

Introduction

The Environment Index benchmarks companies against both their sector peers and all companies which have participated in the Index, on the basis of their environmental management and performance in key impact areas. A voluntary exercise, the Index helps companies analyse gaps, measure progress, drive improvement and raise awareness of the environment as a strategic, competitive issue at board level.

A business-led initiative, it is recognised as one of the leading benchmarks of corporate environmental engagement, encouraging environmental competitiveness among those companies invited to take part in the Index, namely:

- FTSE100 and FTSE250 companies;
- Business in the Community national members (Non-FTSE listed); and
- Sector leaders from the Dow Jones Sustainability Index.

Companies participate in the Environment Index by completing an on-line survey. This document, named Survey [Part A], is identical to the on-line survey. As it is in a MS Word version, it enables practitioners to split the questions between their team and gather all the answers and evidence prior to providing the information on-line.

This document should be used in conjunction with Guidance Notes [Part B], which provides specific guidance on how to navigate on the on-line survey. The Guidance Notes also give a more in-depth account on the background to the Index, its model, timetable and the benefits of participation.

The on-line survey is accessible at: <https://surveys.bitc.org.uk>. Alternatively, companies can complete the Index through the London Stock Exchange's CRE platform. In both cases, each company is provided with a specific username and password. Additional information on the survey, username and passwords can be obtained from bie@bitc.org.uk.

Companies who have completed the 2006 EIRIS questionnaire (which feeds into FTSE4Good Index) have the option of requesting that their information to be transferred to the Environment Index (companies will still need to confirm the transferred data is correct and updated on-line).

Companies that have participated in Business in the Community's broader Corporate Responsibility Index complete the same set of environmental questions contained within this survey, and will therefore be included in the Environment Index, unless they request otherwise.

Company and Contact Information

Company Details

[Question Not Weighted]

[Cross ref. GRI.v02:2.1-2.11]

Please describe what your business does, what your core business activities are, how big your company is (e.g. by turnover or number of employees), outlining your company structure and including out-sourced activities etc.

Company Name*:

(*to be used in all Index publicity and communications)

Main Activities

Listed Business sector (according to FTSE)

Turnover/Revenue (£,€, \$ per annum)

Number of Employees

Structural Overview

Please indicate the global regions where your major operations are located (including joint ventures/subsidiaries in which you have management control or influence). For UK-based companies this may be just the UK:

Please indicate where your major sales regions are located and whether you use intermediaries such as agents in your major sales are as:

Please confirm the scope of operations covered by your survey submission:

NB: If certain activities only cover part of your business, this should be reflected in the "business coverage" element within individual survey questions.

UK businesses:

- 100% of national operations (for UK, Australian businesses etc.)
Businesses that have only a national presence are required to complete the survey based on 100% of their national operations.

Global businesses:

- 100% of global operations (for global businesses, listed on FTSE or DJSI)
Global businesses that are FTSE listed and/or Dow Jones Sustainability Index sector leaders are required to complete the survey on the basis of their global operations.
- National operations only (for global businesses, not listed on neither FTSE nor DJSI)
Global businesses that are neither FTSE listed nor Dow Jones sector leaders may still be eligible to participate in the Index if they are larger BITC members (level 1 or 2). While encouraged to complete the survey on the basis of their global operations, these companies may limit the scope of their survey submission to the operations covered by their BITC membership (e.g. complete the survey based only on their national operations, if only these are covered by membership). This will be highlighted in the final results as appropriate.

Please indicate the reporting period for the survey. (This should follow on from last year's submission.)

The year prior to the 11 September 2006.

Last public reporting cycle (e.g. financial reporting year), please specify:

Other, please specify:

List of supporting evidence and clarification

Practitioner contact details

[Question Not Weighted] [Cross ref. GRI.v02:2.10]

Please provide the details of the person who will be the main contact for Business in the Community throughout the Environment Index process.

Main contact:

Title	
Surname	
First name	
Job title	
Phone number	
Email address	

Second contact (if applicable):

Title	
Surname	
First name	
Job title	
Phone number	
Email address	

List of supporting evidence and clarification

Chief Executive contact details

[Question Not Weighted]

Please provide the details of your CEO who, together with your Index practitioner(s), will receive notification of your 2006 Environment Index results.

Title	
CEO - Surname	
CEO - First name	
Job title	
Address line 1	
Address line 2	
Address line 3	
Post code	
Town	
Country	

List of supporting evidence and clarification

Section 1 – Corporate Strategy

1.a. Key issues

[Question Weight: 1.25%]

[Cross ref. GRI.v02:1.2 & EIRIS:E6]

Definition Environment is the world's ecosystems and natural resources that can be directly and indirectly affected by a company's operations, products and services.

What are the key environmental issues (risks and opportunities) for your company?

Please note that this question provides an indication of the issues that affect your company, and will not be scored.

However, the methodology you have used to identify these issues will be scored. Please list in order of priority.

Key Issue 1	
Key Issue 2	
Key Issue 3	
Key Issue 4	
Key Issue 5	

What methodology has your company used to determine the above risks/opportunities?

- Review of issues carried out as a specific response to the Index process, not connected with any formal internal review process
- Review of issues carried out as a specific response to the Index process, but incorporating a cross functional review process
- Regular environmental risk assessment and/or formal environmental impact review, which covers the whole of the business

List of supporting evidence and clarification

1.b. Risk management process

[Question Weight: 1.25%]

[Cross ref. GRI.v02:3.4]

Has your company integrated environmental issues into its overall business risk evaluation process?

- No
- Yes, our company has identified the 'material' risks and opportunities arising from its environmental issues and affecting its share value, and has assessed them as part of our ongoing risk management process, which covers the following:

If you have selected "Yes", please tick all that apply as % coverage across business (e.g. by turnover, no. of employees) OR tick 0% if a statement does not apply.

	0%	1-25%	26-50%	51-75%	>75%
Risk/opportunity review involved dialogue with senior managers					
Risk/opportunity review involved dialogue with key external stakeholders where we have operations, supply chains or markets					
Risk/opportunity review covered key environmental issues (listed on previous question)					
Processes are in place to review environmental issues at least yearly at board level					
The company can demonstrate it has an independent review process in place (e.g. independent internal audit process that covers environmental issues)					

In support of your answers, please indicate one significant risk/opportunity identified through your risk management process. If your risk evaluation process has confirmed no significant issues, please explain.

List of supporting evidence and clarification

2. Leadership

[Question Weight: 2.5%] [Cross ref. GRI.v02:3.1-3.8]

2.a. Leadership – Responsibilities

[Question Weight: 1.25%] [Cross ref. GRI.v02:3.1/3.6 & EIRIS:E2]

Has your company appointed a main board member (s) with specific environmental responsibility?
(Please tick all that apply)

- No
 Yes, a main board member has been formally allocated with specific environmental responsibility.

Please state:

Board member's name

Job title

- The Board member's role is reported publicly

Please indicate report page or direct web-link:

List of supporting evidence and clarification

2.b. Leadership – Board level reporting

[Question Weight: 1.25%]

Does your company regularly debate/discuss environmental matters at board meetings?

- No
 Yes

If you have selected "Yes", please state the date of the last report of environmental issues to the board:

AND, Please tick all that apply:

- There has been a substantive discussion on environmental issues at the board level in the last year, of sufficient depth to warrant inclusion in the minutes
 The board has reviewed the key environmental issues for the company in the last year (e.g. as part of a formal environmental review)
 The board has approved specific actions relating to environmental issues

For example:

- The board has discussed specific KPI's to measure our environmental performance

For example:

List of supporting evidence and clarification

3.a. Corporate environmental principles

[Question Weight = 1.25%] [Cross ref. GRI.v02:1.1]

Definition Corporate environmental principles relate to the overarching principles through which a company plans to run its business activities in an environmentally responsible way. They may be termed mission, values, Business Principles, Code of Conduct, Guiding Principles or Statement of Principles. Alternatively they may be covered by a stand-alone environmental policy. **(Please note that this question asks about overarching principles, as opposed to the more detailed policy documents referred to in Question 3.b - Policy.)**

Does your company have corporate principles that define its commitments to stakeholders on environmental issues?

- No
 Yes

If you have selected "Yes", Please tick all that apply:

- The principles outline our commitments to our key environmental issues
 The principles have been signed off by the Chairman, CEO or main Board member with responsibility for environmental responsibilities/issues
 The principles are in the public domain

Please indicate report page or direct web-link:

List of supporting evidence and clarification

3.b. Policy

[Question Weight: 1.25%] [Cross ref. GRI.v02:3.7/3.16 & EIRIS:E1]

Definition A policy is a detailed statement of commitment and intent regarding a company's performance on a specific aspect of corporate responsibility and gives rise to the company's objectives and targets in this area. Policies are a means by which a company can translate corporate values into commitments and responsibilities - they can often be expressed in relation to specific stakeholders.

