

2018 Northern Ireland Environmental

Benchmarking Survey

Participant Details

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Company:**

**Token:**

Organisation Details

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |
| --- | --- |
| **Organisation name:** |  |

 *(To be used in all Survey publicity and communications)*

**Please indicate the sector in which your organisation operates:**

* Construction
* Education
* Engineering
* Financial
* Food and Drink
* General Manufacturing
* General Services
* Government Department and Agency
* Health and Social Services Trust
* Information Technology
* Local Authority
* Mining and Quarrying
* Non-Governmental Organisation
* Retail
* Textiles and Clothing
* Utilities

**Please indicate below your organisation type:**

|  |  |
| --- | --- |
| Private sector organisation (company etc.) |  |
|  |  |
| Public sector body |  |
|  |  |
| Not-for-profit |  |

|  |  |
| --- | --- |
| **Number of employees in Northern Ireland:** |  |

**Environmental practitioner contact details - main contact for the Survey**

- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -

|  |  |
| --- | --- |
| **Name:** |  |
| **Job title:** |  |
| **Phone number:** |  |
| **Email address:** |  |

**Second contact (if applicable):**

- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -

|  |  |
| --- | --- |
| **Name:** |  |
| **Job title:** |  |
| **Phone number:** |  |
| **Email address:** |  |

**Chief Executive/Managing Director contact details**

- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -

Please provide contact details for the **Chief Executive** or **Managing Director** of your organisation who, together with the Survey practitioner(s), will receive an invitation to the launch of the NI Environmental Benchmarking Survey results.

|  |  |
| --- | --- |
| **Name:** |  |
| **Job title:** |  |
| **Phone number:** |  |
| **Email address:** |  |

***GDPR***

*The information provided in your organisation’s NI Environmental Benchmarking Survey submission is shared with* [*Carnstone Partners LLP*](https://carnstone.com/) *and* [*Minus 40*](https://minus40.co/)*.  Carnstone use this data to analyse and verify the Survey results.  Minus 40 host the Survey website. Business in the Community will retain the Survey submissions to analyse the results and provide annual data comparisons.*

**Section 1: Corporate Strategy**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**1. Strategic Decision Making**

- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -

**Has your organisation integrated environmental issues into its commercial decision making and business planning process?**

|  |  |
| --- | --- |
|  | No |
|  |  |
|  | Yes, for operational decisions (eg waste management, procurement)  |
|  |  |
|  | Yes, for operational decisions (eg waste management, procurement) AND for long term, strategic decisions (eg R&D, market opportunities)  |
|  |

**If you answered yes, please provide an example:**

|  |
| --- |
|  |

**2. Leadership**

- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -

**2a. Responsibilities**

- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -

**At what level of seniority have you allocated specific responsibility for environment? Tick one option**

|  |  |
| --- | --- |
|  | No one has specific responsibility for environment |
|  |  |
|  | Yes, a manager has specific responsibility for environment |
|  |  |
|  | Yes, a board member or other top-level manager has specific responsibility for environment |

|  |  |
| --- | --- |
| **Board member/senior manager's name:** |  |
| **Job title:** |  |

**2b. Board Level**

- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -

**Are environmental reports provided regularly for discussion at senior level? (E.g. senior management team/board level)**

|  |  |
| --- | --- |
|  | No |
|  |  |
|  | Yes, at least annually |
|  |  |
|  | Yes, at least quarterly |

**2c. Advocating Commitment**

- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -

**Have you successfully encouraged other organisations to take part in the Northern Ireland Environmental Benchmarking Survey, with at least one having taken part in the Survey for the first time this year?**

|  |  |
| --- | --- |
|  | Yes |
|  |  |
|  | No |

**If you answer ‘Yes’, please email Keelin McCone -** **keelin.mccone@bitcni.org.uk** **the organisation name and contact details by 31 May. The Business in the Community team will then check whether the organisation took part for the first time this year.**

|  |  |
| --- | --- |
| **Name of organisation:** |  |
| **Individual responsible for participation in the Survey:** |  |
| **Contact’s email address:** |  |
| **Contact’s telephone number:** |  |

