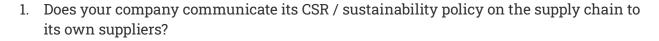# Carbon footprint questionnaire

General guidance: Please answer questions as appropriate. This is a general questionnaire for all suppliers and some questions may not be relevant for some suppliers. E.g. water usage / wastewater management will not be material to most of the pharmaceutical wholesalers, as they are not focused on production.

General questions:

1. Does your company communicate its CSR / sustainability policy on the supply chain to its own suppliers?

    Yes   No

2. Do you obtain raw materials from regions that are under special protection (definition e.g., UN list of protected areas, WFF Global 200)?

    Yes   No

3. Please indicate the reporting period with exact month and year:

4. Are the answers reported below calculated for the whole company or just for specific parts (e.g. business unit, site, product categories,…)?

Guidance: List of regions can be found on United Nations List of Protected Areas and WWF's Global 200 project.

Specific questions:

1. Do you record your Scope 1, 2 and 3 emissions?
    If not, what emissions do you measure and report on?

    Scope 1   Scope 2   Scope 3

    Others

Guidance: The **GHG Protocol Corporate Standard** classifies a company's GHG emissions into three 'scopes'.

SCOPE 1 EMISSIONS

Direct emissions from owned or controlled sources.

SCOPE 2 EMISSIONS

Indirect emissions from the generation of purchased energy.

SCOPE 3 EMISSIONS

All indirect emissions (not included in scope 2) that occur in the value chain of the reporting company, including both upstream and downstream emissions.

2. On current emissions and reduction targets:

	Current emissions	Do you have an emission reduction target?
Scope 1		
Scope 2		
Scope 3 (with climate compensation)		
Scope 3 (without climate compensation)		

Guidance: Please indicate essential information when reporting emissions e.g. units (e.g. tCO_2e) and nature (relative or absolute emission reduction targets). (See next page)

SCOPE 1 EMISSIONS Direct GHG emissions from sources that are owned or controlled by the organization (company, site, product), for example, emissions from combustion in owned or controlled boilers, furnaces and vehicles.

SCOPE 2 EMISSIONS Indirect emissions from purchased electricity, steam, heating, and cooling calculated using a location-based method that reflects the average emissions intensity of grids on which energy consumption occurs (using mostly grid-average emission factor data). A market-based method reflects emissions from electricity that companies have purposefully chosen (or their lack of choice). It derives emission factors from contractual instruments, which include any type of contract between two parties for the sale and purchase of energy bundled with attributes about the energy generation, or for wunbundled attribute claims.

SCOPE 3 EMISSIONS These are emissions from all indirect emissions (not included in Scope 2) that occur in the value chain of the reporting site / group, including both upstream and downstream. These include the following categories based on GHG protocol (dedicated question and detailed categories mentioned under **Q4**).

3. Are these targets approved by the Science Based Targets initiative?

   Yes, validated by the SBTi (Targets Set)

   Yes, awaiting validation from the SBTi (Committed)

   Developing a SBT

   No, but follow the SBTi guidance when setting targets

   No

Guidance: Science-based targets provide companies with a clearly-defined path to reduce emissions in line with the Paris Agreement goals.

4. Can you list your scope 3 emissions per CDP category? (Option question)

Guidance: Below are the GHG protocol categories:

Purchased Goods and Services (in tonnes CO_2e): This includes all upstream (cradle to gate) emissions of purchased goods and services by the reporting site / group during the reporting period.

Capital Goods (in tonnes CO_2e): This includes all upstream (cradle to gate) emissions of purchased capital goods by the reporting site / group during the reporting period.

Fuel- and Energy-Related Activities Not Included in Scope 1 or Scope 2 (in tonnes CO_2e): This includes emissions from extraction, production, and transportation of fuel energy purchased or acquired by the reporting mill in the reporting period. This should exclude emissions already accounted for in Scope 1 and Scope 2.

Upstream Transportation and Distribution(in tonnes CO_2e): This includes the Scope 1 and Scope 2 emissions of transportation and distribution providers that occur during the use of the vehicles and facilities during the reporting period.

Waste Generated in Operations (in tonnes CO_2e): This include the Scope 1 and Scope 2 emissions of waste management suppliers that occur during the disposal or treatment of waste generated by the reporting site / group during the reporting period.

Business Travel (in tonnes CO_2e): This include the Scope 1 and Scope 2 emissions of transportation carriers that occur during use of vehicles (e.g. from energy use) by the reporting site / group during the reporting period.

Employee Commuting (in tonnes CO_2e): This include emissions from transportation of employees between their homes and their worksites during the reporting period.

