

1. Environmental

Environmental Management Systems

Does your company have an environmental management system (EMS) that includes any of the following?

Policy statement documenting our organization's commitment to the environment Yes No

Assessment undertaken of the environmental impact of our organization's business activities Yes No

Stated objectives and quantifiable targets for environmental aspects of our organization's operations Yes No

Third-party auditing and certification of EMS Yes No

We have no environmental management system Yes No

Monitoring Energy Usage

Does your company monitor, record and/or report its energy usage? (e.g. electricity, gas, oil, diesel) * We do not currently monitor and record our usage Our company monitors and records usage (no reduction targets) Our company monitors usage and has specific reduction targets Our company monitors usage and has met specific reduction targets during the last

Monitoring Scope 1 & 2 GHGs

How does your company manage its greenhouse gas emissions for at least Scope 1 and 2? * We do not currently monitor and record emissions We regularly monitor and record emissions but have not set any reduction target We regularly monitor and record emissions and have set specific reduction targets relative to previous performance (e.g. a 5% reduction of GHGs from baseline year) We regularly monitor and record emissions and have set specific science-based targets necessary to achieve global goals to address climate change

Carbon Offsetting (Scope 1&2)

What percentage of your company's Scope 1&2 greenhouse gas emissions were offset last financial year by certified carbon credits? * 0% 1-24% 25-49% 50-74% 75-100%

Monitoring Scope 3 GHGs

Does your company monitor, record and/or report its scope 3 carbon footprint? *

- We do not currently monitor and record our scope 3 carbon footprint
- Our company monitors and records our scope 3 carbon footprint (no reduction targets)
- Our company monitors our scope 3 carbon footprint and has specific reduction targets

Carbon Offsetting (Scope 3)

What percentage of your company's Scope 3 carbon emissions were offset by certified carbon credits? *

- 0%
- 1-24%
- 25-49%
- 50-74%
- 75-100%

Monitoring Water Usage

Does your company monitor, record and/or report its water usage? *

- We do not currently monitor and record our usage
- Our company monitors and records usage (no reduction targets)
- Our company monitors usage and has specific reduction targets
- Our company monitors usage and has met specific reduction targets during the last FY

Monitoring Food Waste

Does your company monitor, record and/or report its Food Waste? *

- We do not currently monitor and record our Food Waste
- Our company monitors and records levels of Food Waste (no reduction targets)
- Our company monitors Food Waste and has specific reduction targets
- Our company monitors Food Waste and has specific reduction targets and we are a member of an industry group on Food Waste e.g. WRAP Food Waste Reduction Roadmap

Overview

Please specify if there has been any significant changes your organisation energy footprint over the last 12 months. E.g. introduction of new resources (gas, renewables etc.), switched to green electricity tariff, transport. Please type n/a if not applicable.

% of Sales to COOK

What % of your annual sales did sales to COOK represent in your last financial year? *

 %

Energy : Gas

What was your organisations total annual consumption of On-site: Gas (kWh)?

Energy: Oil

What was your organisations total annual consumption of On-site: Fuel Oil?

 litres

Energy: LPG

What was your organisations total annual consumption of On-site: LPG? litres

Energy: Refrigerants

What was your organisations total annual consumption of On-site: Refrigerants? kg

Energy: Renewables

What was your organisations total annual consumption of On-site renewables (kWh)?

Please describe the On-site renewables you have on site e.g. solar panels , wind etc.

Energy: purchased electricity

What was the Total annual consumption of purchased Electricity (kWh)?

Energy: green electricity

What was the Total annual consumption of purchased Green Electricity (kWh)?

Water: Mains

What was your organisations total annual consumption of Mains water use? m³

Waste: Food

What was your organisations total annual generation of Food waste from production? kg

What percentage of Food waste was disposed of via landfill? %

What percentage of Food waste was disposed of via energy recovery? %

What percentage of Food waste was disposed of via donations to Food banks / charities? %

Waste: Non Organic

What was your organisations total annual generation of waste (all waste excluding food waste)? kg

What percentage of your waste was disposed of via landfill? %

What percentage of waste was disposed of via recycling? %

What percentage of waste was disposed of via Energy from waste? %

Sustainable Agriculture

Do you have a biodiversity management plan or programme that sets out actions for the protection and or enhancement of biodiversity? Yes No

Do you currently use any tools or certifications to help on your journey to more sustainable farming? E.g. Leaf, SAI Farm Sustainability Assessment, Cool Farm Tool? Yes No NA

2. Social


Overview

Do you have employees/contractors or suppliers that work for your business? *

Yes

No

How many employees do you have? *

Are you a member of or do you subscribe to any ethical or social trading bodies? *

No

Yes: SEDEX

Yes: Ethical Trade Initiative

Yes: Food Network for Ethical Trade (FNET)

Yes: Fairtrade Foundation

Yes: ISO 26000

Yes: Other

Does your company have a written statement on Modern Slavery? *

Yes

No

If applicable please attach a copy of your Modern Slavery statement here:

Choose File

No file selected

Enter document description

Compliance with ETI Base Code

Do you have a written policy defining your approach to labour standards and the treatment of your employees/contractors?

Yes

No

If yes, does your policy cover the following areas?

Employment as being freely chosen

Child labour and young employment

Non discrimination

Freedom of association and collective bargaining

Working hours

Discipline and grievance

Working conditions

Wages

Equal opportunities

Treatment of employees

If applicable please attach a copy of your policy here:

Choose File

No file selected

Enter document description

Contractual Agreements

Do all employees/contractors have a signed copy of their contract/letter of employment? *

Yes

No

Do all employees/contractors have freedom of movement and freedom to enter into and terminate employment? *

Yes

No

Is there a maximum number of overtime hours that an employee can work in a week? *

Yes

No- written agreement is attained if employees wish to work over 48 hours average overtime per week.

No- no written agreement is attained if employees wish to work over 48 hours average overtime per week.

Is overtime compulsory? *

Yes

No

Are deductions from wages as a disciplinary measure permitted? *

Yes

No


Do all direct employees/contractors get at least one day off in every seven-day period or equivalent? *

- Yes
 No

What % of workers are paid a living wage (as defined by the Living Wage Foundation)? *

- N/A
 <75%
 75-89%
 90-99%
 100%

Employee Provisions

Do you have a formal process for your employees to obtain advice, report confidential concerns or express grievances relating to discrimination and harassment, for example? 

- No process
 Yes: staff helplines
 Yes: other
 Yes: whistle-blower channels

If you stated 'other' please provide detail

Health & Safety

Have you created policies and procedures designed to protect the health, safety and welfare of your employees? *

- Yes
 No


Are these promoted to your staff without exception? *

- Yes
 No

Have all Staff received health and safety training commensurate with the tasks that they undertake? *


- Yes
 No

Diversity & Inclusion

How does your company manage and improve your workplace diversity and inclusivity? 

- We anonymously survey employees on gender identity, race/ethnicity, disability status, and other demographic factors to track the diversity of our workforce
 We have set specific, measurable diversity improvement goals that are reviewed by senior executives or our Board of Directors
 Other
 We do not currently take formal steps to manage and improve workplace diversity and inclusivity


If you stated 'other' please provide detail

Does your company have any of the following policies or programs in place to promote diversity within your supply chain? 

- No policy/ program in place
 Yes: We track diversity of ownership among our suppliers
 Yes: We have a policy to give preferences to suppliers with ownership from underrepresented populations
 We have a formal program to purchase and provide support to suppliers with diverse ownership
 Other


If you stated 'other' please provide detail

Supply Chain Social Performance

What methods does your company use to evaluate the social impact of your suppliers? Do you: 

- | | | |
|--|---|--|
| <input type="checkbox"/> We do not evaluate the social impact of our suppliers | <input type="checkbox"/> We use third-party risk or impact assessment tools (Sedex, BIA) | <input type="checkbox"/> We have third parties conduct routine audits or reviews of suppliers at least every two years |
| <input type="checkbox"/> Require suppliers to complete an assessment we designed | <input type="checkbox"/> We conduct routine audits or reviews of suppliers at least every two years | <input type="checkbox"/> Other |

If you stated 'other' please provide detail

How does your company encourage improved social and environmental performance among your suppliers? 

- | | | |
|---|---|--------------------------------|
| <input type="checkbox"/> We do not encourage improved social & environmental performance among our supplier | <input type="checkbox"/> We set goals and expectations with suppliers to improve their social and environmental performance | <input type="checkbox"/> Other |
| <input type="checkbox"/> We provide incentives for suppliers with strong social and environmental performance | <input type="checkbox"/> We provide resources to suppliers to improve their social and environmental performance | |

If you stated 'other' please provide detail

Is there a formal written Supplier Code of Conduct policy that specifically holds your company's suppliers accountable for their social performance?

- Yes
- No

3. Community

Do you have any associations with charities or other impact organisations?

Yes

No

If 'yes' please provide detail.

Are staff allowed to take paid leave to volunteer or pursue other charitable tasks?

Yes

No

If 'yes' how many days per year do you allow for this?

days

If there is any other information you'd like to provide regarding work you do in your local community please provide details here:

Declaration

Completed on behalf of *

Completed by *

Role within company *

Date *

Signed *