No
- ☐ Don't know

Carbon Intensity Points Earned: 0.6 of 0.6

What is your current Carbon Intensity for Scopes 1 and 2, not including the use of carbon credits or offsets?

Measure intensity in metric tons of CO2/\$million of revenue. Calculate in USD to allow for standardized comparison.

- ☐ Manufacturing: >950 / Utilities: >6,000
- ☐ Manufacturing: 751-950 / Utilities: 5,001-6,000
- ☐ Manufacturing: 601-750 / Utilities: 4,001-5,000
- ☐ Manufacturing: 451-600 / Utilities: 3,001-4,000
- ☐ Manufacturing: 301-450 / Utilities: 2,001-3,000
- ☐ Manufacturing: 151-300 / Utilities: 1,001-2,000
- ☒ Manufacturing: 0-150 / Utilities: 0-1,000
- ☐ Don't know

Greenhouse Gas Emissions Reduced Points Earned: 0.3 of 1.3

What % of Scopes 1 and 2 GHG emissions has been saved due to efficiency improvements implemented by your company?

- ☐ 0%
- ☒ 1-4%
- ☐ 5-9%
- ☐ 10-14%
- ☐ 15-20%
- ☐ >20%
- ☐ Don't Know

% GHG Emissions Offset Points Earned: 0 of 0.3

If your company purchased certified carbon credits in the reporting period, what % of GHG emissions were off-set?

- ☐ 0%
- ☐ 1-24%
- ☐ 25-49%
- ☐ 50-74%
- ☐ 75-99%
- ☐ 100%
- ☐ Don't know
- ☒ N/A - No carbon offsets purchased

Waste Reduction Programs Points Earned: 0 of 0.6

Does your company have a formal program to evaluate how to reduce its generation of hazardous, universal, and/or non-hazardous waste?

- ☐ Yes
- ☒ No
- ☐ Already maximized - we have achieved Zero Waste

Hazardous Waste Disposal Points Earned: 0.6 of 0.6

Is hazardous waste always disposed of responsibly, in a way that the company can verify?

This includes batteries, paint, electronic equipment, etc.

- ☒ Yes
- ☐ No
- ☐ N/A - We have eliminated hazardous waste

Controlling Worker Exposure to Hazardous Material Points Earned: 0.2 of 0.3

Has your company conducted the following assessments and implemented appropriate hazard mitigation and control strategies?
Worker exposure to hazardous production materials

- ☐ No assessment conducted
 - ☐ Assessment indicates some exposure; no action taken to date
 - ☒ Assessment indicates some exposure; mitigation and control strategy implemented
 - ☐ Assessment indicates no exposure
-

Controlling Community Exposure to Emissions Points Earned: 0.2 of 0.3

Has your company conducted the following assessments and implemented appropriate hazard mitigation and control strategies?
Local communities exposure to emissions from manufacturing facilities

- ☐ No assessment conducted
 - ☐ Assessment indicates some exposure; no action taken to date
 - ☒ Assessment indicates some exposure; mitigation and control strategy implemented
 - ☐ Assessment indicates no exposure
-

End-of-life Product Reclamation Points Earned: 0.2 of 0.6

Does your company have in place an active end-of-life product/component reclamation program that has any of the following practices in place?

- ☐ Method for standardizing and identifying product parts and components to maximize useful life via disassembly and or reprocessing
 - ☒ Labeling of resource content on manufactured items to enable recycling at end-of-life
 - ☐ Widely available program to facilitate maintenance, servicing and reassembly of company's own products
 - ☐ Take back of similar products from other manufacturers for disassembly/reprocessing/recovery
 - ☐ Participation in a product reclamation program established by another party
 - ☐ None of the above
-

% Water Returned to Table with Same Quality Points Earned: 0 of 0.6

What % of the water used by your company is returned to the watershed at the same or better quality than when it was withdrawn?

i.e. % of water treated

- ☒ 0%
 - ☐ 1-24%
 - ☐ 25-49%
 - ☐ 50-74%
 - ☐ 75-99%
 - ☐ 100%
 - ☐ N/A
 - ☐ Don't Know
-

Transportation, Distribution & Suppliers

Reducing Carbon Emissions from Transportation Points Earned: 0.4 of 0.8

Does the company currently use any of the following specific practices to reduce carbon emissions from transportation?