Does your company have a written corporate policy statement(s) which covers environmental issues?

- No
 Yes, and can confirm A and B
 Yes, and can confirm A, B, C and D
 Yes, and can confirm ALL statements

For statement E, please use the space below to indicate where policies can be found in the public domain, specifying report pages/web-links.

Qualifying Statements

Our corporate environmental policy statement:

- A. Addresses relevant company activities and significant environmental impacts identified.
 B. Is approved by relevant board.
 C. Is available internally throughout the company.
 D. Is regularly reviewed (at least annually).
 E. Is available in the public domain.

List of supporting evidence and clarification

Section 2 – Integration

4. Strategic decision making

[Question Weight: 2.5%] [Cross ref. GRI.v02:3.18]

Does your company's strategic decision-making process include, as a minimum standard, an environmental assessment for each decision?

- No
 Yes

If you have selected "Yes", please tick all that apply as % coverage across business (e.g. by turnover, no. of employees) OR tick 0% if a statement does not apply:

	Has considered the environmental impact of the decision	Can provide an example where it has affected our decision/implementation programme
For investments in new countries, new markets, mergers and acquisitions		
When downsizing, restructuring or dis-investing from a market or country		
In the research & development of new products and services		
When considering new business partners		
In selection of Pension Fund Managers		

Please provide examples of how environmental issues have been considered in*:

Investments etc:	
Downsizing etc:	
Research & Development etc:	
Business partners etc:	
Selection of pension fund managers etc:	

*Where environmental issues were considered in the decision-making process, but did not affect the final outcome, please explain how the final decision was reached.

List of supporting evidence and clarification

5. Employee environmental programme

[Question Weight: 2.5%]

Definition An employee programme describes the specific means of enabling employees (including contractors) to achieve environmental objectives and targets. It includes a description of the measures taken or envisaged to achieve such objectives and, where appropriate, the deadlines set for implementation of such measures. Employee programme refers here to internal communication, training and assignment of responsibilities in job descriptions [Source: EMAS].

Does your company have an employee environmental programme?

(Please tick all that apply as % coverage across business (e.g. by turnover, no. of employees). Please tick 0% if a statement does not apply.)

	0%	1-25%	26-50%	51-75%	>75%
Our company provides internal communication of environmental issues to ensure general environmental awareness					
Our company assigns people with specific environmental responsibilities					
Our company provides relevant environmental training to those with specific environmental responsibilities					
Our company consults employees (as internal stakeholders) on environmental issues					

List of supporting evidence and clarification

6.a. Performance management

[Question Weight: 1.25%]

Are environmental issues linked to people's performance reviews/appraisals across the company?
(Please tick all that apply)

- No
- Environmental issues are explicitly included in the appraisal of staff with direct functional responsibility
- Environmental issues are explicitly included in the appraisal of senior managers
- Environmental issues are explicitly included in the performance review of board member(s)

The above often occurs through the use of environmental objectives and targets that are integrated into employees' roles and objectives, or by examining employees' compliance with the company's business principles and policies.

If your company has an alternative formal system for ensuring that responsibilities are delegated and understood throughout the organisation, please clarify below.

List of supporting evidence and clarification

6.b. Remuneration bonus system

[Question Weight: 1.25%]

[Cross ref. GRI.v02:3.5]

To support the integration of environmental issues across the company's operations, do your remuneration or bonus systems link to people's environmental objectives and targets (see Q.8)? (Please tick all that apply)

- No
- Yes

If you have selected "Yes", please tick all that apply:

- Staff with functional responsibilities
- Senior Managers
- Board Members

For board members your response should be consistent with what is reported in your company's remuneration report, and should reflect whether board members are given KPIs for environmental issues.

If your company has an alternative formal system for rewarding staff for their environmental performance, please clarify below.

List of supporting evidence and clarification

Section 3 – Environmental Management

7.a. Objectives

[Question Weight: 1.25%] [Cross ref. GRI.v02: 1-1.1 & EIRIS:E6]

Definition Environmental objectives are the overall goals arising from the environmental policy, that an organisation sets itself and which are quantified where practicable [Source: BS EN ISO 14001/EMAS].

Does your company have corporate environmental objectives?

No

Yes, our company

Is developing environmental objectives that reflect its significant environmental impacts and can confirm statements A and B.

Has set environmental objectives that reflect its significant environmental impacts and can confirm statements A, B and C.

Has set environmental objectives that reflect its significant environmental impacts and can confirm ALL of the statements below.

