



Sustainability Questionnaire for RFPs: Services

For each question, have a “yes/no” box and a space for respondents to provide either a link to documentation supporting a “yes” claim or to provide details in writing.

1. Climate

- a) We measure our GHG emissions and have developed a reduction strategy
- b) We publicly report our GHG emissions
- c) We have set publicly available GHG reduction targets
- d) We have set a target for the use of renewable or alternative forms of energy and have developed a strategy to reach this target
- e) We have achieved a reduction in emissions intensity and/or actual emissions
- f) We have a responsible investments policy

2. Environmental Management

- a) We have a documented Environmental or Sustainability Policy
- b) We have an environmental management system (EMS) registered to ISO 14001
- c) We have an EMS registered, certified or recognized by another standard
- d) We have a non-registered environmental management system
- e) We conduct compliance audits to health, safety and environmental legislation
- f) We produced a publicly available annual environmental, CSR, sustainability or accountability report
- g) We conduct regular audits to determine amounts of waste generated by our facilities and have waste reduction and diversion initiatives

3. Diversity and Human Rights

- a) We have a policy or strategy to support hiring a diverse workforce.
- b) We have a policy or strategy to purchase from diverse contractors/suppliers.
- c) We participate in work/employment training programs for vulnerable/diverse populations.
- d) We have an employment equity policy.
- e) We have at least 50% Indigenous ownership.
- f) We support and engage in reconciliation initiatives with Indigenous peoples in Canada and/or around the world.

4. Safety & Staff engagement

- a) We have an alternative transportation program for employees.
- b) We provide sustainability training to our staff members.
- c) We provide benefits to all our full-time employees.
- d) We provide paid professional development opportunities to staff.
- e) We have a documented Health & Safety Policy and Program that is openly endorsed by senior management and is updated on an annual basis.
- f) We have a Health & Safety Manual that includes safe work procedures incident investigation process with the intent of prevention, workplace inspection process and emergency preparedness and response.



- g) We conduct hazard assessments and job task-specific health & safety training on an annual basis.



Sustainability Questionnaire for RFPs: Goods:

For each question, have a “yes/no” box and a space for respondents to provide either a link to documentation supporting a “yes” claim or to provide details in writing.

1. Climate

- g) We measure our GHG emissions and have developed a reduction strategy
- h) We publicly report our GHG emissions
- i) We have set publicly available GHG reduction targets
- j) We have set a target for the use of renewable or alternative forms of energy and have developed a strategy to reach this target
- k) We have achieved a reduction in emissions intensity and/or actual emissions
- l) We have a responsible investments policy

2. Environmental Management

- h) We have a documented Environmental or Sustainability Policy
- i) We have an environmental management system registered to ISO 14001
- j) We have an EMS registered, certified or recognized by another standard
- k) We have a non-registered environmental management system
- l) We conduct compliance audits to health, safety and environmental legislation
- m) We produced a publicly available annual environmental, CSR, sustainability or accountability report
- n) We conduct regular audits to determine amounts of waste generated by our facilities and have waste reduction and diversion initiatives
- o) We take back used products and packaging from customers and ensure it is recycled or reused as often as possible

3. Supply Chain

- a) We have a documented Supplier Code of Conduct or Purchasing Policy that sets internationally recognized minimum labour standards that we expect our suppliers to meet when manufacturing our products.
- b) We conduct third party audits of factories we work with, or we have an agreement with a 3rd party to conduct audits on our behalf.
- c) We conduct internal audits of our supply chain and work with our supply base to resolve issues.
- d) We publicly disclose the names and locations of our factories.
- e) We rely on a complaint-based system to identify supplier non-compliance.
- f) We are a member of Fair Labour Association or Social Accountability International or Worker’s Rights Consortium.
- g) We are a member of another organization that promotes fair and reasonable employment conditions.
- h) We work with our suppliers to minimize packaging in order to reduce the waste generated in our facilities.

4. Diversity and Human Rights

- g) We have a policy or strategy to support hiring a diverse workforce.



- h) We have a policy or strategy to purchase from diverse contractors/suppliers.
- i) We participate in work/employment training programs for vulnerable/diverse populations.
- j) We have an employment equity policy.
- k) We have at least 50% Indigenous ownership.
- l) We support and engage in reconciliation initiatives with Indigenous peoples in Canada and/or around the world.

5. Safety & Staff engagement

- h) We have an alternative transportation program for employees.
- i) We provide sustainability training to our staff members.
- j) We provide benefits to all our full-time employees.
- k) We provide paid professional development opportunities to staff.
- l) We have a documented Health & Safety Policy and Program that is openly endorsed by senior management and is updated on an annual basis.
- m) We have a Health & Safety Manual that includes safe work procedures incident investigation process with the intent of prevention, workplace inspection process and emergency preparedness and response.
- n) We conduct hazard assessments and job task-specific health & safety training on an annual basis.