- ☐ Company policy and practice that requires inbound freight or shipping to be transported via lowest impact methods (such as avoiding shipment by air transport)
 - ☒ Company policy and practice that requires outbound freight or shipping is transported via lowest impact methods
 - ☐ None of the above
-

Ton Miles Reduction Points Earned: 0.2 of 0.8

Have you reduced the ton miles (relative to revenues) of your distribution and supply chain, and if so, by how much?

Calculate by comparing ton-miles from the year prior or annualized from a baseline year.

- ☐ 0%
- ☒ 1-9%
- ☐ 10%-20%
- ☐ 21-50%
- ☐ >50%
- ☐ Not tracked / Unknown

Sourcing % of COGS from Local Suppliers Points Earned: 0.4 of 0.8

What % of the following was spent with suppliers located within 200 miles (or 322 km) of where the end product was used during the last fiscal year?

Cost of Goods Sold (excluding labor)

Sourcing % raw materials from Local Suppliers Points Earned: 0.2 of 0.8

What % of the following was spent with suppliers located within 200 miles (or 322 km) of where the end product was used during the last fiscal year?

Raw materials (in currency terms) grown or harvested

By company or local independent suppliers.

- ☐ 0%
- ☒ 1-9%
- ☐ 10-19%
- ☐ 20-29%
- ☐ 30%+
- ☐ Don't know

Tracking Chemicals in the Supply Chain Points Earned: 0.5 of 0.8

Does your company do any of the following to track chemicals in the supply chain for the majority of materials?

Please check all that apply.

- ☐ Do not track chemicals in the supply chain
- ☒ Require suppliers to disclose specified chemicals of concern
- ☒ Ask suppliers if they know all the chemical ingredients intentionally added to their product and all residuals of high concern present in the product (asking if they know only, not to provide the data to you)
- ☐ Require suppliers to provide chemical information to a third party
- ☐ Disclose all by-products, contaminants or trace materials to the public

Suppliers Tracking Energy Use Points Earned: 0.2 of 0.4

What % of Significant Suppliers track and report the following:
Energy usage

- ☐ 0%
 - ☐ 1-24%
 - ☒ 25-49%
 - ☐ 50-74%
 - ☐ 75%+
 - ☐ Don't Know
-

Suppliers Tracking Water Use Points Earned: 0.2 of 0.4

What % of Significant Suppliers track and report the following:
Water usage

- ☐ 0%
 - ☐ 1-24%
 - ☒ 25-49%
 - ☐ 50-74%
 - ☐ 75%+
 - ☐ Don't Know
-

Suppliers Tracking Air and Water Emissions Points Earned: 0.3 of 0.4

What % of Significant Suppliers track and report the following:
Any hazardous or toxic air or water emissions

- ☐ 0%
 - ☐ 1-24%
 - ☐ 25-49%
 - ☒ 50-74%
 - ☐ 75%+
 - ☐ Don't Know
-

Suppliers Tracking Waste and Recycling Points Earned: 0.2 of 0.4

What % of Significant Suppliers track and report the following:
Generation/recycling/reduction of solid waste

- ☐ 0%
 - ☐ 1-24%
 - ☒ 25-49%
 - ☐ 50-74%
 - ☐ 75%+
 - ☐ Don't Know
-

Suppliers Tracking Hazardous Waste Points Earned: 0.2 of 0.4

What % of Significant Suppliers track and report the following:
Generation/recycling/reduction of hazardous waste

- ☐ 0%
 - ☐ 1-24%
 - ☒ 25-49%
 - ☐ 50-74%
 - ☐ 75%+
 - ☐ Don't Know
-

Suppliers Tracking Greenhouse Gases Points Earned: 0.2 of 0.4

What % of Significant Suppliers track and report the following:
GHG Emissions

- ☐ 0%
 - ☐ 1-24%
 - ☒ 25-49%
 - ☐ 50-74%
 - ☐ 75%+
 - ☐ Don't Know
-

Suppliers Using Renewable Energy Points Earned: 0 of 0.8

What % of Significant Suppliers have achieved the following?
Used at least 10% renewable energy at their facilities

- ☒ 0%
 - ☐ 1-24%
 - ☐ 25-49%
 - ☐ 50-74%
 - ☐ 75%+
 - ☐ Don't Know
-

Suppliers Reducing Greenhouse Gases Points Earned: 0 of 0.8

What % of Significant Suppliers have achieved the following?
Reduced GHG emissions or use of ozone-depleting substances by at least 10% in the past two years

- ☒ 0%
 - ☐ 1-24%
 - ☐ 25-49%
 - ☐ 50-74%
 - ☐ 75%+
 - ☐ Don't Know
-

Suppliers Reducing Waste Points Earned: 0 of 0.8

What % of Significant Suppliers have achieved the following?
Implemented initiatives to reduce waste at the source or divert waste from landfills/incineration by at least 10 % in the past two years

- ☒ 0%
 - ☐ 1-24%
 - ☐ 25-49%
 - ☐ 50-74%
 - ☐ 75%+
 - ☐ Don't Know
-

Suppliers Reducing Water Use Points Earned: 0.4 of 0.8

What % of Significant Suppliers have achieved the following?

Recycled water on site or use close-loop or other water recovery systems to reduce the use of potable water

- ☐ 0%
- ☐ 1-24%
- ☒ 25-49%
- ☐ 50-74%
- ☐ 75%+
- ☐ Don't Know

Suppliers Responsibly Disposing Hazardous Waste Points Earned: 0.2 of 0.4

What % of Significant Suppliers have achieved the following?

Responsibly disposed of all hazardous waste generated from production

- ☐ 0%
- ☐ 1-24%
- ☒ 25-49%
- ☐ 50-74%
- ☐ 75%+
- ☐ Don't Know

Environmental Models Introduction

Environmental Business Model Points Earned: 0 of 0

Are your company's products or process structured to restore or preserve the environment in any of the following ways?

The answer to this question affects questions you'll encounter further on in your assessment.

- ☐ Through a manufacturing, wholesale or agriculture process which is designed to significantly reduce environmental impact compared to typical practices for the industry
- ☐ Through a product or service that preserves, conserves, or restores the environment or resources
- ☒ None of the above

Customers

Customer Models Introduction

Customer Impact Business Model Introduction Points Earned: 0 of 0

Does your product/service address a social or economic problem for or through your customers?

The answer to this question affects questions you'll encounter further on in your assessment.

- ☐ Yes
- ☒ No

Disclosure Questionnaire

Disclosure Industries

Illegal Product/Activity Points Earned: 0 of 0

Please indicate if the company is involved in production of or trade in any the following. Select Yes for all options that apply. Any product or activity deemed illegal under host country laws or regulations or international conventions and agreements

- ☐ Yes
- ☒ No

Disclosure Alcohol Points Earned: 0 of 0

Please indicate if the company is involved in production of or trade in any the following. Select Yes for all options that apply.
Alcohol (excluding beer and wine)

- ☐ Yes
☒ No

Commercial Logging Points Earned: 0 of 0

Please indicate if the company is involved in production of or trade in any the following. Select Yes for all options that apply.
Commercial logging and logging equipment

- ☐ Yes
☒ No

Large Drift Fishing Nets (>2.5Km) Points Earned: 0 of 0

Please indicate if the company is involved in production of or trade in any the following. Select Yes for all options that apply.
Drift net fishing in the marine environment using nets in excess of 2.5 km in length

- ☐ Yes
☒ No

Disclosure Firearms Weapons Points Earned: 0 of 0

Please indicate if the company is involved in production of or trade in any the following. Select Yes for all options that apply.
Firearms, weapons or munitions

- ☐ Yes
☒ No

Genetically Modified Organisms Points Earned: 0 of 0

Please indicate if the company is involved in production of or trade in any the following. Select Yes for all options that apply.
Genetically modified organisms

- ☐ Yes
☒ No

Disclosure Mining Points Earned: 0 of 0

Please indicate if the company is involved in production of or trade in any the following. Select Yes for all options that apply.
Mining

- ☐ Yes
☒ No

Nuclear Power Points Earned: 0 of 0

Please indicate if the company is involved in production of or trade in any the following. Select Yes for all options that apply.
Nuclear Power

- ☐ Yes
☒ No

Petroleum Or Coal Utility Points Earned: 0 of 0

Please indicate if the company is involved in production of or trade in any the following. Select Yes for all options that apply.
Fossil fuel-based oil or coal utility

- ☐ Yes
☒ No

Banned Ozone Depleting Substances Points Earned: 0 of 0

Please indicate if the company is involved in production of or trade in any the following. Select Yes for all options that apply.
Ozone depleting substances subject to international phase-out

- ☐ Yes
☒ No
-

Banned Persistent Organic Pollutants Points Earned: 0 of 0

Please indicate if the company is involved in production of or trade in any the following. Select Yes for all options that apply.
Persistent organic pollutants (POPs) that are banned or scheduled to be phased out of production

- ☐ Yes
☒ No
-

Internationally Banned Pesticides/Herbicides Points Earned: 0 of 0

Please indicate if the company is involved in production of or trade in any the following. Select Yes for all options that apply.
Pesticides/herbicides subject to international phase-out or bans

- ☐ Yes
☒ No
-

Internationally Banned Pharmaceuticals Points Earned: 0 of 0

Please indicate if the company is involved in production of or trade in any the following. Select Yes for all options that apply.
Pharmaceuticals subject to international phase-outs or bans

- ☐ Yes
☒ No
-

Radioactive Materials Points Earned: 0 of 0

Please indicate if the company is involved in production of or trade in any the following. Select Yes for all options that apply.
Radioactive materials

- ☐ Yes
☒ No
-

Disclosure Tobacco Points Earned: 0 of 0

Please indicate if the company is involved in production of or trade in any the following. Select Yes for all options that apply.
Tobacco

- ☐ Yes
☒ No
-

Unbonded Asbestos Fibers Points Earned: 0 of 0

Please indicate if the company is involved in production of or trade in any the following. Select Yes for all options that apply.
Unbonded asbestos fibers

- ☐ Yes
☒ No
-

Disclosure Wildlife Regulated Under CITES Points Earned: 0 of 0

Please indicate if the company is involved in production of or trade in any the following. Select Yes for all options that apply.
Wildlife or wildlife products regulated under the Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES)

- ☐ Yes
☒ No
-

Reliant On Substances Of Very High Concern Points Earned: 0 of 0

Please indicate if the company is involved in production of or trade in any the following. Select Yes for all options that apply. Chemical-intensive industries reliant on chemicals that meet the Substances of Very High Concern (SVHC) criteria under REACH

REACH is the European Union's chemical regulation, currently the world's most stringent chemical regulation. See help text for list of industries.

- ☐ Yes
☒ No

Company Explanation Of Disclosure Item Flags Points Earned: 0 of 0

If you selected "Yes" previously, please provide a detailed explanation of the company's involvement here.

If this does not apply to you, please enter "Does not apply" in the text area below.

Does not apply

Disclosure Practices

No formal Registration Under Domestic Regulations Points Earned: 0 of 0

Please indicate if the following statements are true regarding whether or not the company engages in the following practices. Check all that apply. If the statement is true, select "Yes." If false, select "No."

Company is not formally registered in accordance with domestic regulations

- ☐ Yes
☒ No

Tax Reduction Through Corporate Shells Points Earned: 0 of 0

Please indicate if the following statements are true regarding whether or not the company engages in the following practices. Check all that apply. If the statement is true, select "Yes." If false, select "No."

Company has reduced or minimized taxes through the use of corporate shells or structural means

- ☐ Yes
☒ No

Facilities located in sensitive ecosystems Points Earned: 0 of 0

Please indicate if the following statements are true regarding whether or not the company engages in the following practices. Check all that apply. If the statement is true, select "Yes." If false, select "No."

Company facilities are located adjacent to or in sensitive ecosystems

- ☐ Yes
☒ No

Company/Suppliers Employ Under Age 15 (Or Other ILO Minimum Age) Points Earned: 0 of 0

Please indicate if the following statements are true regarding whether or not the company engages in the following practices. Check all that apply. If the statement is true, select "Yes." If false, select "No."

Company employs workers under the age of 15 (or other minimum work age covered by the International Labour Organization Convention No. 138) and/or company does not keep personnel records that include evidence of the date of birth of each

- ☐ Yes
☒ No

Overtime For Hourly Workers Is Compulsory Points Earned: 0 of 0

Please indicate if the following statements are true regarding whether or not the company engages in the following practices. Check all that apply. If the statement is true, select "Yes." If false, select "No."

Overtime work for hourly workers is compulsory

- ☐ Yes
☒ No

Company workers are prisoners Points Earned: 0 of 0

Please indicate if the following statements are true regarding whether or not the company engages in the following practices. Check all that apply. If the statement is true, select "Yes." If false, select "No."

Company uses workers who are prisoners

- ☐ Yes
☒ No

Company prohibits freedom of association/collective bargaining Points Earned: 0 of 0

Please indicate if the following statements are true regarding whether or not the company engages in the following practices. Check all that apply. If the statement is true, select "Yes." If false, select "No."

Company prohibits workers from freely associating and bargaining collectively for the terms of one's employment

- ☐ Yes
☒ No

Animal Testing Points Earned: 0 of 0

Please indicate if the following statements are true regarding whether or not the company engages in the following practices. Check all that apply. If the statement is true, select "Yes." If false, select "No."

Animal testing is conducted

- ☐ Yes
☒ No

Conduct Business in Conflict Zones Points Earned: 0 of 0

Please indicate if the following statements are true regarding whether or not the company engages in the following practices. Check all that apply. If the statement is true, select "Yes." If false, select "No."

Company exploitatively operates in conflict zones

- ☐ Yes
☒ No

Employs Individuals on Zero-Hour Contracts Points Earned: 0 of 0

Please indicate if the following statements are true regarding whether or not the company engages in the following practices. Check all that apply. If the statement is true, select "Yes." If false, select "No."

Company employs individuals on zero-hour contracts

- ☐ Yes
☒ No

Company Explanation Of Disclosure Item Flags Points Earned: 0 of 0

If you selected "Yes" previously, please provide a detailed explanation of the company's engagement in these practices here.

If this does not apply to you, please enter "Does not apply" in the text area below.

Does not apply

Disclosure Outcomes

On-Site Fatality Points Earned: 0 of 0

Please indicate if the following statements are true regarding if the company has experienced any of the following in the past 5 years. Check all that apply. If the statement is true, select "Yes" If false, select "No".

Company has had an operational or on-the-job fatality

- ☐ Yes
☒ No

Hazardous Discharges Into Air/Land/Water (Past 5 Yrs) Points Earned: 0 of 0

Please indicate if the following statements are true regarding if the company has experienced any of the following in the past 5 years. Check all that apply. If the statement is true, select "Yes" If false, select "No".

Company sites have experienced accidental discharges to air, land or water of hazardous substances

- ☐ Yes
☒ No

Forced Relocation Of People Due To Company Operations Points Earned: 0 of 0

Please indicate if the following statements are true regarding if the company has experienced any of the following in the past 5 years. Check all that apply. If the statement is true, select "Yes" If false, select "No".

Construction or operation of company facilities resulted in physical resettlement or economic displacement involving 5,000 or more people near your facility

- ☐ Yes
☒ No

Material Recalls Points Earned: 0 of 0

Please indicate if the following statements are true regarding if the company has experienced any of the following in the past 5 years. Check all that apply. If the statement is true, select "Yes" If false, select "No".

Material recalls due to quality control issues

- ☐ Yes
☒ No

Material Litigation Points Earned: 0 of 0

Please indicate if the following statements are true regarding if the company has experienced any of the following in the past 5 years. Check all that apply. If the statement is true, select "Yes" If false, select "No".

Material litigation or arbitration against company

- ☐ Yes
☒ No

Company has filed for bankruptcy Points Earned: 0 of 0

Please indicate if the following statements are true regarding if the company has experienced any of the following in the past 5 years. Check all that apply. If the statement is true, select "Yes" If false, select "No".

Company has filed for bankruptcy

- ☐ Yes
☒ No

Company/Suppliers Involved In Large Scale Land Acquisition Points Earned: 0 of 0

Please indicate if the following statements are true regarding if the company has experienced any of the following in the past 5 years. Check all that apply. If the statement is true, select "Yes" If false, select "No".