For C, please state how often

For D, please indicate page of report or exact web address:

Qualifying Statements

A. Our company can demonstrate how objectives are being developed (e.g. aspects and impacts register, discussion paper to the board, correspondence, etc.).

B. Our company can demonstrate how its significant impacts were selected.

C. Our company's objectives are reviewed and updated regularly.

D. Our company's objectives are in the public domain and we produce regular progress reports.

List of supporting evidence and clarification

7.b. Targets

[Question Weight: 1.25%] [Cross ref. GRI.v02: 1-1.1 & EIRIS:E6]

Definition Environmental management targets are the detailed performance requirements, which arise from the environmental objectives and which need to be met in order to achieve those objectives. Targets should ideally apply the SMART principle, namely they should be Specific, Measurable, Attainable, Relevant and have a Time scale [Source: BS EN ISO 14001/EMAS/EPE Executive Briefing]

Has your company set corporate environmental management targets (or targets for each of its strategic business units), arising from your environmental objectives?

No

Yes, our company

Is developing corporate environmental management targets, and can confirm statement A.

Has set corporate environmental management targets, and can confirm the statements A and B.

Example of a corporate management target (including time scales):

Has set both management and performance targets in order to reduce our environmental impacts, and can confirm statements A, B, C, D and E.

Example of a corporate management target (including time scales):

Example of a corporate performance target (including time scales):

Has set both management and performance targets in order to reduce our environmental impacts, and can confirm ALL of the statements below.

Please indicate where corporate environmental management targets are in the public domain, and where progress against them is reported publicly (report page/web-link):

Please indicate where corporate environmental performance targets are in the public domain, and where progress against them is reported publicly (report page/web-link):

Qualifying Statements

Our company can:

- A. Demonstrate how management targets are being developed.
- B. Produce a summary of corporate environmental management targets.
- C. Show that management and performance targets have been set to reflect the significance of the business's environmental impacts.
- D. Demonstrate that processes are in place to regularly review and refine management and performance targets.
- E. Produce a brief summary of corporate performance targets.
- F. Show where performance against targets is reported publicly.

List of supporting evidence and clarification

8. Environmental Management System (EMS)

[Question Weight: 2.5%] [Cross ref. GRI.v02: 3.20/EN33 & EIRIS:E7]

Definition An environmental management system is the part of the overall management system which includes the organisational structure, responsibilities, practices, procedures, processes and resources for determining and implementing the environmental policy [source: EMAS].

Does your company have an environmental management system (EMS)?

(Please tick all that apply as % coverage across business (e.g. by turnover, no. of employees). Please tick 0% if a statement does not apply.)

Our company:

	0%	1-25%	26-50%	51-75%	>75%
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 independently assessed/ assured*					
Has an EMS in place, which has been externally certified to ISO 14001 (or EMAS, or equivalent standard, please specify)					

NB: Independent assessment may include a formal review by an independent internal audit department or external, third party verifiers.

* If you have ticked row 2, please indicate the independent assessor/ assurer below.

List of supporting evidence and clarification

9. Audit

[Question Weight: 2.5%] [Cross ref. EIRIS:E6]

Definition An internal environmental audit process is a management tool comprising a systematic, documented, periodic and objective evaluation of the performance of the management system and processes designed to protect the environment. It can be carried out either internally or by an independent consultant.

Is there an internal environmental audit process in place in your company?

(Please tick all that apply as % coverage across business (e.g. by turnover, no. of employees). Please tick 0% if a statement does not apply.)

Our company:

	0%	1-25%	26-50%	51-75%	>75%
Has an internal audit process in place					
Can demonstrate how the audit resulted in action for improvement					
Can produce an independent third party verification statement, indicating the effectiveness of the environmental audit system*					

NB: Third party verification need not take place annually, but should be periodic and provide a level of confidence that the internal audit process is robust, independent and objective.

*If you have ticked row 3, please provide a copy of the verification statement.

List of supporting evidence and clarification

10. Stakeholder engagement

[Question Weight: 2.5%] [Cross ref. GRI.v02: 3.8-3.12/3.15]

Definition 'Stakeholders' are those who either affect, or are affected by, the activities of a company. They include customers and consumers, lenders and insurers, investors and analysts, government, regulators, local communities, NGOs, the media, and suppliers. Regular environmental communication ranges from the periodic provision of information to full-scale dialogue with stakeholders [Source: UNEP/IEPAC, Technical Report No.24].

