

## Suppliers Guide to Completing the Selection Questionnaire (SQ) Sustainability Section

**In the Selection Questionnaire (SQ) Sustainability Section we ask you to select 'Yes' or 'No' to the following five questions.**

This is not an exhaustive list as we may also ask you specific questions related to the contract you are tendering for.

Selection Questionnaire (SQ) Sustainability Questions:

1. Do you agree to comply with the minimum sustainability standards as set out on the council's website? <http://www.brighton-hove.gov.uk/content/council-and-democracy/contracts-tenders/minimum-sustainability-standards>
2. Do you have an Environmental or Sustainability Policy? If you have answered "YES" you may be asked to provide a copy of it prior to a contract being awarded. (see information to help you answer this question below)
3. Does the relevant section of your organisation have an Environmental Management System (EMS) certified by a UKAS accredited certifying body (or equivalent)? If so, please enclose a copy of the certificate and the Aspects Register. (see information to help you answer this question below)
4. Do you use Single Use Plastics in your products? If 'yes', which products use Single Use Plastics?
5. Is your organisation working to reduce or be more responsible regarding Single Use Plastics? If 'Yes', how? If 'No', why?

### Information to help you answer Question 2: Environmental or Sustainability Policy

An Environmental Policy is a short document that sets out an organisation's environmental values and commitments. It may cover energy, water, waste, transport, pollution, conservation or any other environmental issue relevant to an organisation's operations.

Some organisations may choose to write a Sustainability Policy instead. A Sustainability Policy would contain not only the environmental commitments, but it might also include references to social, ethical and economic commitments, such as volunteering or specifying local suppliers.

The policy should provide a framework for setting environmental or sustainability objectives and targets, but it should not contain the specific details of the actions that

will take place to achieve the objectives. More detailed information on how / when / who should be kept in a separate document (e.g. an action plan or an Environmental Management System).

Have a look online at the policies of other businesses in your sector, but don't copy them, it is important to write a policy that is relevant to your organisation.

### Where to start

Identify the areas of your operation with the largest potential environmental or sustainability impacts. Include both positive and negative impacts. These could be:

<u>Environmental Impacts</u>	<u>Social Impacts:</u>	<u>Economic Impacts:</u>
Use of energy	Labour standards	Return on investment
Use and disposal of water	Health and safety	Local economy
Production & disposal of waste	Civil liberties	Market capacity
Land contamination	Social justice	Shareholders value
Emissions to air	Local community	Innovation
Transport	Minority rights	Direct and indirect
Site related: noise, odours, traffic	Cultural issues	Economic impacts
Packaging	Accessibility	Market presence
Product life cycle	Equity	Economic performance
Abnormal operations: shutdowns	Heritage	Risk
Emergencies: fire, spillage, flood	Religious sensitivities	Fair trade
Planning: new developments		Profit sharing
Suppliers: Environmental policies		Living wage

Once you have a short list of your top activities, make commitments for what you are going to do about them. Include targets if possible. For example, "We will monitor and reduce our electricity use by 5% in 2020"

### What to include in your Environmental Policy?

Although there is no standard format for writing an Environmental or Sustainability Policy, it is good practice to include a commitment to comply with environmental legislation, prevent pollution and continuous improvement.

In addition, there are a few basic rules to follow to ensure clarity:

- Keep it short - if it's longer than a sheet of A4, then it's probably too long.
- Introduce the business and state the overall aim of the policy.
- Describe the significant environmental impacts of the business.
- Avoid non-committal language like 'where possible', 'where practicable' or 'we aim to'.
- Don't make claims that are open to misinterpretation, can't be substantiated, or can't be achieved: e.g. becoming carbon neutral or producing zero waste.
- Get the policy signed, dated and endorsed by the Managing Director or Chief Executive.

- Include the name of the person to contact with any queries.
- Make it available to employees, customers and the public.
- Put it on your website, in your reception area and include it in marketing material and tenders if requested.
- State that you will review the policy annually to make sure it is still relevant.

### Information to help you answer Question 3: Environmental Management System

An Environmental Management System (EMS) describes how an organisation manages its environmental impacts in a systematic, planned and documented manner to reduce negative impacts on the environment and encourage positive benefits.

An EMS may be certified under a standard such as ISO 14001. If you have a certified EMS, please forward your certificate and Aspects Register.

If you don't have a certified EMS, you can answer this question by:

1. Making a list of all the activities your organisation does that have a potential impact on the environment - you should consider including social and economic impacts too. The areas listed in the guidance for Q6.1 above may be a useful starting point.
2. Your list may have many activities on it, so you need to decide which ones have the largest potential impact and create a shortlist. Most organisations end up with a list of ten to fifteen activities on which to focus their efforts.
3. For each activity on your shortlist, say what you are doing to reduce negative impacts or environmental risk or to encourage positive benefits. Include objectives, targets and specific actions being taken.
4. If possible, you should set realistic timescales for achieving your objectives and include periodic review points to monitor progress.

### Questions?

If you have any further questions in relation to completing your submission, please submit them via the [SE Shared Services Portal](#) before the clarification deadline noted in the documents.