**2d. Public Reporting**

- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -

**Apart from taking part in the NI Environmental Benchmarking Survey does your organisation publicly report about its environmental impacts and performance eg via your website, or a stand-alone environment or sustainability report?**

|  |  |
| --- | --- |
|  | No |
|  |  |
|  | Yes, we publish our strategy and details of key initiatives  |
|  |  |
|  | Yes, we publish our strategy, details of key initiatives AND our objectives, detailing progress against quantified targets |
|  |

**If you have selected ‘yes’, please provide details:**

|  |
| --- |
|  |

**2e. Making Leading Commitments**

- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -

**Has your organisation made public commitments to reduce its environmental impact?**

**(Tick only one answer)**

|  |  |
| --- | --- |
|  | Yes, to reduce significant environmental impacts |
|  |  |
|  | Yes, to eliminate significant environmental impacts (eg to achieve zero waste, become carbon neutral)  |
|  |
|  |  |
|  | Yes, to have a positive impact in relation to significant environmental aspects (ie are restorative or regenerative in nature)  |
|  |
|  |  |
|  | None of the above |

**3. Stakeholder Engagement**

- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -

**3a. Employee Engagement**

- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -

**What does your organisation do to engage with employees? (Tick all that apply)**

|  |  |
| --- | --- |
|  | Promotes environmental awareness amongst employees (eg through inductions and internal campaigns) |
|  |
|  |  |
|  | Assigns specific environmental responsibilities to employees |
|  |  |
|  | Provides relevant training on key environmental issues (eg recycling) |
|  |  |
|  | Seeks input and opinions from employees on environmental issues or initiatives |
|  |  |
|  | We don’t engage with employees on environmental issues |

**3b. Customer Engagement**

- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -

**How does your organisation engage with customers? Tick all that apply**

|  |  |
| --- | --- |
|  | Raising customers’ awareness of environmental issues (eg informing customers of your key impacts and how you are managing them strategically) |
|  |
|  |  |
|  | Advising customers on how to reduce environmental impacts associated with use of your products or services |
|  |
|  |  |
|  | Working directly with customers to reduce environmental impacts (eg through recovering used or end of life materials from customers |
|  |
|  |  |
|  | We don’t engage with customers on environmental issues |

**3c. Supplier Engagement**

- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -

Does your organisation have any of the following in place:

**A procurement policy that specifically includes environmental criteria (or an environment policy that specifically covers supply chain issues), is approved by the board/senior management and reviewed at least annually**

|  |  |
| --- | --- |
|  | Yes |
|  |  |
|  | No |

**A procurement policy which meets the criteria above and is in the public domain**

|  |  |
| --- | --- |
|  | Yes |
|  |  |
|  | No |

**A risk/opportunity assessment process to prioritise key suppliers/contractors, or the products/services procured, on the basis of environmental criteria**

|  |  |
| --- | --- |
|  | Yes |
|  |  |
|  | No |

**A requirement for prioritised suppliers/contractors to provide information on how they manage their environmental impacts (eg provision of environmental policies and reports, completion of a supplier survey etc)**

|  |  |
| --- | --- |
|  | Yes |
|  |  |
|  | No |

**A procurement decision-making process which incorporates a weighting for environmental factors**

|  |  |
| --- | --- |
|  | Yes |
|  |  |
|  | No |

**Regular environmental audits of prioritised suppliers, whether conducted independently or shared with others**

|  |  |
| --- | --- |
|  | Yes |
|  |  |
|  | No |

**Ongoing and meaningful provision of encouragement, help and support for prioritised suppliers/contractors, to improve their environmental performance (eg partnering to eliminate waste, optimising and re-using materials, sharing resources)**

|  |  |
| --- | --- |
|  | Yes |
|  |  |
|  | No |

**3d. Regulator Engagement**

- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -

**Does your organisation engage with regulatory bodies on environmental issues?**

|  |  |
| --- | --- |
|  | No |
|  |  |
|  | Yes, we engage in response to requests (eg to ensure compliance with regulatory requirements)  |
|  |
|  |  |
|  | Yes, we engage proactively (eg to develop best practice, go beyond compliance). |

**If you selected the final answer, please provide an example:**

|  |
| --- |
|  |

**4. Environment Stewardship**

- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -

**How is your organisation addressing the environmental impacts of its products or services?** (Tick all that apply)

|  |  |
| --- | --- |
|  | Reducing use of virgin and/or non-renewable materials |
|  |  |
|  | Enabling recovery of the products and materials made/sold/used |
|  |  |
|  | Ensuring that any materials which may enter the natural environment at any point in the value chain are environmentally benign and harmless to human health |
|  |

**Section 2: Environmental Management**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**5. Does your organisation have an Environmental Management System (EMS) in place?**

- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -

**Please choose one of the following options below. If you select the final option for this question we recognise that by having a certified EMS system in place you will have an effective and up-to-date register of legislation, policies, objectives and targets. By selecting this answer the Survey will automatically select "Yes" throughout this section and you will gain full marks.**

|  |  |
| --- | --- |
|  | No, does not have an EMS in place |
|  |  |
|  | Is developing an EMS for the organisation |
|  |  |
|  | Has an EMS in place which covers our significant environmental impacts and has identified individuals responsible for the EMS |
|  |
|  |  |
|  | Has an EMS in place which has been externally certified to ISO 14001 (or EMAS, BS8555 or equivalent standard - please specify) |
|  |

**If you selected answer 'Has an EMS in place which has been externally certified' above, please specify the details below:**

|  |  |
| --- | --- |
| **Standard:** |  |
| **Level:** |  |
| **Last certified:** |  |

***Please Note:*** *If you selected that you have an externally certified EMS you will NOT be required to answer any further questions within the Environmental Management Section and will move automatically to the next*

**6a. Policy**

- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -

**Does your organisation have a formal environmental policy?**

|  |  |
| --- | --- |
|  | Yes |
|  |  |
|  | No |

|  |  |
| --- | --- |
| **If you have selected yes, please indicate when this was last reviewed:** |  |

**6b. Identification of Issues**

- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -

**How does your organisation determine its environmental issues?**

|  |  |
| --- | --- |
|  | Through this Survey process |
|  |  |
|  | Issues reviewed as part of this Survey process, and incorporating a cross functional review process |
|  |
|  |  |
|  | Issues identified as part of a regular, formal environmental impact/risk evaluation process |

**7a. Compliance - Register**

- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -

**Does your organisation have a formal register of relevant environmental legislation?**

|  |  |
| --- | --- |
|  | Yes |
|  |  |
|  | No |

**7b Compliance - Identifying Legislation**

- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -

**Does your organisation have a formal system to identify emerging legislation that affects your business?**

|  |  |
| --- | --- |
|  | Yes |
|  |  |
|  | No |

**If you answered yes, please explain how you do this:**

|  |
| --- |
|  |

**8. Objectives**

- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -

**Does your organisation have corporate environmental objectives?**

|  |  |
| --- | --- |
|  | No |
|  |  |
|  | Yes, our organisation has set environmental objectives that reflect its significant environmental impacts |
|  |

**If you answered yes, please provide an example:**

|  |
| --- |
|  |

**9 Targets**

- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -

**Has your organisation set environmental targets which relate to the objectives covered in question 8?**

|  |  |
| --- | --- |
|  | No |
|  |  |
|  | Yes, management targets only (eg to implement an Environmental Management System by 2017) |
|  |
|  |  |
|  | Yes, management and resource targets (eg to reduce the amount of energy use by at least 10% by 2017) |
|  |

**If you answered Yes, please provide an example:**

|  |
| --- |
|  |

**Section 3: Environmental Performance and Improvement**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please select your transport impact area:**

|  |  |
| --- | --- |
|  | Business |
|  |  |
|  | Commuter |
|  |

**Please select your additional (self-selected) impact area. Please use the guidance to choose this**

**10. Measuring and reporting**

- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -

Do you measure and monitor your consumption/usage across these impact areas? Select one for each impact area. Click on the guidance for more information on selecting your transport and additional impact areas.

**Energy**

|  |  |
| --- | --- |
|  | No |
|  |  |
|  | Yes, it is measured |
|  |
|  | Yes, it is measured and compiled centrally |
|  |  |
|  | Yes, it is measured, compiled centrally and reported publicly |

**Waste Generated**

|  |  |
| --- | --- |
|  | No |
|  |  |
|  | Yes, it is measured |
|  |
|  | Yes, it is measured and compiled centrally |
|  |  |
|  | Yes, it is measured, compiled centrally and reported publicly |

**Waste diverted from landfill**

|  |  |
| --- | --- |
|  | No |
|  |  |
|  | Yes, it is measured |
|  |
|  | Yes, it is measured and compiled centrally |
|  |  |
|  | Yes, it is measured, compiled centrally and reported publicly |

**Water**

|  |  |
| --- | --- |
|  | No |
|  |  |
|  | Yes, it is measured |
|  |
|  | Yes, it is measured and compiled centrally |
|  |  |
|  | Yes, it is measured, compiled centrally and reported publicly |

**Transport (Business or Commuter travel)**

|  |  |
| --- | --- |
|  | No |
|  |  |
|  | Yes, it is measured |
|  |
|  | Yes, it is measured and compiled centrally |
|  |  |
|  | Yes, it is measured, compiled centrally and reported publicly |

**Additional Impact**

|  |  |
| --- | --- |
|  | No |
|  |  |
|  | Yes, it is measured |
|  |
|  | Yes, it is measured and compiled centrally |
|  |  |
|  | Yes, it is measured, compiled centrally and reported publicly |

**11. Scope of information**

- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -

Please indicate the percentage of your operations (e.g. by turnover or number of employees) that are covered by the data collected for monitoring. Select **ONE** option for each impact area. Please select the guidance option for further information.

**The energy figures recorded cover the following percentage of operations**

|  |  |
| --- | --- |
|  | 0% |
|  |  |
|  | 1-25% |
|  |
|  | 26-50% |
|  |  |
|  | 51-75% |
|  |  |
|  | >75% |

**The waste generated figures recorded cover the following percentage of operations**

|  |  |
| --- | --- |
|  | 0% |
|  |  |
|  | 1-25% |
|  |
|  | 26-50% |
|  |  |
|  | 51-75% |
|  |  |
|  | >75% |

**The waste diverted from landfill figures recorded cover the following percentage of operations**

|  |  |
| --- | --- |
|  | 0% |
|  |  |
|  | 1-25% |
|  |
|  | 26-50% |
|  |  |
|  | 51-75% |
|  |  |
|  | >75% |

**The water figures recorded cover the following percentage of operations**

|  |  |
| --- | --- |
|  | 0% |
|  |  |
|  | 1-25% |
|  |
|  | 26-50% |
|  |  |
|  | 51-75% |
|  |  |
|  | >75% |

**The travel figures recorded cover the following percentage of operations**

|  |  |
| --- | --- |
|  | 0% |
|  |  |
|  | 1-25% |
|  |
|  | 26-50% |
|  |  |
|  | 51-75% |
|  |  |
|  | >75% |

**The additional impact figures recorded cover the following percentage of operations**

|  |  |
| --- | --- |
|  | 0% |
|  |  |
|  | 1-25% |
|  |
|  | 26-50% |
|  |  |
|  | 51-75% |
|  |  |
|  | >75% |

**12. Quality of information**

- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -

Please indicate to what extent your data is based on estimates or verifiable data or a combination of both. Please choose one for each impact area.

**Energy**

|  |  |
| --- | --- |
|  | Impact NOT measured OR mostly based on estimates |
|  |  |
|  | Based on a combination of estimates and verifiable data (approx. 50:50%) |
|  |
|  | Mostly based on verifiable data (accounting for >75% of the total) |
|  |  |
|  | All verifiable data which has been independently audited |

**Waste generated**

|  |  |
| --- | --- |
|  | Impact NOT measured OR mostly based on estimates |
|  |  |
|  | Based on a combination of estimates and verifiable data (approx. 50:50%) |
|  |
|  | Mostly based on verifiable data (accounting for >75% of the total) |
|  |  |
|  | All verifiable data which has been independently audited |

**Waste diverted from landfill**

|  |  |
| --- | --- |
|  | Impact NOT measured OR mostly based on estimates |
|  |  |
|  | Based on a combination of estimates and verifiable data (approx. 50:50%) |
|  |
|  | Mostly based on verifiable data (accounting for >75% of the total) |
|  |  |
|  | All verifiable data which has been independently audited |

**Water**

|  |  |
| --- | --- |
|  | Impact NOT measured OR mostly based on estimates |
|  |  |
|  | Based on a combination of estimates and verifiable data (approx. 50:50%) |
|  |
|  | Mostly based on verifiable data (accounting for >75% of the total) |
|  |  |
|  | All verifiable data which has been independently audited |

**Transport (Business or Commuter Travel)**

|  |  |
| --- | --- |
|  | Impact NOT measured OR mostly based on estimates |
|  |  |
|  | Based on a combination of estimates and verifiable data (approx. 50:50%) |
|  |
|  | Mostly based on verifiable data (accounting for >75% of the total) |
|  |  |
|  | All verifiable data which has been independently audited |

**Additional Impact**

|  |  |
| --- | --- |
|  | Impact NOT measured OR mostly based on estimates |
|  |  |
|  | Based on a combination of estimates and verifiable data (approx. 50:50%) |
|  |
|  | Mostly based on verifiable data (accounting for >75% of the total) |
|  |  |
|  | All verifiable data which has been independently audited |

**13. Environmental performance and improvement**

- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -

**13a. Can you demonstrate performance improvement in each of the impact areas?**

- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -

Please use the table below to record data in each impact area for the previous three years including the most recent year. We ask that you “normalise” the data (divide it by a relevant factor such as your total revenue, employees or sites) if possible - please see the guidance for further information.

The data you provide will automatically calculate your percentage improvement over the previous three years. You only may enter integer or decimal values into the reporting fields. Invalid data is automatically removed from the fields.

Please check the ‘Absolute’ box if the data is not normalised.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Energy**  | **Waste generated**  | **Percentage of waste diverted from landfill** | **Water** | **Transport** | **Additional Impact**  |
| **Absolute** |  |  |  |  |  |  |
| **Unit** |  |  | % |  |  |  |
| **Year 4** (Current / most recent year) |  |  |  |  |  |  |
| **Year 3** |  |  |  |  |  |  |
| **Year 2** |  |  |  |  |  |  |
| **Year 1** (Base year) |  |  |  |  |  |  |

**Please give an approximate percentage breakdown of how you deal with waste (*unscored)*.**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Re-use (internal)** | **Re-use (external)** | **Recycling** | **Anaerobic Digestion** | **Energy-from-waste** | **Composting** | **Landfill** | **Other** |
| **Year 4** (Current / most recent year) |  |  |  |  |  |  |  |  |
| **Year 3** |  |  |  |  |  |  |  |  |
| **Year 2** |  |  |  |  |  |  |  |  |
| **Year 1** (Base year) |  |  |  |  |  |  |  |  |

**13b. Renewable energy**

- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -

**Does your organisation generate its own renewable energy, on or off-site? Please indicate what percentage of your overall energy consumption is provided by this source**

|  |  |
| --- | --- |
|  | 0% |
|  |  |
|  | 1-25% |
|  |
|  | 26-50% |
|  |  |
|  | 51-75% |
|  |  |
|  | >75% |

**14. Additional projects**

- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -

Does your organisation have a current environmental improvement project underway in any of the impact areas?

Select **Yes/No** for each of the impact areas. If you select yes, please provide additional details about the project. Please click on the question mark icon for further information and examples

**Energy**

|  |  |
| --- | --- |
|  | Yes |
|  |  |
|  | No |

**If you answered ‘Yes’, please provide additional details about the project:**

|  |
| --- |
|  |

**Waste Reduction**

|  |  |
| --- | --- |
|  | Yes |
|  |  |
|  | No |

**If you answered yes, please explain how you do this:**

|  |
| --- |
|  |

**Waste Recovery**

|  |  |
| --- | --- |
|  | Yes |
|  |  |
|  | No |

**If you answered yes, please explain how you do this:**

|  |
| --- |
|  |

**Water**

|  |  |
| --- | --- |
|  | Yes |
|  |  |
|  | No |

**If you answered yes, please explain how you do this:**

|  |
| --- |
|  |

**Transport**

|  |  |
| --- | --- |
|  | Yes |
|  |  |
|  | No |

**If you answered yes, please explain how you do this:**

|  |
| --- |
|  |

**Additional Impact Area**

|  |  |
| --- | --- |
|  | Yes |
|  |  |
|  | No |

**If you answered yes, please explain how you do this:**

|  |
| --- |
|  |

**Section 4: Assurance**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

This section requires you to provide assurance that management processes are in place within your organisation to ensure that environmental information provided is accurate and of an acceptable quality. We also ask that any information supplied is reviewed and 'signed-off' by a senior manager within the organisation.

**15. Assurance**

- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -

**Do you have a management process to provide you with assurance that your environmental information is accurate, relevant and reliable? Note: Participation in the NI Environmental Benchmarking Survey, and the verification process which this entails, does not constitute 3rd party verification**

|  |  |
| --- | --- |
|  | No |
|  |  |
|  | Yes, our organisation has established clear reporting requirements and has systems in place. This has been reviewed and approved by a person with appropriate authority |
|  |
|  |  |
|  | Yes, our organisation has established clear reporting requirements and has systems in place for ensuring that the information we report and communicate is accurate, relevant and reliable. This has been reviewed and approved by a person with appropriate authority AND through independent third-party verification |
|  |
|  |
|  |

In line with our drive to ensure the Survey remains credible, robust, transparent, and fair for all participants, we have added a caveat in relation to those organisations that have been successfully prosecuted by the Northern Ireland Environment Agency. Whilst we do not wish to preclude any organisation from participating in the Survey, it will not be possible to achieve Platinum status if you have been successfully prosecuted by the NIEA in the last 12 months.

**Has your company been successfully prosecuted over the past 12 months? Please note this question is entirely confidential and will NOT be marked**

|  |  |
| --- | --- |
|  | Yes |
|  |  |
|  | No |

**Please provide details:**

|  |
| --- |
|  |

**Sign off by Senior Manager**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**A requirement of taking part in this survey is sign off by the most senior manager presently responsible for your organisation's operations in Northern Ireland. Please ensure completion of the sign off statement below.**

I am satisfied that the completed questionnaire is in accordance with our organisation’s commitment to environmental management and performance improvement. I can confirm that the information provided herein is true to the best of my knowledge. I also confirm that supporting materials required by Business in the Community for validation purposes will be provided if requested.

|  |  |
| --- | --- |
| **Organisation Name:** |  |
|  |  |
| **Your Name:** |  |
|  |  |
| **Title:** |  |
|  |  |
| **Signature:**  |  |
|  |  |
| **Date:** |  |

Please print off this page and once signed by the senior manager, please return via fax (0870 460 1731), or scan and email to kyle.lawlor@bitcni.org.uk or post to:

**Kyle Lawlor**

**Business in the Community**

**Bridge House**

**2 Paulette Avenue**

**Belfast**

**BT4 5HD**

Thank you for participating in the 2018 Northern Ireland Environmental Benchmarking Survey. The results will be launched on Thursday 22 November and you will receive information on this event closer to the date.

**Queries**

If you have any queries relating to the Survey or for further information, please **contact Keelin McCone** by emailing keelin.mccone@bitcni.org.uk.