Does your company communicate with the following groups specifically about environmental impact issues? (Please indicate your company's level of communication with all of the stakeholder groups below, selecting only one column for each stakeholder group)

	Little or no communication	One-way communication	Two-way communication (Tailored)	Two-way communication (Dialogue)
Customers and/or Consumers				
Financial (Lenders / insurers)				
Financial (Investors / analysts)				
Government and/or Regulators				
Local communities				
NGOs and/or Media				
Key Suppliers/Contractors				

NB: Dialogue goes beyond tailored communication. It is an interactive process with the company actively seeking and receiving opinion/involvement of stakeholders before decisions are made.

If dialogue is indicated, please provide examples below.

List of supporting evidence and clarification

11. Environmental stewardship of products, processes and services

[Question Weight: 5%]

[Cross ref. GRI.v02:3.13/3.16/EN14-15 & EIRIS:E4-5]

Definition Environmental stewardship means considering and influencing the environmental impacts that arise directly or indirectly from a company's products, processes or services, from their development, use and disposal.

Does your company practice environmental stewardship? (Please tick all that apply as % coverage across business (e.g. by turnover, no. of employees). Please tick 0% if a statement does not apply.)

Our company:	0%	1-25%	26-50%	51-75%	>75%
Has introduced more environmentally responsible products, processes and/or services					
Has influenced customers to use our products and/or services in a more responsible manner					
Has formally confirmed environmental stewardship as a corporate requirement (i.e. there is a formal company commitment to reduce the environmental impact of its products and/or services)					
Can provide examples of how environmental considerations have influenced our strategic decision making					

List of supporting evidence and clarification

12. Environmental supplier programme

[Question Weight: 5%] [Cross ref. GRI.v02: 3.16 /EN33 & EIRIS:E6]

Definition A supplier programme refers to the integration of social factors into the purchasing process of an organisation. It can take the form of information exchange, help and encouragement to suppliers, and co-stewardship agreements. In this context, suppliers are defined as those companies that have been assessed and prioritised on the basis of potential business risk/opportunity or social risk criteria due to their product, service or process e.g. volume of business, value to business or some form of social risk criteria.

Has your company implemented an environmentally focused supplier programme?

(Please tick all that apply as % coverage across business (e.g. by turnover, no. of employees). Please tick 0% if a statement does not apply.)

Our company:	0%	1-25%	26-50%	51-75%	>75%
Has a procurement policy* that includes environmental criteria (or an environment policy that specifically covers supply chain issues), is approved by the board and is reviewed at least annually					
Has a procurement policy in place, which meets the criteria above and is in the public domain*					
Has identified people with key supply chain responsibilities and has included environmental objectives within their job descriptions					
Has provided relevant people with training on environmental supply chain issues					
Has undertaken a risk/opportunity assessment process to prioritise its key suppliers/contractors, or the products/services procured, on the basis of environmental criteria					
Requires its prioritised suppliers/contractors to provide information on the quality of the management of their environmental performance** (e.g. requests for environmental policies and reports, completion of a supplier survey, etc)					
Engages with, and offers help and support to prioritised suppliers/contractors to improve their environmental performance** (e.g. for them to have a written environmental policy, comply with relevant regulations etc)					
Can confirm that performance of prioritised suppliers/contractors is reviewed on a regular basis**					
Encourages and helps suppliers/contractors to continue these principles down their own supply chain**					

*Please provide a copy of your procurement policy. If it is in the public domain, please provide reference to report page or direct web-link below.

**Please also provide examples of how your company:

- Requires prioritised suppliers and contractors to provide information on their environmental management practices
- Has reviewed environmental performance of prioritised suppliers and contractors in the last year (or reporting period)
- Provides help to prioritised suppliers and contractors to improve their environmental practices and performance
- Helps suppliers and contractors implement supplier programmes down their own supply chain

List of supporting evidence and clarification

Section 4 – Environmental Performance and Impact

Introduction to Section 4

This section assesses a company's environmental performance in relation to three impact areas. Companies are required to provide answers in two core areas - Climate change (Q.13 or Q.14) and Waste management (Q.15) - and in one Self-selected area (Q.16 or Q.21). This flexible approach allows the Index to meet the varying nature of businesses across different sectors. Each area addresses the issues of measuring and reporting, scope, quality of information, targets and performance improvement.

