2020 NI Environmental Benchmarking Survey

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2020 NORTHERN IRELAND ENVIRONMENTAL BENCHMARKING SURVEY
QUESTIONS

Organisation Details

Organisation name: _____

(This will be used in any 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

☐ Waste/Environmental services

Please indicate below your organisation type:

☐ Private sector organisation operating exclusively in Northern Ireland

☐ Multinational organisation, with operations outside Northern Ireland

☐ 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.

Please describe your top three environmental priorities for this year:

1. _____

2. _____

3. _____

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 **Thursday 26 November 2020.**

Name: _____

Job title: _____

Phone number: _____

Email address: _____

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 Research & Development, market opportunities)

If you answered yes, please provide an example:

2. Leadership

2a. Leadership 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 in Northern Ireland

☐ A board member or other top-level manager has specific responsibility for environment

Board member/senior manager's name: _____

Job title: _____

2b. Board-Level Discussion
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 2020 Northern Ireland Environmental Benchmarking Survey, with at least one having taken part in the 2020 Survey for the first time? *Select one response.*

☐ No

☐ Yes, we have encouraged at least one other organisation to participant in the 2020 Survey

☐ Yes, we have encouraged at least one other organisation to participant in the 2020 Survey and we have helped this business to complete the 2020 Survey

☐ Yes, and we have helped this business to complete the 2020 Survey AND we have an ongoing mentoring relationship with this business (or a previous Bring a Business nominee) to help them to improve their environmental management and performance

If you answered 'Yes', please email Keelin McCone - keelin.mccone@bitcni.org.uk with the organisation name and contact details by Friday 29 May 2020.

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:

SECTION 2: ENVIRONMENTAL MANAGEMENT

4. 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', 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

5. Policy

Does your organisation have a formal environmental policy?

☐ Yes

☐ No

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

_____

6. 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

7. Register

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

☐ Yes

☐ No

8. 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:

9. 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:

10. 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 2021)

☐ Yes, management and resource targets (eg to reduce the amount of energy use by at least 10% by 2021)

If you answered Yes, please provide an example:

SECTION 3: ENVIRONMENTAL PERFORMANCE AND IMPROVEMENT

11. Climate Emergency

11a. Measuring and reporting

Do you measure your Greenhouse Gas (GHG) emissions?
Tick all that applies

☐ No

☐ Yes, scope 1 (direct emissions from the combustion of fossil fuels, like natural gas)

☐ Yes, scope 2 (indirect emissions from the use of purchased electricity)

☐ Yes, scope 3 (indirect emissions)

☐ Yes, and we publicly report on <u>at least</u> our scope 1 and 2 emissions

11b. Scope and boundaries

What GHG emissions data do you collect?
Tick all that applies

☐ Offices, stores and other administrative buildings (scope 1 and 2)

☐ All other buildings, including warehouses (scope 1 and 2)

☐ Company owned transportation, including product distribution and/or car fleet (scope 1)

☐ Purchase of products and services (scope 3)

☐ Business travel, third party product distribution and/or commuting (scope 3)

☐ Use of products or services (scope 3)

☐ None

11c. Data quality
Describe the quality of GHG 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

☐ No data collected

11d. Taking action
Does your organisation have a current GHG emission reduction projects underway?

☐ No

☐ Yes

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

11e. Renewable energy

Does your organisation use renewable energy?

Please indicate what percentage of your overall energy consumption is provided by this source

☐ 0%

☐ 1 – 25%

☐ 26 – 50%

☐ 51 – 75%

☐ >75%

Where does the renewable energy you use come from? (unscored)

☐ Assets owned by our organisation (such as on-site PV or wind).

☐ Assets owned by a third party with direct purchase agreements in place.

☐ Purchased from energy supplier.

11f. Climate risks

Have you identified the potential risks from climate change for your organisation?

☐ No

☐ Yes, we have identified the significant risks and planned to some extent

☐ Yes, we have quantified the risk, developed a risk mitigation plan that has been approved at a senior level and implemented.

11g. Science Based Targets (unscored)
Have you developed GHG emissions reduction targets that align with science?

☐ No

☐ Yes, we have set targets that align with the science, but have NOT been approved by the Science Based Target Initiative (SBTi)

☐ Yes, we have set targets, and these have been approved by the Science Based Target Initiative (SBTi)

11h. Energy storage (unscored)
Has your organisation considered investing in energy storage, such as batteries or thermal stores that allow you to capture heat or electricity?

☐ No

☐ Yes

11i. Carbon offsetting (unscored)
Does your organisation invest in carbon offsets as part of your GHG emissions reduction strategy?

☐ No

☐ Yes

12. Circular Economy and Resource Use

12a. 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

12b. 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%

12c. 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

☐ No data collected

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

☐ No data collected

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

☐ No data collected

12d. Taking action

Does your organisation have a current improvement project to reduce waste produced or to divert waste from landfill underway?

Waste produced or waste diverted

☐ No

☐ Yes

If you answered Yes, please briefly describe these initiatives:

Water use

☐ No

☐ Yes

If you answered Yes, please briefly describe these initiatives:

12c. 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 (nb this does not include recycling or sending waste for incineration), for example industrial symbiosis/resourcing matching

☐ Refurbishing equipment instead of replacing with new

☐ None of the above

13. Additional Impact

Please select your additional impact area from this list:

Pollution/environmental incidents	☐
Biodiversity initiatives	☐
Pollutant usage	☐
Pollutant discharge/emissions	☐
Environmental awards or recognition	☐
Environmental training or engagement	☐
Material usage	☐
Other	☐

Please describe the details of your additional impact area:

13a. 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

13b. 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

13c. 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

- [ ] No data collected

13d. Taking action

Does your organisation have a current environmental improvement project underway?

☐ No

☐ Yes

If you answered Yes, please briefly describe these initiatives:

14. 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.

	Total Greenhouse Gas (GHG) emissions	Waste generated	Percentage of waste diverted from landfill	Water	Additional impact
Absolute	Yes/No	Yes/No	No	Yes/No	Yes/No
Unit	kWh / GWh / kgCO-2e / tCO2e / kJ / gJ	Kg / tonnes (t) / m3 / lbs	Percentage (%)	Litres (L) / ML / m3	
Normalising metric	• N/A (this data is absolute, not normalised) • Turnover/sales (£) • Profit (£) • Employees (headcount) • Employees (FTE/hours worked) • Quantity of production (e.g. tonnage produced, customers, etc.) • Number of sites/buildings • Other – Please specify				
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.

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 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 environment@bitcni.org.uk

Thank you for participating in the 2020 Northern Ireland Environmental Benchmarking Survey. The results launch event will take place in Belfast Harbour on Thursday 26 November. You will receive information on this event closer to the date.

Contact us

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