_______ will begin to minimize its impact on the environment and continue to set a good example of how to be a good long term partner to the community.

In agreement with several of our corporate values, _________ believes that thinking and doing something about sustainability in our daily business practice is very important. _________ wants to practice in short and long term sustainable business practices and believes that these practices will aid in the ability to:

- Grow as a company
- Enhance our mission
- Be a good citizen and business partner to the communities we serve
- Attract, develop and engage our employees in the collective concerns for sustainable practices.

It is with this thinking that we are requiring you as an industry partner of _________ to review and provide feedback on the various questions / topics listed below. The information will then be cataloged and become a permanent document within your vendor file. We ask that any updates, changes or initiatives set forth to any of the areas below be forwarded to the _________ purchasing department for review and filing.


Have you measured your corporate greenhouse gas emissions?
Have you opted to report your greenhouse gas emissions to the carbon disclosure project (CDP)?
What is your total annual greenhouse gas emissions reported in the most recent year measured?
Have you set publicly available greenhouse gas reduction targets? If yes, what are those targets?

**Material Efficiency: Reducing Waste & Enhancing Quality**

- If measured, please report the total amount of solid waste generated from facilities that produce your product (s) for _________ for the most recent year measured.
- Have you set publicly available solid waste reduction targets? If yes, what are those targets?
- If measured, please report total water use from facilities that produce your product (s) for _________ for the most recent year measured.
- Have you set publicly available water use reduction targets? If yes, what are those targets?

**Natural Resources: Producing High Quality, Responsibly Sourced Raw Materials**

- Have you established publicly available sustainability purchasing guidelines for your direct suppliers that address issues such as environmental compliance, employment practices and product / ingredient safety?
- Have you obtained 3rd party certifications for any of the products that you sell to _________?
**People & Community: Ensuring Responsible & Ethical Production**

- Do you know the location of all the facilities that produce your product(s)?
- Before beginning a business relationship with a manufacturing facility, do you evaluate the quality of, capacity for, production?
- Do you have a process for managing social compliance at the manufacturing level?
- Do you work with your supply base to resolve issues found during social compliance evaluations and also document specific corrections and improvements?
- Do you invest in community development activities in the markets you source from and operate within?

**Products: Finished Goods & Packaging**

- What percentage of the finished good is manufactured with recycled or post consumer waste materials?  
  - Is the finished product and or its packaging recyclable, biodegradable or compostable?

- What percentage of the finished goods packaging is manufactured with recycled or post consumer waste materials?
- What percentage of the shippable master case (if different from finished good) is manufactured with recycled or post consumer waste materials?  
  - Is the product shipped using minimal packaging (consistent with the care of the product), preferably made of recycled and / or recycled materials?

- What valuable third party certifications do your products carry (examples, but not limited)  
  - National Organic Council
  - USDA
  - Protected Harvest
  - Energy Star
  - Design for the Environment (EPA)
  - Forest Stewardship Council
  - Sustainable Forestry Initiative
  - Rainforest Alliance
  - Trans Fair USA-Fair Trade