Upstream Leased Assets (in tonnes CO_2e): This includes the Scope 1 and Scope 2 emissions of lessors that occur during the reporting site / group's operation of leased assets (e.g. from energy use).

Downstream Transportation and Distribution (in tonnes CO_2e): This includes emissions from transportation and distribution of products sold by the reporting company in the reporting year between the reporting site / group's operations and the end consumer.

Processing of Sold (in tonnes CO_2e): This includes Scope 1 and Scope 2 emissions of downstream companies that occur during the processing of intermediate product sold in the reporting period.

Use of Sold Products (in tonnes CO_2e): This includes the emissions from end use of goods and services sold by the reporting site / group in the reporting period.

End-of-Life Treatment of Sold Products (in tonnes CO_2e): This includes the Scope 1 and Scope 2 emissions of waste management companies that occur during disposal or treatment of sold products.

Downstream Leased Assets (in tonnes CO_2e): This includes the Scope 1 and Scope 2 emissions of lesser that occur during operation of leased assets (e.g. from energy use).

Franchises (in tonnes CO_2e): This includes the Scope 1 and Scope 2 emissions of franchises that occur during operations of franchises (e.g. from energy use).

Investments (in tonnes CO_2e): This includes emissions from operation of investments (including equity and debt investments and project finance) in the reporting period, not included in the reporting site / group's Scope 1 and Scope 2.

5. What is your annual revenue from the self-care sector (non-prescription medicines and food supplements)?

   Guidance: Please refer to the amount in US dollars. The aim of this question is to help establish methods, tools and tricks the self-care sector can deploy to collectively bring down the GHG emissions.

   $

Packaging:

1. Total weight in tons of the following materials used in packaging:

All plastics packaging (including the use of recycled plastics)	
Recycled plastics	
Paper and board	
Metal	
Glass	
Others	

2. Is the calculation and reporting in line with Ellen MacArthur Foundation's Global Commitment?

   Yes   No

   Guidance: The Global Commitment is led by the Ellen MacArthur Foundation, in collaboration with the UN Environment Programme. Through the Global Commitment, businesses and governments commit to change how we produce, use, and reuse plastic. They will work to eliminate the plastic items we don't need; innovate so all plastic we do need is designed to be safely reused, recycled, or composted; and circulate everything we use to keep it in the economy and out of the environment.

3. What is the % of packaging recyclable at scale, reusable or compostable?

4. Are all paper based materials certified Forest Stewardship Council (or according to other standards ensuring no deforestation)?

☐ Yes ☐ No

Guidance: The **Forest Stewardship Council** or any other comparable certification that indicates the paper used is made of responsibly sourced wood fiber.

5. For plastics, what is your target for virgin plastic reduction?

Guidance: Virgin plastic is the direct resin produced from a petrochemical feedstock, such as natural gas or crude oil, which has never been used or processed before.

6. What are your reduction targets?

Water usage, Waste reduction, handling & management (discharges of chemicals and APIs)

Manage water resources better by saving and reusing water, aiming for water positivity, and understanding the impact the company has in especially water stressed regions. To address a variety of factors connected with water, operational water uses and innovative products.

1. Total water withdrawn per calendar year

Source	Total water withdrawn in a calendar year (in million m³)	Of which is from water scarce area or Areas threatened by water scarcity (as defined by the World Resources Institute, Aqueduct Water Risk Atlas)
Ground water		
Surface water (e.g., rivers, lakes)		
Public water supply (e.g., municipal)		
Rainwater		
Wastewater from a different organization		
Third parties (e.g., process water, water contained in raw materials)		

Guidance: Refers to any water entering the reporting site / group's premises for operations and supporting activities. If you wish to include indirect water usage through the supply chain, please highlight this in the 'Details' section of the profile. Your water withdrawals should be available from the water utility provider. In case you are in leased or shared offices, the landlord or management agency should be able to provide you an estimate of the water usage, based on the occupancy of the premises (by square foot or number of FTE).

Water scarcity is defined by the UN Food and Agriculture Organization as: scarcity in availability of fresh water of acceptable quality with respect to aggregated demand, in the simple case of physical water shortage; scarcity in access to water services, because of the failure of institutions in place to ensure reliable supply of water to users; scarcity due to the lack of adequate infrastructure, irrespective of the level of water resources, due to financial constraints. In the last two cases, countries may have a relatively high level of water resources endowment but are unable to capture and distribute them because of limited financial resources for infrastructure development or lack of institutional capacity to maintain and manage them appropriately. To assess which areas are threatened by water scarcity, access: **Water Risk Atlas**.

2. Do your manufacturing sites have:

	Yes / No	Target value per calendar year (in million m³)
Water reduction goals?		
Have invested in water positive programs?		

Guidance: Water-positive is a term used to describe an industry or corporation that makes more water available than it uses. Water-positive pledges aim to help companies align with UN goals for people to have adequate access to clean water while also securing their own water supply.

3. Do your wastewater management programs include minimizing and / or mitigation of one or more of the following:

Antimicrobial resistance	Yes	No
Pharmaceuticals in the environment	Yes	No
Others	Yes	No

4. Number of incidents of noncompliance associated with water quality permits, standards, and regulations in the past calendar year?

5. How many manufacturing sites of your organization have wastewater treatment facilities in place?

6. Wastewater discharge volumes (per unit of production):

    Wastewater discharged to municipal or third-party treatment (treated before discharge)

    Wastewater discharged to municipal or third-party treatment (untreated before discharge)

    Natural water bodies e.g., rivers (treated before discharge)

    Natural water bodies e.g., rivers (untreated before discharge)

    Other water discharges (treated before discharge)

    Other water discharges (untreated before discharge)

    Other emissions (in 1,000 metric tons):

    Phosphorus

    Nitrogen

    Total organic carbon

    Heavy metals

    Inorganic salts

    Chemical oxygen demands

    Guidance: Amount of water discharged from the organizations to subsurface waters, surface waters and sewers through a defined discharge point, over land, or wastewater removed from the reporting site / group via truck.

Traceability

1. Do you conduct due diligence on critical raw materials from the supply chain?

   Yes   No

   Guidance: Critical raw materials are so-called because of their growing economic importance and high risk of supply shortage. You can find IEA's list of critical minerals for 2022 at **iea.org**.

Human rights and work conditions:

1. Do you have a company policy on? (Please select all those that apply)

Prohibition of Child labor	Yes	No
Prohibition of Forced labor	Yes	No
Rights of women and / or girls	Yes	No
Rights of refugees and migrants	Yes	No
Respect for human rights	Yes	No
No human trafficking	Yes	No
Non-discrimination in respect of employment and occupation	Yes	No
Compliance with socially appropriate working conditions (e.g., reasonable working hours or rest days)	Yes	No
Occupational safety and health	Yes	No
Remuneration to secure livelihoods including social and cultural participation (e.g., minimum wage, etc.)	Yes	No
Prohibition of discrimination (e.g., gender, race, ethnic origin, religion, membership in a labor union, disability, age, sexual identity, nationality, political inclination, or other characteristics protected by local law)	Yes	No
Access to water and sanitation	Yes	No
Digital security / privacy	Yes	No

Freedom of association and the effective recognition of the right to collective bargaining	Yes	No
Granting equal opportunities and equal treatment	Yes	No
Right to collective bargaining	Yes	No
Business ethics and compliance	Yes	No
Corruption, extortion, bribery	Yes	No
Occupational Health and Safety	Yes	No
Data protection	Yes	No
Fair competition and antitrust law	Yes	No

Guidance: Select 'yes' if your company has a specific policy on the issue or if the issue is addressed in a broader policy.

2. Is there a set minimum wage and transparent employment contracts (with regulations on working hours and remuneration) in your company?

   Yes   No

   Explanation:

3. What measures are there to ensure occupational health and safety?
   (Please select all those that apply).

   Fire protection

   Escape routes

   Personal protective equipment

   Instruction in use of machines

4. Do you record the accident rate in your company?

   Yes   No

5. If yes, what is the average accident rate for the last calendar year?
   (Please specify in reportable occupational accidents per 1,000 FTE per calendar years)

   Guidance: FTE measures how many total full-time employees or part-time employees add up to full-time employees your company employs.

6. Are there systems that guarantee safe handling of the materials and substances used in your company premises?

   Yes   No

7. If yes, what systems are in place to guarantee safe handling of the materials and substances used?

   Disposal of hazardous substances

   Storage of hazardous substances

   Air emissions

   Wastewater treatment

   Waste separation

   Provision of personal protective equipment

   Other:

8. Do you have a transparent mechanism for employees to report Human Rights issues to internal and external parties without reprisal?

   Yes   No

General question:

1. Does your organization participate in one or more of the following programs?
   (Please select all those that apply)

        Eco Vadis

        PSCI

        EMAS

        Fair trade

        PRACTICES

        ILO Global Business Network on Forced Labor

        SA 8000 (social corporate governance)

        ISO 14001

        ISO 26000

        ISO 50001

        Responsible Business Alliance

        Ethical Trading Initiative

        amfori - trade with purpose

        SEDEX

        Other: