

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 operations:** |  |

**If your organisation employs fewer than 25 people you will be eligible for our Small Business Environmental Benchmarking Survey. You can view all Survey questions on this document, however, questions excluded from the Small Business Survey have been greyed out.**

Environmental practitioner’s 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 NI Environmental Benchmarking Survey results launch event at Belfast Harbour on Tuesday 26 November 2019.

|  |  |
| --- | --- |
| **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/)*.  Carnstone use this data to analyse and verify the Survey results. Business in the Community will retain the Survey submissions to analyse the results and provide annual data comparisons. The personal data provided in your Survey will be stored in Business in the Community’s CRM system so that we can communicate with you regarding this Survey and future Surveys.*

Section 1: Corporate Strategy

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

**1. Strategic Decision Making**

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

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

|  |  |
| --- | --- |
|  | 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? *Select one option.***

|  |  |
| --- | --- |
|  | No one has specific responsibility for environment |
|  |  |
|  | A manager has specific responsibility for environment |
|  |  |
|  | 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? (Eg senior management team/board level). Select one option.**

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

**2c. Advocating Commitment – Bonus Question**

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

**Have you successfully encouraged other organisations to take part in the 2019 Northern Ireland Environmental Benchmarking Survey, with at least one having taken part in the 2019 Survey for the first time? *Select one response.***

|  |  |
| --- | --- |
|  | No |
|  |  |
|  | Yes |
|  |  |
|  | Yes, and we have helped this business to complete the 2019 Survey |
|  |  |
|  | Yes, and we have helped this business to complete the 2019 Survey AND we have an ongoing mentoring relationship with this business to help them to improve their environmental management and performance |
|  |  |

If you answered ‘Yes’, please email Keelin McCone - [keelin.mccone@bitcni.org.uk](mailto:keelin.mccone@bitcni.org.uk) with the organisation name and contact details by Friday 31 May 2019.

|  |  |
| --- | --- |
| **Name of organisation:** |  |

|  |  |
| --- | --- |
| **Contact details:** |  |

**2d. Public Reporting**

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

**Apart from taking part in the NI Environmental Benchmarking Survey, does your organisation publicly report on its environmental impacts and performance eg via your website or publications such as environment or sustainability reports? *Select one option.***

|  |  |
| --- | --- |
|  | 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 impacts?**

***Select one option.***

|  |  |
| --- | --- |
|  | 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) |
|  |
|  |  |
|  | No |

3. Stakeholder Engagement

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

**3a. Employee Engagement**

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

**What does your organisation do to engage with employees on environmental issues?**

*Select 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 on environmental issues?**

*Select 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 |

**Does your organisation have 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 |

**Does your organisation have a procurement decision-making process which incorporates a weighting for environmental factors?**

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

**Does your organisation have regular environmental audits of prioritised suppliers, whether conducted independently or shared with others?**

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

**Does your organisation have an 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?**

*Select one option.*

|  |  |
| --- | --- |
|  | 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. Sustainable Development Goals (unscored)

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

**Which of the following best describes your organisation's engagement with the UN Sustainable Development Goals (SDGs)?** Select the level of engagement which applies

|  |  |
| --- | --- |
|  | We have not yet taken any action on the SDGs |
|  |  |
|  | We have developed an early understanding of the SDGs |
|  |  |
|  | We have mapped our activities and impacts against the SDGs |
|  |
|  | We have defined the priority goals that are most relevant to our organisation, and have set |
|  | specific objectives against these goals |
|  | We have integrated the SDGs into our organisation's core strategy |
|  |  |
|  | We report and communicate our progress on the SDGs |

**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 you will automatically gain full marks for this section and you can move onto Section 3**

|  |  |
| --- | --- |
|  | No, does not have an EMS in place |
|  |  |
|  | No, but we are 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 your selected answer is '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 section*

**6. Policy**

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

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

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

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

**7. Issues**

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

**How does your organisation determine its environmental issues?** *Select one option.*

|  |  |
| --- | --- |
|  | 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 |

**8. Register**

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

**Does your organisation have a formal register of relevant environmental legislation?** *Select one option.*

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

**9. Legislation**

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

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

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

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

|  |
| --- |
|  |

**10. Objectives**

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

**Does your organisation have corporate environmental objectives?** *Select one option.*

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

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

|  |
| --- |
|  |

**11. Targets**

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

**Has your organisation set environmental targets which relate to the objectives covered in question 10?** *Select one option.*

|  |  |
| --- | --- |
|  | No |
|  |  |
|  | Yes, management targets only (eg to implement an Environmental Management System by 2020) |
|  |
|  |  |
|  | Yes, management and resource targets (eg to reduce the amount of energy use by at least 10% by 2020) |
|  |

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

|  |
| --- |
|  |

**Section 3: Environmental Performance and Improvement**

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

**12. Climate Change**

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**12a. Measuring and reporting**

**Do you measure and monitor your consumption/usage across the following impact areas?** *Select one for each impact area.*

**Energy use**

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

**Transportation**

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

**12b. Scope and boundaries**

**How much of your business operations in Northern Ireland does your performance data cover?**

**Energy use**

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

**Transportation**

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

**12c. Data quality**

**Describe the quality of environmental data you collect**

**Energy use**

|  |  |
| --- | --- |
|  | Mainly 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 reviewed and checked |

**Transportation**

|  |  |
| --- | --- |
|  | Mainly 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 reviewed and checked |

**12d. Taking action**

**Does your organisation have a current environmental improvement project underway?**

**Energy use**

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

**If you answered Yes, please briefly describe these initiatives:**

|  |
| --- |
|  |

**Transportation**

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

**If you answered Yes, please briefly describe these initiatives:**

|  |
| --- |
|  |

**12e. 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% |

**12f. Carbon footprint**

**Have you calculated the total Greenhouse Gas (GHG) emissions associated with your operations? Select all that apply:**

|  |  |
| --- | --- |
|  | No |
|  |  |
|  | Yes, for our direct emissions and emissions generated due to energy that we have purchased from a utility provider (scope 1 and 2 emissions) |
|  |
|  | Yes, for emissions associated with the goods and services we purchase and use, and from |
|  | the use of our products and services by others (scope 3 emissions) |
|  | Yes, and we have set target to reduce these emissions |

**12g. Business continuity (unscored)**

**Do you have a business continuity plan or equivalent procedure, with key contacts and actions, which you can use in the event of a disruption to your business operation? Types of disruption could include damaged premises, staff availability or access, supply or distribution issues, communication or infrastructure failure, or other examples. Select one option.**

|  |  |
| --- | --- |
|  | No, we don’t need one |
|  |  |
|  | No, we haven’t considered one/need more information on how to create a plan |
|  |  |
|  | Yes, we have a business continuity plan procedure in place |

**13. Circular Economy and Resource Use**

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

**13a. Measuring and reporting**

**Do you measure and monitor your consumption/usage across the following impact areas?** *Select one for each impact area.*

**Waste produced**

|  |  |
| --- | --- |
|  | 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 use**

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

**13b. Scope and boundaries**

**How much of your business operations in Northern Ireland does your performance data cover?**

**Waste produced**

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

**Waste diverted from landfill**

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

**Water use**

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

**13c. Data quality**

**Describe the quality of environmental data you collect**

**Waste produced**

|  |  |
| --- | --- |
|  | Mainly 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 reviewed and checked |

**Waste diverted from landfill**

|  |  |
| --- | --- |
|  | Mainly 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 reviewed and checked |

**Water use**

|  |  |
| --- | --- |
|  | Mainly 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 reviewed and checked |

**13d. Taking action**

**Does your organisation have a current environmental improvement project underway?**

**Waste produced**

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

**If you answered Yes, please briefly describe these initiatives:**

|  |
| --- |
|  |

**Waste diverted from landfill**

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

**If you answered Yes, please briefly describe these initiatives:**

|  |
| --- |
|  |

**Water use**

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

**If you answered Yes, please briefly describe these initiatives:**

|  |
| --- |
|  |

**13e. Circular economy**

**How is your organisation addressing the environmental impacts of its products or services?** *Select all that apply.*

|  |  |
| --- | --- |
|  | Purchasing or producing materials/equipment that have a high recycled content, and/or |
|  | have been previously used |
|  | Purchasing previously used equipment or products rather than buying new |
|  |
|  | Reducing or eliminating single-use packaging |
|  |  |
|  | Sending waste products to other sites, organisations or operations, to be used as a raw |
|  | material or input for other products or processes (n.b this does not include recycling or sending waste for incineration), for example industrial symbiosis/resourcing matching |
|  | Refurbishing equipment instead of replacing with new |

**14. Additional Impact**

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

**Please select your additional impact area from this list:**

|  |  |
| --- | --- |
| **Category** |  |
| Pollution/environmental incidents |  |
| Biodiversity initiatives |  |
| Pollutant usage |  |
| Pollutant discharge/emissions |  |
| Environmental awards or recognition |  |
| Environmental training or engagement |  |
| Material usage |  |
| Other |  |

**Description:**

**14a. Measuring and reporting**

**Do you measure and monitor your consumption/usage across this impact area?** *Select one for this impact area.*

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

**14b. Scope and boundaries**

**How much of your business operations in Northern Ireland does your performance data cover?**

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

**14c. Data quality**

**Describe the quality of environmental data you collect**

|  |  |
| --- | --- |
|  | Mainly 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 reviewed and checked |

**14d. Taking action**

**Does your organisation have a current environmental improvement project underway?**

**Additional impact**

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

**If you answered Yes, please briefly describe these initiatives:**

|  |
| --- |
|  |

**15. Environmental performance and improvement**

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

**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.

You may only enter integer or decimal values into the reporting fields.

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

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

**Section 4: Assurance**

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

This section requires you to provide assurance that management processes are in place within your organisation. This ensures 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.

**16. 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 third 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 |

**If yes, 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 the operations of your organisation 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:** |  |

Once signed by the senior manager, please return via email to [kyle.lawlor@bitcni.org.uk](mailto: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 2019 Northern Ireland Environmental Benchmarking Survey. The results launch event will take place in Belfast Harbour on Tuesday 26 November. 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 at [keelin.mccone@bitcni.org.uk](mailto:keelin.mccone@bitcni.org.uk) or telephone 028 9046 0606.