

Measuring Vendor Leadership

— Example Questionnaire

Purpose

This questionnaire identifies practices where vendors could show green leadership in their operations and at a corporate level. The questions or the tool itself can be used to gather insights from vendors on a self-disclosure basis. It could be used as part of the evaluation within a Request for Proposal (RFP), or it could be used for engaging vendors on a more informal level regarding their green values and practices (as a conversation guide). Use the questions below, or draw examples from them, to begin to assess the green leadership practices of your vendors. More 'yes' responses indicate a higher level of leadership. Scoring can be kept simple by assigning a standard value to each 'yes' response to arrive at a total score that can be compared across vendors (e.g. 1 point per 'yes').

Instructions to Vendors

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

Name of Tender/RFP

Name of Vendor/Contact Details

Date Completed

Environmental Management & Stewardship

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

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

2: Tell us how your company works to reduce its greenhouse gas (GHG) emissions:

- a) We measure our GHG emissions and have developed a reduction strategy Yes No
- b) We publicly report our GHG emissions Yes No
- c) We have set publicly available GHG reduction targets Yes No
- d) We have set a target for the use of renewable or alternative forms of energy and have developed a strategy to reach this target Yes No

WORKSHEET #3: VENDOR LEADERSHIP

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

3: Tell us how your company works to reduce waste in its daily operations:

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

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

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

5: Tell us how your company works to reduce other environmental impacts: