

## Introduction

**More multinationals and their suppliers than ever before now use CDP to achieve sustainable supply chain management. Through CDP's Supply Chain program companies and their suppliers are managing the significant risk that climate change poses to the globalized supply chain model.**

**The following set of questions from CDP's 2017 Supply Chain Climate Change Information Request. Companies are asked to answer these questions in the Online Response System (ORS) provided by CDP through its website. As such, this document is a representation of the request and whilst the questions will remain the same, the format may differ online particularly where drop down options and tables have been included for ease of response. Guidance is available on the CDP website from December 2016 which details all of the options available and provides screen shots of the ORS to aid companies in completing the request.**

We request a reply to the following questions by 31 July 2017.

Please respond to the Information Request using our Online Response System (ORS). In early April 2017, instructions on how to access the ORS will be sent to you by e-mail. If you are unable to respond via the ORS, please e-mail [respond@cdp.net](mailto:respond@cdp.net).

We encourage organizations to consult the CDP 2017 Reporting Guidance and CDP's 2017 Supply Chain Climate Change Scoring Methodology at [www.cdp.net/guidance](http://www.cdp.net/guidance), as well as to use the guidance within the ORS. Please answer the questions as comprehensively as possible. Where you do not have all of the information requested, please respond with what you have as this is more valuable to your customers than no response at all.

We encourage organizations to assess the relevance of questions in accordance with the principles of "The Greenhouse Gas Protocol: A Corporate Accounting and Reporting Standard (Revised Edition)" developed by the World Resources Institute and the World Business Council for Sustainable Development ([www.ghgprotocol.org](http://www.ghgprotocol.org)). According to these principles, which are also set out in the CDP guidance, information is relevant if it contains the detail that users, both internal and external to the company, need for their decision-making.

Where questions have been amended from 2016 to 2017, this is indicated next to the relevant questions.

### **CDP Questionnaire Copyright and Licensed Use:**

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# Introduction

## **CC0. Introduction**

### CC0.1 Introduction

Please give a general description and introduction to your organization

### CC0.2 Reporting Year

Please state the start and end date of the year for which you are reporting data

### CC0.3 Country list configuration

Please select the countries for which you will be supplying data

### CC0.4 Currency selection

Please select the currency in which you would like to submit your response

### CC0.6 Modules

Here companies can choose to respond to a sector module if this has not already been allocated to them by CDP

# Management

## CC1. Governance

### Group and Individual Responsibility

CC1.1 Where is the highest level of direct responsibility for climate change within your organization?

*If "Board or individual/sub-set of the Board or other committee appointed by the Board"; "Senior Manager/Officer"; or, "Other Manager/Officer":*

CC1.1a Please identify the position of the individual or name of the committee with this responsibility

### Individual Performance

CC1.2 Do you provide incentives for the management of climate change issues, including the attainment of targets?

*If yes:* CC1.2a Please provide further details on the incentives provided for the management of climate change issues

Who is entitled to benefit from these incentives?	The type of incentives	Incentivized performance indicator	Comment

## CC2. Strategy

### Risk Management Approach

CC2.1 Please select the option that best describes your risk management procedures with regard to climate change risks and opportunities

*If "Integrated into multi-disciplinary company-wide risk management processes" or "A specific climate change risk management process" is selected, answer questions CC2.1a - 2.1c:*

CC2.1a Please provide further details on your risk management procedures with regard to climate change risks and opportunities

Frequency of monitoring	To whom are results reported?	Geographical areas considered	How far into the future are risks considered?	Comment

CC2.1b Please describe how your risk and opportunity identification processes are applied at both company and asset level

CC2.1c How do you prioritize the risks and opportunities identified?

*If "There are no documented processes for assessing and managing risks and opportunities from climate change" is selected:*

CC2.1d Please explain why you do not have a process in place for assessing and managing risks and opportunities from climate change, and whether you plan to introduce such a process in the future

Main reason for not having a process	Do you plan to introduce a process?	Comment

# Management

## Business Strategy

CC2.2 Is climate change integrated into your business strategy?

*If yes:* CC2.2a Please describe the process of how climate change is integrated into your business strategy and any outcomes of this process **(CDP 2016 CC2.2a, amended)**

*If no:* CC2.2b Please explain why climate change is not integrated into your business strategy

CC2.2c Does your company use an internal price on carbon? **(CDP 2016 CC2.2c, amended)**

*If yes:* CC2.2d Please provide details and examples of how your company uses an internal price on carbon **(CDP 2016 CC2.2d, amended)**

## Engagement with Policy Makers

CC2.3 Do you engage in activities that could either directly or indirectly influence public policy on climate change through any of the following? (tick all that apply)

- Direct engagement with policy makers
  Trade associations  
 Funding research organizations
  Other
  No

*If "Direct engagement with policy makers" is ticked:*

CC2.3a On what issues have you been engaging directly with policy makers?

Focus of legislation	Corporate position	Details of engagement	Proposed legislative solution

*If "Trade associations" is ticked:*

CC2.3b Are you on the Board of any trade associations or provide funding beyond membership?

*If yes:* CC2.3c Please enter the details of those trade associations that are likely to take a position on climate change legislation

Trade association	Is your position on climate change consistent with theirs?	Please explain the trade association's position	How have you, or are you attempting to, influence the position?

*If "Funding research organizations" is ticked:*

CC2.3d Do you publicly disclose a list of all the research organizations that you fund?

*If "Other" is ticked:*

CC2.3e Please provide details of the other engagement activities that you undertake



## Management

*For all types of target, also:*

CC3.1e For all of your targets, please provide details on the progress made in the reporting year

% complete (time)	% complete (emissions or renewable energy)	Comment

*If you do not have a target:*

CC3.1f Please explain: (i) why you do not have a target; and (ii) forecast how your emissions will change over the next five years

### Emissions Reduction Initiatives

CC3.2 Do you classify any of your existing goods and/or services as low carbon products or do they enable a third party to avoid GHG emissions?

*If yes:* CC3.2a Please provide details of your products and/or services that you classify as low carbon products or that enable a third party to avoid GHG emissions

Level of aggregation	Description of product/ Group of products	Are you reporting low carbon product/s or avoided emissions?	Taxonomy, project or methodology used to classify product/s as low carbon or to calculate avoided emissions	% revenue from low carbon product/s in the reporting year	% R&D in low carbon product/s in the reporting year	Comment

CC3.3 Did you have emissions reduction initiatives that were active within the reporting year (this can include those in the planning and/or implementation phases)

*If yes, complete questions CC3.3a, CC3.3b and CC3.3c:*

CC3.3a Please identify the total number of projects at each stage of development, and for those in the implementation stages, the estimated CO<sub>2</sub>e savings

Stage of development	Number of projects	Total estimated annual CO <sub>2</sub> e savings in metric tonnes CO <sub>2</sub> e (only for rows marked *)
Under investigation		
To be implemented*		
Implementation commenced*		
Implemented*		
Not to be implemented		

# Management

CC3.3b For those initiatives implemented in the reporting year, please provide details in the table below

Activity type	Description of activity	Estimated annual CO <sub>2</sub> e savings (metric tonnes CO <sub>2</sub> e)	Scope	Voluntary/ Mandatory	Annual monetary savings (unit currency – as specified in CC0.4)	Investment required (unit currency – as specified in CC0.4)	Payback period	Estimated lifetime of the initiative	Comment

CC3.3c What methods do you use to drive investment in emissions reduction activities?

Method	Comment

*If no:* CC3.3d If you do not have any emissions reduction initiatives, please explain why not

## CC4. Communications

CC4.1 Have you published information about your organization's response to climate change and GHG emissions performance for this reporting year in places other than in your CDP response? If so, please attach the publication(s)

Publication	Status	Page/Section reference	Attach the document	Comment

## Risks & Opportunities

### CC5. Climate Change Risks

CC5.1 Have you identified any inherent climate change risks that have the potential to generate a substantive change in your business operations, revenue or expenditure? (Tick all that apply)

Please identify the relevant categories:

- Risks driven by changes in regulation
- Risks driven by changes in physical climate parameters
- Risks driven by changes in other climate-related developments

### CC6. Climate Change Opportunities

CC6.1 Have you identified any inherent climate change opportunities that have the potential to generate a substantive change in your business operations, revenue or expenditure? (Tick all that apply)

Please identify the relevant categories:

- Opportunities driven by changes in regulation
- Opportunities driven by changes in physical climate parameters
- Opportunities driven by changes in other climate-related developments

*For all of the inherent risks and/or opportunities identified, please provide the following details in the table provided in the ORS:*

- Risk/Opportunity driver
- Description
- Potential impact
- Timeframe
- Direct/Indirect
- Likelihood
- Magnitude of impact
- Estimated financial implications of the risk/opportunity before taking action
- Methods you are using to manage this risk/opportunity
- Costs associated with these actions

*Where inherent risks and/or opportunities have not been identified for any of the categories:*

Please explain why you do not consider your organization to be exposed to these risks/opportunities that have the potential to generate a substantive change in your business operations, revenue or expenditure

# Emissions

## CC7. Emissions Methodology

### Base year

CC7.1 Please provide your base year and base year emissions (Scopes 1 and 2)

*CDP requests companies to provide responses to questions CC8, CC9 and CC10 for the three years prior to the current reporting year if you have not done so before or if this is the first time you have answered a CDP information request*

Use the table in the ORS to provide the following details for Scopes 1 and 2:

- Base year
- Scope 1 base year emissions (metric tonnes CO<sub>2</sub>e)
- Scope 2 location-based base year emissions (metric tonnes CO<sub>2</sub>e)
- Scope 2 market-based base year emissions (metric tonnes CO<sub>2</sub>e)

### Methodology

CC7.2 Please give the name of the standard, protocol or methodology you have used to collect activity data and calculate Scope 1 and Scope 2 emissions

*If you have selected "Other":*

CC7.2a If you have selected "Other" in CC7.2 please provide details of the standard, protocol or methodology you have used to collect activity data and calculate Scope 1 and Scope 2 emissions

CC7.3 Please give the source for the global warming potentials you have used

Gas	Reference

CC7.4 Please give the emissions factors you have applied and their origin; alternatively, please attach an Excel spreadsheet with this data at the bottom of this page

Fuel/Material/Energy	Emission Factor	Unit	Reference

## CC8. Emissions Data

### Boundary

CC8.1 Please select the boundary you are using for your Scope 1 and 2 greenhouse gas inventory

*Select from*

- Financial control
- Operational control
- Equity share
- Other

# Emissions

## Scope 1 and 2 Emissions Data

CC8.2 Please provide your gross global Scope 1 emissions figures in metric tonnes CO<sub>2</sub>e

CC8.3 Please describe your approach to reporting Scope 2 emissions **(CDP 2016 CC8.3, amended)**

Scope 2, location-based	Scope 2, market-based (if applicable)	Comment

CC8.3a Please provide your gross global Scope 2 emissions figures in metric tonnes CO<sub>2</sub>e

Scope 2, location-based	Scope 2, market-based (if applicable)	Comment

CC8.4 Are there any sources (e.g. facilities, specific GHGs, activities, geographies, etc.) of Scope 1 and Scope 2 emissions that are within your selected reporting boundary which are not included in your disclosure?

*If yes:* CC8.4a Please provide details of the sources of Scope 1 and Scope 2 emissions that are within your selected reporting boundary which are not included in your disclosure

Source	Relevance of Scope 1 emissions from this source	Relevance of location-based Scope 2 emissions from this source	Relevance of market-based Scope 2 emissions from this source (if applicable)	Explain why the source is excluded

## Data Accuracy

CC8.5 Please estimate the level of uncertainty of the total gross global Scope 1 and 2 emissions figures that you have supplied and specify the sources of uncertainty in your data gathering, handling and calculations

Scope	Uncertainty range	Main sources of uncertainty	Please expand on the uncertainty in your data
1			
2 (location-based)			
2 (market-based)			

## External Verification or Assurance

CC8.6 Please indicate the verification/assurance status that applies to your reported Scope 1 emissions

## Emissions

*If Scope 1 emissions have been subject to third party verification or assurance (complete or underway):*

CC8.6a Please provide further details of the verification/assurance undertaken for your Scope 1 emissions, and attach the relevant statements

Verification or assurance cycle in place	Status in the current reporting year	Type of verification or assurance	Attach the statement	Page/Section reference	Relevant standard	Proportion of reported Scope 1 emissions verified (%)

*If "No third party verification or assurance – regulatory CEMS required" is selected:*

CC8.6b Please provide further details of the regulatory regime to which you are complying that specifies the use of Continuous Emission Monitoring Systems (CEMS)

Regulation	% of emissions covered by the system	Compliance period	Evidence of submission

CC8.7 Please indicate the verification/assurance status that applies to at least one of your reported Scope 2 emissions figures

*If Scope 2 emissions have been subject to third party verification or assurance (complete or underway):*

CC8.7a Please provide further details of the verification/assurance undertaken for your location-based and/or market-based Scope 2 emissions, and attach the relevant statements

Location-based or market-based figure?	Verification or assurance cycle in place	Status in the current reporting year	Type of verification or assurance	Attach the statement	Page/Section reference	Relevant standard	Proportion of reported Scope 2 emissions verified (%)

CC8.8 Please identify if any data points have been verified as part of the third party verification work undertaken, other than the verification of emissions figures reported in CC8.6, CC8.7 and CC14.2

Additional data points verified	Comment

### Carbon Dioxide Emissions from Biologically Sequestered Carbon

CC8.9 Are carbon dioxide emissions from biologically sequestered carbon relevant to your organization?

*If yes:* 8.9a Please provide the emissions from biologically sequestered carbon relevant to your organization in metric tonnes CO<sub>2</sub>

# Emissions

## CC9. Scope 1 Emissions Breakdown

CC9.1 Do you have Scope 1 emissions sources in more than one country?

If yes: CC9.1a Please break down your total gross global Scope 1 emissions by country/region

**Electric utilities** should report emissions by country/region using the tables in EU2

**Oil and gas** sector companies are requested to provide breakdowns of emissions by value chain segment and activity in the OG module

**ICT companies** can use the sector module to respond to CC9.2d

**FBT companies** can use the sector module to provide a breakdown of their emissions by activity

Country/Region	Scope 1 metric tonnes CO <sub>2</sub> e

CC9.2 Please indicate which other Scope 1 emissions breakdowns you are able to provide (tick all that apply)

- By business division (CC9.2a)     By facility (CC9.2b)  
 By GHG type (CC9.2c)         By activity (CC9.2d)

Where a breakdown option has been ticked, a table appears to allow you to enter the relevant emissions data

## CC10. Scope 2 Emissions Breakdown

CC10.1 Do you have Scope 2 emissions sources in more than one country?

If yes: CC10.1a Please break down your total gross global Scope 2 emissions and energy consumption by country/region

**Oil and gas** sector companies are requested to provide the breakdown of emissions by value chain segment as shown in OG2

**ICT companies** can use the sector module to respond to CC10.2c

Country/Region	Scope 2, location-based (metric tonnes CO <sub>2</sub> e)	Scope 2, market-based (metric tonnes CO <sub>2</sub> e)	Purchased and consumed electricity, heat, steam or cooling (MWh)	Purchased and consumed low carbon electricity, heat, steam or cooling (MWh) accounted in market-based approach

CC10.2 Please indicate which other Scope 2 emissions breakdowns you are able to provide (tick all that apply)

- By business division (CC10.2a)     By facility (CC10.2b)  
 By activity (CC10.2c)

Where a breakdown option has been ticked, a table appears to allow you to enter the relevant emissions data

# Emissions

## CC11. Energy

CC11.1 What percentage of your total operational spend in the reporting year was on energy?

CC11.2 Please state how much heat, steam, and cooling in MWh your organization has purchased and consumed during the reporting year

Energy type	MWh
Heat	
Steam	
Cooling	

CC11.3 Please state how much fuel in MWh your organization has consumed (for energy purposes) during the reporting year

CC11.3a Please complete the table by breaking down the total "Fuel" figure entered above by fuel type

Fuels	MWh

CC11.4 Please provide details of the electricity, heat, steam or cooling amounts that were accounted at a low carbon emission factor in the market-based Scope 2 figure reported in CC8.3a (**CDP 2016 CC11.4, amended**)

Basis for applying a low carbon emission factor	MWh consumed associated with low carbon electricity, heat, steam or cooling	Emissions factor (in units of metric tonnes CO2e per MWh)	Comment

CC11.5 Please report how much electricity you produce in MWh, and how much electricity you consume in MWh

Total electricity consumed (MWh)	Consumed electricity that is purchased (MWh)	Total electricity produced (MWh)	Total renewable electricity produced (MWh)	Consumed renewable electricity that is produced by company (MWh)	Comment

# Emissions

## CC12. Emissions Performance

### Emissions History

CC12.1 How do your gross global emissions (Scope 1 and 2 combined) for the reporting year compare to the previous year?

*If emissions have increased, decreased or remained the same overall:*

CC12.1a Please identify the reasons for any change in your gross global emissions (Scope 1 and 2 combined) and for each of them specify how your emissions compare to the previous year

Reason	Emissions value (percentage)	Direction of change	Please explain and include calculation
Emissions reduction activities			
Divestment			
Acquisitions			
Mergers			
Change in output			
Change in methodology			
Change in boundary			
Change in physical operating conditions			
Unidentified			
Other			

CC12.1b Is your emissions performance calculations in CC12.1 and CC12.1a based on a location-based Scope 2 emissions figure or a market-based Scope 2 emissions figure?

### Emissions Intensity

CC12.2 Please describe your gross global combined Scope 1 and 2 emissions for the reporting year in metric tonnes CO<sub>2</sub>e per unit currency total revenue

Intensity figure =	Metric numerator (Gross global combined Scope 1 and 2 emissions)	Metric denominator: Unit total revenue	Scope 2 figure used	% change from previous year	Direction of change from previous year	Reason for change
	metric tonnes CO <sub>2</sub> e					



# Emissions

## CC14. Scope 3 Emissions

CC14.1 Please account for your organization's Scope 3 emissions, disclosing and explaining any exclusions

**Auto-manufacturers** should refer to the sector module before completing question CC14.1

Sources of Scope 3 emissions	Evaluation status	metric tonnes CO <sub>2</sub> e	Emissions calculation methodology	Percentage of emissions calculated using data obtained from suppliers or value chain partners	Explanation
Purchased goods and services					
Capital goods					
Fuel-and-energy-related activities (not included in Scope 1 or 2)					
Upstream transportation and distribution					
Waste generated in operations					
Business travel					
Employee commuting					
Upstream leased assets					
Investments					
Downstream transportation and distribution					
Processing of sold products					
Use of sold products					
End of life treatment of sold products					
Downstream leased assets					
Franchises					
Other (upstream)					
Other (downstream)					

CC14.2 Please indicate the verification/assurance status that applies to your reported Scope 3 emissions

*If Scope 3 emissions have been subject to third party verification or assurance (complete or underway):*

CC14.2a Please provide further details of the verification/assurance undertaken, and attach the relevant statements

Verification or assurance cycle in place	Status in the current reporting year	Type of verification or assurance	Attach the statement	Page/ Section reference	Relevant standard	Proportion of reported Scope 3 emissions verified (%)

## Emissions

CC14.3 Are you able to compare your Scope 3 emissions for the reporting year with those for the previous year for any sources?

*If yes: CC14.3a Please identify the reasons for any change in your Scope 3 emissions and for each of them specify how your emissions compare to the previous year*

Sources of Scope 3 emissions	Reason for change	Emissions value (percentage)	Direction of change	Comment

CC14.4 Do you engage with any of the elements of your value chain on GHG emissions and climate change strategies? (Tick all that apply)

- Yes, our suppliers
  Yes, our customers  
 Yes, other partners in the value chain
  No, we do not engage

*If "Yes, our customers" or "Yes, other partners in the value chain" is ticked:*

CC14.4a Please give details of methods of engagement, your strategy for prioritizing engagements and measures of success

*If "Yes, our suppliers" is ticked*

CC14.4b To give a sense of scale of this engagement, please give the number of suppliers with whom you are engaging and the proportion of your total spend that they represent **(CDP 2016 CC14.4b and CC14.4c, amended)**

Type of engagement	Number of suppliers	% of total spend (direct and indirect)	Impact of engagement

*If "No, we do not engage" is ticked:*

CC14.4c Please explain why you do not engage with any elements of your value chain on GHG emissions and climate change strategies, and any plans you have to develop an engagement strategy in the future **(CDP 2016 CC14.4d)**

### Sign Off

CC15.1 Please provide the following information for the person that has signed off (approved) your CDP climate change response **(CDP 2016 CC15.1, amended)**

Name	Job title	Corresponding job category

## Supply Chain Module

### SM0. Introduction

SM0.0 If you would like to do so, please take this opportunity to provide a separate introduction to this module

SM0.1 Please could you indicate your company's annual revenue for the stated reporting period?

Annual revenue	Currency

SM0.2 Do you have an ISIN for your company that you would be willing to share with CDP?

*If yes:* SM 0.2a Please use the table below to share your ISIN

ISIN country code (2 letters)	ISIN numeric identifier and single check digit (10 numbers overall)

## Supply Chain Module

### SM1. Allocating Your Emissions To Your Customers

SM1.1 Please allocate your emissions to your customers listed below according to the goods or services you have sold them in this reporting period

**Please note that this table (for SM1.1) is designed so that only the customer that you select in column 1 (“Please select the requesting member(s)”) will be able to see the data relevant to them. If you enter an answer without selecting a requesting member, your answer will not be viewable at all.**

Please select the requesting member(s)	Scope of emissions	Emissions in metric tonnes of CO <sub>2</sub> e	Uncertainty (± %)	Major sources of emissions	Verified <sup>a</sup>	Allocation Method	Please explain how you have identified the GHG source, including major limitations to this process and assumptions made
Name of requesting member							

<sup>a</sup> Has the allocation of emissions to your customers been externally verified?

SM1.2 Where published information has been used in completing SM1.1 please provide a reference(s)

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## Supply Chain Module

SM1.3 What are the challenges in allocating emissions to different customers and what would help you to overcome these challenges?

Allocation challenges	Please explain what would help you overcome these challenges

SM1.4 Do you plan to develop your capabilities to allocate emissions to your customers in the future?

If yes: SM1.4a Please describe how you plan to develop your capabilities

If no: SM1.4b Please explain why you do not plan to develop capabilities to allocate emissions to your customers

### SM2. Collaborative Opportunities

SM2.1 Please use the table below to communicate any proposals you would like to make to specific CDP supply chain members for the collaborative development of GHG emission reducing projects or products

**Please note that this table (for SM2.1) is designed so that only the customer that you select in column 1 ("Please select requesting member") will be able to see the data relevant to them. If you enter an answer without selecting a requesting member, your answer will not be viewable at all.**

Please select requesting member	Type of project	Emissions reduction project or product consists of	Estimated timeframe for carbon reductions to be realized	Estimated lifetime CO <sub>2</sub> e savings	Details of proposal
Name of requesting member					

SM2.2 Have requests or initiatives by CDP supply chain members prompted your organization to take organizational-level emissions reduction initiatives?

If yes: SM2.2a Please select the requesting member(s) that have driven organizational-level emissions reduction initiatives?

**Please note that this table (for SM2.2a) is designed so that only the customers that you select in column 1 ("Please select the requesting member(s) that have driven a reduction") will be able to see the data relevant to them. If you enter an answer without selecting a requesting member, your answer will not be viewable at all.**

Please select the requesting member(s) that have driven a reduction	Initiative ID	Describe the reduction initiative	Give reduction for the reporting year in metric tonnes of CO <sub>2</sub> e	Did you identify this opportunity as part of the CDP Supply Chain Action Exchange?	Would you be happy for CDP supply chain members to highlight this work in their external communication?
Name of requesting member					



## Supply Chain Module

SM3.2c Please detail emission reduction initiatives completed or planned for this product

Name of good/service	Initiative ID	Description of initiative	Completed or planned	Emission reductions in kg CO <sub>2</sub> e per unit

SM3.2d Have any of the initiatives described in SM 3.2c been driven by requesting members?

*If yes:* SM3.2e Please explain which initiatives have been driven by requesting members

**Please note that this table (for SM3.2e) is designed so that only the customer that you select in column 1 ("Requesting member(s)") will be able to see the data relevant to them. If you enter an answer without selecting a requesting member, your answer will not be viewable at all.**

Requesting member(s)	Name of good/service	Initiative ID
Name of requesting member		

### SM4. Action Exchange

SM4.1 Do you want to enroll in the 2017-2018 CDP Action Exchange initiative?

*If yes, I agree to the terms:*

SM4.1a Please identify which Member(s), if any, have motivated you to take part in Action Exchange this year

SM4.1b Please select the types of emissions reduction activities that your company would like support in analyzing or implementing in the next reporting year

SM4.1c As part of Action Exchange, would you like facility level analysis?

SM4.2 Is your company a participating supplier in CDP's 2016-2017 Action Exchange initiative?

*If yes:* SM4.2a Describe how your company actively considered emissions reduction projects as a result of Action Exchange. If you do not have any emissions reduction activities resulting from Action Exchange at any stage of implementation, please explain why not in the second column

Type of project	Details of proposal

## Important Information

CDP is an independent not-for-profit organization that has been requesting information on behalf of our supply chain members relating to carbon and climate change since 2008 and relating to water since 2014.

Thousands of organizations from across the world's major economies measure and disclose their environmental information through CDP. CDP puts this information at the heart of financial and policy decision-making and its goal is to collect and distribute high quality information that motivates investors, corporations and governments to act to prevent dangerous climate change and protect our natural resources.

To find out more about CDP and the previous responses from thousands of other supplier companies, please refer to our website at [www.cdp.net](http://www.cdp.net).

### **Why is this request from a group of customers rather than from an individual customer?**

1. To reduce the reporting burden for companies by providing one standardized request that requires one response to be delivered to numerous customers (note that CDP also works with the Global Reporting Initiative (GRI) to ensure that this request and the GRI indicators are closely aligned and complementary); and
2. To receive data in a common format from a number of key suppliers.

### **Is there a fee for responding to CDP's supply chain program questionnaire?**

There is no fee for companies responding only to our supply chain request.

However, if you would like to share information with **investors** as well as supply chain members there may be a fee associated.

### **How can a company confirm its participation?**

On receipt of the emailed request, please register via the URL provided. If you have not received the request via e-mail, please e-mail [respond@cdp.net](mailto:respond@cdp.net) to confirm your participation in CDP 2017. **Please note that your response is subject to CDP's Terms for responding companies - supply chain request which are set out on the following pages.**

### **What is the legal status of CDP?**

CDP Worldwide (CDP) is a UK Registered Charity no. 1122330 and a company limited by guarantee registered in England no. 05013650. The charity has wholly owned subsidiaries in Germany and China and companies in Australia, Brazil and India over which it exercises control through majority Board representation. In the US, CDP North America, Inc. is an independently incorporated affiliate which has United States IRS 501(c)(3) charitable status.

### **CDP questionnaire copyright and licensed use**

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# Terms for responding companies – supply chain request

## 1. DEFINITIONS

**CDP:** means CDP Worldwide, a charitable company registered with the Charity Commission of England and Wales (registered charity no. 1122330 and a company number 05013650). References to “we”, “our” and “us” in these terms are references to CDP.

**Deadline:** means 31 July 2017.

**Information Request:** means CDP's 2017 Supply Chain Information Request.

**Responding Company:** means the company responding to the Information Request. References to “you” and “your” in these terms are references to the Responding Company.

## 2. PARTIES

The parties to these terms shall be CDP and the Responding Company.

## 3. THESE TERMS

These are the terms that apply when you respond to our Information Request. If you do not agree to these terms, please contact us at [respond@cdp.net](mailto:respond@cdp.net) to discuss them with us.

## 4. RESPONDING TO OUR INFORMATION REQUEST

**General.** When responding to our Information Request, you will be given a choice as to whether your response can be made public or whether your response is non-public. We strongly encourage you to make your response public, but in either case we will not divulge the relationship between you and any supply chain member that has asked you to respond other than to our group companies and affiliates (for example, CDP North America, Inc), our country partners, research partners, report writers and scoring partners, all of which are obliged to keep such relationship confidential.

**Deadline for responding.** You must submit your response to us using our online response system by the Deadline for your response to be eligible for scoring and inclusion in any reports.

**Public responses.** If you agree that your response can be made public, we may use and make it available for all purposes that we decide (whether for a fee or otherwise), including, for example, making your responses available on our website, to our investor signatories and other third parties and scoring your response (including publishing your score).

**Non-public responses.** If your response is non-public, we may use it only as follows:

- (a) make it available as soon as it is received by CDP to its requesting supply chain members for any use within their organizations but not for publication unless any data from your response has been anonymized or aggregated in such manner that it has the effect of being anonymized;
- (b) make it available as soon as it is received by CDP to our group companies and affiliates, our country partners, research partners, report writers and scoring partners:
  - (i) to score your response and to publish the score of any Responding Company that receives an A grade; and

## Terms for responding companies – supply chain request

- (ii) for any other use within their organizations but not for publication unless any data from your response has been anonymized or aggregated in such manner that it has the effect of being anonymized.

**Supplier-specific responses will always remain private.** For questions SM1.1, SM2.1, SM2.2a, SM3.2e, SM4.1a, SW1.1, SW2.1 and SW2.2a in the Information Request, only the supply chain member you select at the start of each row in our online response system (and our group companies and affiliates, our country partners, research partners, report writers and scoring partners, all of which are obliged to keep such information confidential) will be able to see the data in that row, **even if you choose to make your response public.** However, data or attachments added to the “Further Information” fields at the foot of the web-pages on which these (and all other) questions appear will be publicly accessible if you choose to make your response public. This includes the Excel template that you can use to report product-level data and attach to your response to question SM3.2.

**Amending your response.** You may amend a response that you have submitted at any time before the Deadline. After the Deadline has passed, your response can only be amended by our staff and we may charge a fee. Please note that any changes that you make to your response after the Deadline may not be reflected in any score or in any report.

**Scoring of responses.** If you submit your response to us using our online response system by the Deadline your response will be scored. If you submit your response after the Deadline but on or before 29 September 2017 you can choose to request an ‘On-Demand’ score for a fee. Please email [scorefeedback@cdp.net](mailto:scorefeedback@cdp.net) for more information.

### 5. RIGHTS IN THE RESPONSES

**Ownership.** All intellectual property rights in your response will be owned by you or your licensors.

**License.** You grant to us, or shall procure for us, a perpetual, irrevocable, non-exclusive, assignable, sub-licensable, royalty-free and global license to use your response and all intellectual property rights in your response for all purposes.

### 6. IMPORTANT REPRESENTATIONS

You confirm that:

- (a) the person submitting the response to us is authorized by you to submit the response;
- (b) you have obtained all necessary consents and permissions to submit the response to us; and
- (c) the response that you submit does not infringe the rights of any third party.

### 7. LIABILITY

**We do not exclude or limit in any way our liability to you where it would be unlawful to do so.** This includes liability for death or personal injury caused by our negligence or the negligence of our employees, agents or subcontractors; for fraud or fraudulent misrepresentation.

**We are not liable for business losses.** Subject to these terms, CDP has no liability to you in any circumstances for any loss of revenue, loss of profit, loss of business, business interruption, loss of business opportunity, loss of goodwill, loss of reputation, loss of, damage to or corruption of data or software or any indirect or consequential loss or damage.

## Terms for responding companies – supply chain request

**Exclusion of liability.** Subject to these terms, CDP has no liability to you in any circumstances arising from the submission of your response to us, our use of your response and/or the use of your response by any third parties.

**Limitation of liability.** Subject to these terms, CDP's total liability to you in all circumstances shall be limited to £625.

### 8. GENERAL

**We may transfer our rights to someone else.** We may transfer our rights and obligations under these terms to another organization.

**Nobody else has any rights under these terms.** These terms are between you and us. No other person shall have any rights to enforce any of its terms.

**Entire agreement.** These terms constitute the entire agreement between you and us, unless you also choose to share your response with investors in which case you will also be subject to our Terms for responding companies – investor climate change/water request (as appropriate).

**Variation.** CDP reserves the right to change these terms at any time. Such changes shall be effective immediately or such other time as CDP elects. In the event of any materially adverse changes, you may request to withdraw your response within 30 days of us notifying you of the change.

**If a court finds part of these terms illegal, the rest will continue in force.** Each of the paragraphs of these terms operates separately. If any court or relevant authority decides that any of them are unlawful, the remaining paragraphs will remain in full force and effect.

**Governing law and jurisdiction.** These terms are governed by English law and you and us both agree to the exclusive jurisdiction of the English courts to resolve any dispute or claim arising out of or in connection with these terms or their subject matter or formation.

**Language.** If these Terms are translated into any language other than English, the English language version will prevail.