

CDP's 2017 Supply Chain Water Information Request

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 are from CDP's 2017 Supply Chain Water 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.

We encourage organizations to consult the CDP 2017 reporting guidance (see www.cdp.net/guidance), and to use the guidance within the ORS. Please answer the questions as comprehensively as possible. Where you do not have all the information requested, please respond with what you have as this is more valuable to your customers than no response at all.

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

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Contact license@cdp.net for details of licenses and fees

Introduction

W0. Introduction

W0.1 Please give a general description and introduction to your organization

W0.2 Please state the start and end date of the year for which you are reporting data

Reporting year	

W0.3 Please indicate the category that describes the reporting boundary for companies, entities or groups for which water-related impacts are reported

Reporting boundary

W0.4 Are there any geographies, facilities or types of water inputs/outputs within this boundary which are not included in your disclosure?

If "Yes":

W0.4a Please report the exclusions in the following table

Exclusion	Please explain why you have made the exclusion

Current state

W1. Context

W1.1 Please rate the importance (current and future) of water quality and water quantity to the success of your organization

Water quality and quantity	Direct use importance rating	Indirect use importance rating	Please explain

If "Neutral", "Important" or "Vital for operations" are selected for "Direct use importance rating" in question W1.1 for either the freshwater or brackish water option, the "Company-wide water accounting" questions will appear.

If "Neutral", "Important" or "Vital for operations" are selected for "Indirect use importance rating" in W1.1 for either the freshwater or brackish water option, the "Supplier reporting" questions will appear.

W1. Company-wide water accounting

The following questions will be presented only if "Direct use importance rating" in question W1.1 rates "Neutral", "Important" or "Vital for operations", for either the freshwater or brackish water option:

W1.2 For your total operations, please detail which of the following water aspects are regularly measured and monitored and provide an explanation as to why or why not

Water aspect	% of total sites/ facilities/ operations	Please explain

W1.2a Water withdrawals: for the reporting year, please provide total water withdrawal data by source, across your operations

Source	Quantity (megaliters/year)	How does the total water withdrawn from this source compare to the last reporting year?	Comment

Current state

W1.2b Water discharges: for the reporting year, please provide total water discharge data by destination, across your operations

Destination	Quantity (megaliters/year)	How does the total water discharged to this destination compare to the last reporting year?	Comment

W1.2c Water consumption: for the reporting year, please provide total water consumption data, across your operations

Consumption (megaliters/year)	How does this consumption figure compare to the last reporting year?	Comment

W1. Supplier reporting

The following questions will be presented only if "Indirect use importance rating" in W1.1 rates "Neutral", or "Important" for either the freshwater or brackish water option:

W1.3 Do you request your suppliers to report on their water use, risks and/or management?

If "Yes":

W1.3a Please provide the proportion of suppliers you request to report on their water use, risks and/or management and the proportion of your procurement spend this represents

Proportion of suppliers %	Total procurement spend %	Rationale for this coverage

If "No":

W1.3b Please choose the option that best explains why you do not request your suppliers to report on their water use, risks and/or management

Primary reason	Please explain

Current state

W1. Business impacts

The following questions are presented to all companies:

W1.4 Has your organization experienced any detrimental impacts related to water in the reporting year?

If "Yes":

W1.4a Please describe the detrimental impacts experienced by your organization related to water in the reporting year

Country	River basin	Impact driver	Impact	Description of impact	Length of impact	Overall financial impact	Response strategy	Description of response strategy

If "Don't know":

W1.4b Please choose the option below that best explains why you do not know if your organization experienced any detrimental impacts related to water in the reporting year, and any plans you have to investigate this in the future

Primary reason	Future plans

Risk assessment

W2. Procedures and requirements

W2.1 Does your organization undertake a water-related risk assessment?

If 'Water risks are assessed' is selected, you will be required to answer questions W2.2-W2.7. If you select 'Water risks are not assessed' you will proceed to question W2.8.

W2.2 Please select the options that best describe your procedures with regard to assessing water risks

Risk assessment procedure	Coverage	Scale	Please explain

W2.3 Please state how frequently you undertake water risk assessments, at what geographical scale and how far into the future you consider risks for each assessment

Frequency	Geographic scale	Timeframe	Comment

W2.4 Have you evaluated how water risks could affect the success (viability, constraints) of your organization's growth strategy?

If "Yes"; if "Other":

W2.4a Please explain how your organization evaluated the effects of water risks on the success (viability, constraints) of your organization's growth strategy?

If "Not evaluated":

W2.4b What is the main reason for not having evaluated how water risks could affect the success (viability, constraints) of your organization's growth strategy, and are there any plans in place to do so in the future?

Main reason	Current plans	Timeframe until evaluation	Comment

W2.5 Please select the methods used to assess water risks

Method	Please explain how these methods are used in your risk assessment

Risk assessment

W2.6 Which of the following contextual issues are always factored into your organization's water risk assessments?

Issues	Choose option	Please explain

W2.7 Which of the following stakeholders are always factored into your organization's water risk assessments?

Stakeholder	Choose option	Please explain

If 'Water risks are not assessed':

W2.8 Please choose the option that best explains why your organisation does not undertake a water-related risk assessment

Primary reason	Please explain

Implications

W3. Water risks

W3.1 Is your organization exposed to water risks, either current and/or future, that could generate a substantive change in your business, operations, revenue or expenditure?

W3.2 Please provide details as to how your organization defines substantive change in your business, operations, revenue or expenditure from water risk

Questions W3.2a and W3.2b are presented only if "Yes, direct operations and supply chain" or "Yes, direct operations only" are selected in response to question W3.1:

W3.2a Please provide the number of facilities¹ per river basin exposed to water risks that could generate a substantive change in your business, operations, revenue or expenditure; and the proportion of company-wide facilities this represents

Country	River basin	Number of facilities exposed to water risk	Proportion of company-wide facilities that this represents (%)	Comment

W3.2b For each river basin mentioned in W3.2a, please provide the proportion of the company's total financial value that could be affected by water risks

Country	River basin	Financial reporting metric	Proportion of chosen metric that could be affected	Comment

¹ The term 'facilities' may be used more broadly to describe other types of business operations other than fixed buildings or factories. Please explain how you have defined 'facility' in the Comment column and refer to the 2017 water guidance for more information.

Implications

Question W3.2c is presented only if “Yes, direct operations and supply chain” or if “Yes, direct operations only” are selected in response to question W3.1:

W3.2c Please list the inherent water risks that could generate a substantive change in your business, operations, revenue or expenditure, the potential impact to your direct operations and the strategies to mitigate them

Country	River basin	Risk driver	Potential impact	Description of potential impact	Timeframe	Likelihood	Magnitude of potential financial impact	Response strategy	Costs of strategy	Details of strategy and costs

If “Yes, direct operations and supply chain” or if “Yes, supply chain only” are selected in response to question W3.1, then question W3.2d is presented:

W3.2d Please list the inherent water risks that could generate a substantive change in your business, operations, revenue or expenditure, the potential impact from your supply chain and the strategies to mitigate them

Country	River basin	Risk driver	Potential impact	Description of potential impact	Timeframe	Likelihood	Magnitude of potential financial impact	Response strategy	Costs of strategy	Details of strategy and costs

If “No” or if “Yes, supply chain only” are selected in response to question W3.1, then W3.2e is presented:

W3.2e Please choose the option that best explains why you do not consider your organization to be exposed to water risks in your direct operations that could generate a substantive change in your business, operations, revenue or expenditure

Primary reason	Please explain

Implications

If "No" or if "Yes, direct operations only" are selected in response to question W3.1, then W3.2f is presented:

W3.2f Please choose the option that best explains why you do not consider your organization to be exposed to water risks in your supply chain that could generate a substantive change in your business, operations, revenue or expenditure

Primary reason	Please explain

If "Don't know" is selected in response to question W3.1, then W3.2g is presented:

W3.2g Please choose the option that best explains why you do not know if your organization is exposed to water risks that could generate a substantive change in your business operations, revenue or expenditure and discuss any future plans you have to assess this

Primary reason	Future plans

Implications

W4. Water opportunities

W4.1 Does water present strategic, operational or market opportunities that substantively benefit/have the potential to benefit your organization?