Construction or operation of company involved large scale land acquisition

- ☐ Yes
☒ No

Company/Suppliers Involved In Large Scale Land Conversion Points Earned: 0 of 0

Please indicate if the following statements are true regarding if the company has experienced any of the following in the past 5 years. Check all that apply. If the statement is true, select "Yes" If false, select "No".

Construction or operation of company involved large scale land conversion and/or degradation

- ☐ Yes
☒ No

Company/Suppliers Do Build/Refurbish Dams Points Earned: 0 of 0

Please indicate if the following statements are true regarding if the company has experienced any of the following in the past 5 years. Check all that apply. If the statement is true, select "Yes" If false, select "No".

Construction or operation of company and involved the construction or refurbishment of dams

- ☐ Yes
☒ No

Material Breaches of Confidential Information Points Earned: 0 of 0

Please indicate if the following statements are true regarding if the company has experienced any of the following in the past 5 years. Check all that apply. If the statement is true, select "Yes" If false, select "No".

Company has had material breaches of individual's confidential information

- ☐ Yes
☒ No

Company Explanation Of Disclosure Item Flags Points Earned: 0 of 0

If you selected "Yes" previously, please provide a detailed explanation of the company's experience related to the previous statement here.

If this does not apply to you, please enter "Does not apply" in the text area below.

Does not apply

Disclosure Penalties

Penalties Assessed Regarding Diversity/Equal Opportunity Points Earned: 0 of 0

Please indicate if the company has had any formal complaint to a regulatory agency or been assessed any fine or sanction in the past five years for any of the following practices or policies. Check all that apply.

Diversity and equal opportunity

- ☐ Yes
☒ No

Penalties Assessed Regarding Company's Employee Safety Points Earned: 0 of 0

Please indicate if the company has had any formal complaint to a regulatory agency or been assessed any fine or sanction in the past five years for any of the following practices or policies. Check all that apply.

Employee safety or workplace conditions

- ☐ Yes
☒ No

Penalties Assessed For Environmental Issues Points Earned: 0 of 0

Please indicate if the company has had any formal complaint to a regulatory agency or been assessed any fine or sanction in the past five years for any of the following practices or policies. Check all that apply.

Environmental issues

- ☐ Yes
☒ No

Penalties Assessed Regarding Financial Reporting Points Earned: 0 of 0

Please indicate if the company has had any formal complaint to a regulatory agency or been assessed any fine or sanction in the past five years for any of the following practices or policies. Check all that apply.

Financial reporting

- ☐ Yes
☒ No

International Affairs Penalties Points Earned: 0 of 0

Please indicate if the company has had any formal complaint to a regulatory agency or been assessed any fine or sanction in the past five years for any of the following practices or policies. Check all that apply.

Geographic operations or international affairs

- ☐ Yes
☒ No

Penalties Assessed Regarding Investments Or Loans Points Earned: 0 of 0

Please indicate if the company has had any formal complaint to a regulatory agency or been assessed any fine or sanction in the past five years for any of the following practices or policies. Check all that apply.

Investments or Loans

- ☐ Yes
☒ No

Penalties Regarding Labor Issues (Including Supply Chain) Points Earned: 0 of 0

Please indicate if the company has had any formal complaint to a regulatory agency or been assessed any fine or sanction in the past five years for any of the following practices or policies. Check all that apply.

Labor issues (internal and supply chain)

- ☐ Yes
☒ No

Penalties Assessed Regarding Company's Marketing Points Earned: 0 of 0

Please indicate if the company has had any formal complaint to a regulatory agency or been assessed any fine or sanction in the past five years for any of the following practices or policies. Check all that apply.

Marketing

- ☐ Yes
☒ No

Penalties Assessed Regarding Political Contributions Points Earned: 0 of 0

Please indicate if the company has had any formal complaint to a regulatory agency or been assessed any fine or sanction in the past five years for any of the following practices or policies. Check all that apply.

Political contributions

- ☐ Yes
☒ No

Penalties Assessed Regarding Company's Product Safety Points Earned: 0 of 0

Please indicate if the company has had any formal complaint to a regulatory agency or been assessed any fine or sanction in the past five years for any of the following practices or policies. Check all that apply.

