



Assessment of Sustainability Vendor Leadership Questionnaire



ASSESSMENT OF VENDOR SUSTAINABILITY LEADERSHIP QUESTIONNAIRE

Purpose: This questionnaire is designed to identify where vendors are going above the minimum standards in the London Drugs Supplier Code of Conduct and are demonstrating sustainability leadership in their own operations. It can be used to profile and collect data on suppliers on a voluntary basis or can be used more formally as part of a vendor evaluation process.

As part of the London Drug's Supplier Code of Conduct, all vendors must meet minimum requirements related to ethical, social and environmental standards. Beyond these basic requirements, London Drugs would also like to reward vendors that are demonstrating leadership and innovation in sustainability. In order to be able to do so, London Drugs ask that vendors answer the following questions to help assess vendor sustainability leadership.

Vendors will need to be able to verify all answers to London Drugs upon request. Please keep in mind that these questions relate to a vendors internal operations and overall sustainability leadership. There are hyperlinks (in blue) embedded that provide further information.

Section 1: Fair Workplace Practices

1. Does your company know the locations of 100% of the facilities that produce your products?

Yes No NA

2. Does your company have a documented Supplier Code of Conduct or Purchasing Policy that sets internationally recognized minimum labour standards that you expect your suppliers to meet when manufacturing your products?

Yes No NA

3. Tell us how your company verifies compliance to the standards in the Supplier Code of Conduct and/or Purchasing Policy.

a) We include the Code of Conduct in our contract terms but do not verify its implementation

Yes No NA

b) We rely on a complaint based system to identify supplier non-compliance

Yes No NA

c) We publicly disclose the names and locations of our factories

Yes No NA

d) We conduct internal audits of our supply chain and/or accept credible audits from other partners who work with this factory

Yes No NA

e) We conduct third party audits of factories we work with

Yes No NA

f) We work with factories to resolve identified issues

Yes No NA

4. Tell us which memberships you hold with organizations that work to promote fair and reasonable employment conditions for workers.

a) We are members and/or certified to standards of the [Fair Labour Association](#) or [Social Accountability International](#) or the [Worker's Rights Consortium](#) or [Worldwide Responsible Apparel Production \(WRAP\)](#).

Yes No NA

Please specify

b) We are a member of [Fair Factories Clearinghouse](#) or [Sedex](#).

Yes No NA

c) We are a member of another organization that promotes fair and reasonable employment conditions

Yes No NA

Please specify

Section 2: Workplace Health & Safety, Wage Rates and Diversity

5. Tell us how your company works to promote workplace health and safety.

a) We have a documented Health & Safety Policy and Program that is openly endorsed by senior management and is updated on an annual basis

Yes No NA

b) 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.

Yes No NA

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

Yes No NA

Please specify

d) We have a system registered, certified or recognized according to a recognized standard (e.g. OHSAS 18001).

Yes No NA

Please specify

6. Tell us about your strategy to address diversity in your workplace.

a) We have a policy or strategy to support hiring a diverse workforce	Yes	No	NA
b) We have a policy or strategy to purchase from diverse contractors/suppliers	Yes	No	NA
c) We participate in work/employment training programs for vulnerable/diverse populations (e.g. Canadian Aboriginal & Minority Supplier Council)	Yes	No	NA
Please specify			

Section 3: Environmental Management & Stewardship**7. Tell us what policies and programs your company has in place to manage its environmental impact.**

a) We have a documented Environmental or Sustainability Policy	Yes	No	NA
b) We have an environmental management system registered to ISO 14001 or other standard (e.g. EMAS).	Yes	No	NA
Please specify			
c) We have a non-registered environmental management system	Yes	No	NA
d) We conduct compliance audits to health, safety and environmental legislation	Yes	No	NA
e) We produce a publicly available annual environmental, CSR, sustainability or accountability report	Yes	No	NA

8. Tell us how your company works to reduce waste in its 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	NA
b) We have set publicly available waste reduction targets	Yes	No	NA
c) We have an office recycling program that includes office paper, beverage containers, batteries and printer cartridges	Yes	No	NA
d) We have other recycling programs in our operations	Yes	No	NA
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	NA
f) We take back used products and packaging from customers and ensure it is recycled or reused as often as possible	Yes	No	NA

9. 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	NA
b) We publicly report our GHG emissions	Yes	No	NA
c) We have set publicly available GHG reduction targets	Yes	No	NA
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	NA
e) We have retrofitted our facilities, our fleet and/or made process improvements to decrease GHG emissions and energy use.	Yes	No	NA
f) We have an alternative transportation program for employees (e.g. public transit subsidy, cycling facilities, carpooling program)	Yes	No	NA
g) We purchase from shipping/delivery companies that have taken steps to reduce their GHG emissions	Yes	No	NA
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	NA
Please specify the verification system			

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

a) We are not in violation with any local, national or international laws related to the use of toxins and management of hazardous substances	Yes	No	NA
b) We have a Toxic Reduction Strategy/Policy that aims to reduce toxins across all operations	Yes	No	NA
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	NA

Comments:

Back-up Documentation to Verify Responses

London Drugs reserves the right to verify responses on this questionnaire and may request some or all of the following documentation.

Section	Question	Back-up Documentation
Section 1 Fair Workplace Practices	Question 1	· Location details of factory locations
	Question 2	· A copy of Supplier Code of Conduct or policy
	Question 3	· A copy of third-party audit reports
		· A list of publicly disclosed factories
	Question 4	· Proof of membership
Section 2	Question 5	· A copy of policy
Workplace Health and Safety		· Proof of safety management system certification
	Question 6	· Documentation of employee benefit packages and a list of those who receive benefits
	Question 7	· A copy of policies
Section 3	Question 8	· A copy of policy
Environmental Management and Stewardship		· Proof of environmental management system certification
		· A copy of public report
	Question 9	· Copy of public report
		· A copy of reduction targets and related results
		· Proof of LEED, BEEAMA, etc. certification
	Question 10	· Total tonnes of solid waste diverted from the landfill
		· A copy of reduction targets
		· Total tonnes of waste diverted through "take back" programs
	Question 11	· Copy of strategy/policy
		· A copy of reduction targets and related results

Comments:

The undersigned Vendor hereby confirms that the information included in this Questionnaire is true to the best of its knowledge:

[print full corporate name of Vendor]

Signature of authorized signatory for Vendor

Print name/title of signatory: _____