If "Yes":

W4.1a Please describe the opportunities water presents to your organization and your strategies to realize them

Country or region	Opportunity	Strategy to realize opportunity	Estimated timeframe	Comment

If "No":

W4.1b Please choose the option that best explains why water does not present your organization with any opportunities that have the potential to provide substantive benefit

Primary reason	Please explain

If "Don't know":

W4.1c Please choose the option that best explains why you do not know if water presents your organization with any opportunities that have the potential to provide substantive benefit

Primary reason	Please explain

Facility level water accounting

The "Facility level water accounting" section will appear only if "Yes, direct operations and supply chain" or "Yes, direct operations only" are selected in response to question W3.1. This water accounting data is requested only for the facilities disclosed at being risk in question W3.2a:

W5. Facility level water accounting

W5.1 Water withdrawals: for the reporting year, please complete the table below with water accounting data for all facilities included in your answer to W3.2a

Facility reference number	Country	River basin	Facility name	Total water withdrawals (megaliters/year) at this facility	How does the total water withdrawn at this facility compare to the last reporting year?	Please explain

W5.1a Water withdrawals: for the reporting year, please provide withdrawal data, in megaliters per year, for the water sources used for all facilities reported in W5.1

Facility reference number	Fresh surface water	Brackish surface water/seawater	Rain water	Groundwater (renewable)	Groundwater (non-renewable)	Produced /process water	Municipal water	Wastewater from another organization	Comment

Facility level water accounting

W5.2 Water discharge: for the reporting year, please complete the table below with water accounting data for all facilities included in your answer to W3.2a

Facility reference number	Total water discharged (megaliters/year) at this facility	How does the total water discharged at this facility compare to the last reporting year?	Please explain

W5.2a Water discharge: for the reporting year, please provide water discharge data, in megaliters per year, by destination for all facilities reported in W5.2

Facility reference number	Fresh surface water	Industrial/municipal treatment plant	Seawater	Groundwater	Waste water for another organization	Comment

W5.3 Water consumption: for the reporting year, please provide water consumption data for all facilities reported in W3.2a

Facility reference number	Consumption (megaliters/year)	How does this compare to the last reporting year?	Please explain

W5.4 For all facilities reported in W3.2a what proportion of their water accounting data has been externally verified?

Water aspect	% verification	What standard and methodology was used?

Response

W6. Governance & Strategy

W6.1 Who has the highest level of direct responsibility for water within your organization and how frequently are they briefed?

Highest level of direct responsibility for water issues	Frequency of briefings on water issues	Comment

W6.2 Is water management integrated into your business strategy?

If "Yes":

W6.2a Please choose the option(s) that best explains how water has positively influenced your business strategy

Influence of water on business strategy	Please explain

W6.2b Please choose the option(s) that best explains how water has negatively influenced your business strategy

Influence of water on business strategy	Please explain

If "No":

W6.2c Please choose the option that best explains why your organization does not integrate water management into its business strategy and discuss any future plans to do so

Primary reason	Please explain

W6.3 Does your organization have a water policy that sets out clear goals and guidelines for action?

If "Yes":

W6.3a Please select the content that best describes your water policy (tick all that apply)

Content	Please explain why this content is included

Response

W6.4 How does your organization's water-related capital expenditure (CAPEX) and operating expenditure (OPEX) during this reporting year compare to the previous reporting year?

Water CAPEX (+/- % change)	Water OPEX (+/- % change)	Motivation for these changes

Response

W7. Compliance

W7.1 Was your organization subject to any penalties, fines and/or enforcement orders for breaches of abstraction licenses, discharge consents or other water and wastewater related regulations in the reporting year?

If "Yes":

W7.1a Please describe the penalties, fines and/or enforcement orders for breaches of abstraction licenses, discharge consents or other water and wastewater related regulations and your plans for resolving them

Facility name	Incident	Incident description	Frequency of occurrence in reporting year	Financial impact	Currency	Incident resolution

W7.1b What proportion of your total facilities/operations are associated with the incidents listed in W7.1a?