Product safety

- ☐ Yes
☒ No

Penalties Assessed Pertaining To Company Taxes Points Earned: 0 of 0

Please indicate if the company has had any formal complaint to a regulatory agency or been assessed any fine or sanction in the past five years for any of the following practices or policies. Check all that apply.

Taxes

- ☐ Yes
☒ No

Animal Welfare Penalties Assessed Points Earned: 0 of 0

Please indicate if the company has had any formal complaint to a regulatory agency or been assessed any fine or sanction in the past five years for any of the following practices or policies. Check all that apply.

Animal welfare

- ☐ Yes
☒ No

Bribery, Fraud Or Corruption Penalties Assessed Points Earned: 0 of 0

Please indicate if the company has had any formal complaint to a regulatory agency or been assessed any fine or sanction in the past five years for any of the following practices or policies. Check all that apply.

Bribery, fraud or corruption

- ☐ Yes
☒ No

Company Explanation Of Disclosure Item Flags Points Earned: 0 of 0

If you selected "Yes" previously, please provide a detailed explanation of the complaint/fine/sanction here.

If this does not apply to you, please enter "Does not apply" in the text area below.

Does not apply

Supplier Disclosure

Workers Under the Age of 15 Points Earned: 0 of 0

Please indicate if any of the following statements are true regarding your company's significant suppliers.

Significant Suppliers employ workers under the age of 15 (or other minimum work age covered by the International Labour Organization Convention No. 138)

- ☐ Yes
☐ No
☒ Don't Know

Workers Who are Prisoners Points Earned: 0 of 0

Please indicate if any of the following statements are true regarding your company's significant suppliers.

Significant suppliers use any workers who are prisoners

- ☐ Yes
☐ No
☒ Don't Know

Operational Fatality Points Earned: 0 of 0

Please indicate if any of the following statements are true regarding your company's significant suppliers.

Significant Suppliers have had an operational or on-the-job fatality

- ☐ Yes
☐ No
☒ Don't Know

Accidental Hazardous Substances Points Earned: 0 of 0

Please indicate if any of the following statements are true regarding your company's significant suppliers.

Significant Suppliers' sites have experienced accidental discharges to air, land or water of hazardous substances

- ☐ Yes
☐ No
☒ Don't Know

Resettlement or Economic Displacement Points Earned: 0 of 0

Please indicate if any of the following statements are true regarding your company's significant suppliers.
Construction or operation of Significant Suppliers' facilities resulted in physical resettlement or economic displacement involving 5,000 or more people near their facility

- ☐ Yes
☐ No
☒ Don't Know
-

Land Acquisition Points Earned: 0 of 0

Please indicate if any of the following statements are true regarding your company's significant suppliers.
Construction or operation of Significant Suppliers involved large scale land acquisition

- ☐ Yes
☐ No
☒ Don't Know
-

Land Conversion or Degradation Points Earned: 0 of 0

Please indicate if any of the following statements are true regarding your company's significant suppliers.
Construction or operation of Significant Suppliers involved large scale land conversion and/or degradation

- ☐ Yes
☐ No
☒ Don't Know
-

Construction or Refurbishment of Dams Points Earned: 0 of 0

Please indicate if any of the following statements are true regarding your company's significant suppliers.
Construction or operation of Significant Suppliers involved the construction or refurbishment of dams

- ☐ Yes
☐ No
☒ Don't Know
-

Material Fines or Sanctions Points Earned: 0 of 0

Please indicate if any of the following statements are true regarding your company's significant suppliers.
Significant Suppliers have had material fines or sanctions in the last five years regarding the issues indicated in the goal Disclosure Penalties.

- ☐ Yes
☐ No
☒ Don't Know
-

Business in Conflict Zones Points Earned: 0 of 0

Please indicate if any of the following statements are true regarding your company's significant suppliers.
Significant Suppliers exploitatively operate in conflict zones

- ☐ True
☐ False
☒ Don't Know
-

Other Disclosures

Other Disclosures Points Earned: 0 of 0

Are there any other sensitive aspects of the business that are necessary to disclose?

If this does not apply to you, please type "does not apply" in the area below.

Does not apply