W7.1c Please indicate the total financial impacts of all incidents reported in W7.1a as a proportion of total operating expenditure (OPEX) for the reporting year. Please also provided a comparison of this proportion compared to the previous reporting year

Impact as % of OPEX	Comparison to last year

Response

W8. Targets and initiatives

W8.1 Do you have any company-wide targets (quantitative) or goals (qualitative) related to water?

Question W8.1a will only be presented if "Yes targets and goals" or if "Yes targets only" are selected in response to question W8.1:

W8.1a Please complete the following table with information on quantitative targets (ongoing or reached completion during the reporting year) and an indication of progress made

Category of target	Motivation	Description of target	Quantitative unit of measurement	Base-line year	Target year	Proportion of target achieved, % value

W8.1b will be presented only if "Yes targets and goals" or "Yes goals only" are selected in response to question W8.1:

W8.1b Please describe any company-wide qualitative goals (ongoing or reached completion during the reporting year) and your progress in achieving these

Goal	Motivation	Description of goal	Progress

Question W8.1c will be presented only if "No" is selected in response to question W8.1.:

W8.1c Please explain why you do not have any water-related targets or goals and discuss any plans to develop these in the future

Linkages and trade-offs

W9. Managing trade-offs between water and other environmental issues

W9.1 Has your organization identified any linkages or trade-offs between water and other environmental issues in its value chain?

If "Yes":

W9.1a Please describe the linkages or trade-offs and the related management policy or action

Environmental issues	Linkage or trade-off	Policy or action

Sign off

W10. Sign-off

W10.1 Please provide the following information for the person that has signed off (approved) your CDP water response

Name	Job title	Corresponding job category

W10.2 Please indicate that your organization agrees for CDP to transfer your publicly disclosed data regarding your response strategies to the CEO Water Mandate Water Action Hub

Note: Only your responses to W1.4a (response to impacts) and W3.2c&d (response to risks) will be shared and then reviewed as a potential collective action project for inclusion on the WAH website.

By selecting Yes, you agree that CDP may also share the email address of your registered CDP user with the CEO Water Mandate. This will allow the Hub administrator to alert your company if its response data includes a project of potential interest to other parties using water resources in the geographies in which you operate. The Hub will publish the project with the associated contact details. Your company will be provided with a secure log-in enabling it to amend the project profile and contact details.

Supply Chain Water Module

SW1. Facilities Exposed to Water Risk

SW1.1 Are you able to identify whether water-related impacts on any of the facilities reported in W3.2a could have an impact on a customer?

Please select the facility	Please select requesting member(s)	Comment

SW1.2: Are you able provide geo-location data for your site facilities? **(New for CDP 2017)**

If yes: SW1.2a: Please attach the Excel template to this question

SW1.2b: What proportion of your revenue do the facilities listed in SW1.2a represent?

SW2. Collaborative Opportunities

SW2.1 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 water-related projects or reducing risk for facilities exposed to water risk

Please note that this table (for SW2.1) 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(s)	Motivation	Type of project	Estimated timeframe for project to be achieved	Projected Outcome	Financial benefits	Details of project

SW2.2 Have any water projects been implemented due to member engagement?

If yes: SW2.2a Please select the requesting member(s) that have driven collaborative water projects

Please select the requesting member(s) that have driven a project	Describe the project	How much progress have you made towards the implementation of this project

Supply Chain Water Module

SW3. Product Water Intensity

SW3.1 For the reporting period, please provide any available water intensity values for your organization's products or services across its operation

Country	River basin	Product name	Product unit	Water unit	Water intensity (Water unit/ Product unit)	Water use type	Comment

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.

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 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

The copyright to CDP's annual questionnaire/s is owned by CDP Worldwide, a registered charity number 1122330 and a company limited by guarantee, registered in England number 05013650. Any use of any part of the questionnaire, including the questions, must be licensed by CDP. Any unauthorized use is prohibited and CDP reserves the right to protect its copyright by all legal means necessary. **Contact license@cdp.net for details of licenses and fees**

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 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 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.