Guide to completing this section:

1. Climate change: Since companies are at distinct stages in aggregating their climate change data, this element is flexible - companies can choose to report either on their overall KPI (Q.13), or on three individual KPIs (Q.14), segregating the data related to transport, energy and process emissions. Companies should answer either Q.13 or Q.14.
2. Waste management: All companies are required to complete the Waste Management section, and are free to choose a Key Performance Indicator (KPI) relevant to their sector.
3. Self-selected impact area: Participants should also report on one additional, Self-selected Environmental Impact Area. Question 16 presents a list of self-selected impact areas (e.g. water consumption, resource use, indirect impacts, etc.), while Question 17 focuses on Biodiversity. Companies should answer either Q.16 or Q.17.

The impact areas covered, and their assigned weighting, are as follows:

- Q.13 Climate change (overall KPI), OR Q.14 Climate change (individual KPIs) (25%)
- Q.15 Waste management (15%)
- Q.16 Self-selected Impact Area, OR Q.17 Biodiversity (15%)

NB: The scope for all impact areas should encompass all operational activities that are under the management control of the corporate entity.

Key Performance Indicators (KPIs):

Based on previous information provided by companies from over 30 different sectors that take part in the Environment Index annually, Business in the Environment (BiE) observed that there is not a universal approach to assessing environmental impact through a set of standardised key performance indicators (KPIs). While some companies choose to report on their total impact (absolute measures), others prefer to use normalised data (i.e. efficiency KPIs). Moreover, even the absolute measures and metrics vary (e.g. Kg vs tonnes, or tonnes/£m turnover vs tonnes/£m sales respectively). Variances also occur across different sectors and within the sectors themselves.

In order to capture more precisely the impact companies have on the environment, the KPIs that can be used have been clarified. As a rule, absolute KPIs are to be used on impact measurement and reporting questions (13.a, 14.a, 15.a and 16.a), while normalised KPIs are to be used on the performance improvement questions (13.e, 14.e, 15.e and 16.e). However, companies still have the option to use different measures, as long as they explain their reasons for doing so.

Please see the guidance notes or the help available on the on-line survey for a list of recommended KPIs in each impact area - according to sector. Due to the nature and complexities of biodiversity, no recommended KPIs are provided for it.

13. Climate change (Overall KPI)

[Question Weight: 25%]

As companies are at distinct stages in aggregating their climate change data, this element is flexible and companies can choose to report either on their overall - KPI (Q.13), OR on three individual KPIs (Q.14), segregating the data related to transport, energy and process emissions. Companies should choose to answer either Q.13 or Q.14.

13.a. Measuring and reporting

[Question Weight: 5%]

Do you measure your impact in this area? (Please tick all that apply)

No

Yes, our company measures its impact in this area and can confirm the following:

Yes, it is measured.

Yes, it is aggregated centrally.

Yes, it is reported publicly

If reported publicly, please indicate report page or direct web-link:

Please state your KPI:

Absolute figure* (e.g. 3,560,000)

Unit of measurement (e.g. Tonnes of CO₂)

Data Period (e.g. Jun.05-Jul.06)

Please list the sources of emissions covered by the KPI stated above:

* If not stating absolute figures recommended on the guidance notes or on the help available on-line, please explain why (this will NOT affect your score).

List of supporting evidence and clarification

13.b. Scope of information

[Question Weight: 5%]

Please indicate how much of your world-wide operations (e.g. percentage by turnover) is covered by your KPI quoted in questions 13.a. and 13.e.

0%

1 - 25%

26 - 50%

51 - 75%

>75%

List of supporting evidence and clarification

13.c. Quality of information

[Question Weight: 5%]

Please indicate the quality of the information used to derive your KPI in this impact area.

Impact not measured OR mostly based on estimates

Based on a combination of estimates and verifiable data (approx. 50:50%)

Mostly based on verifiable data (accounting for >75% of the total)

Independently verified

If the data has been independently verified, please explain how and provide a copy of the verification statement. If it is in the public domain, please indicate report page/web-link:

List of supporting evidence and clarification

13.d. Targets

[Question Weight: 5%]

With respect to this impact area, has your company set performance improvement targets in addition to your management targets?

(Please tick all that apply as % coverage across business (e.g. by turnover, no. of employees). Please tick 0% if a statement does not apply.)

Our company:	0%	1-25%	26-50%	51-75%	>75%
Performance targets apply to individual business units/ geographic regions					
Performance targets are in the public domain					

Please provide examples of your performance targets.

If these are in the public domain, please indicate report page or direct web-link:

List of supporting evidence and clarification

13.e. Performance improvement

[Question Weight: 5%]

[Cross ref. GRI.v02: EN8
& EIRIS: E13-12]

Companies can achieve both management and performance improvements. In order to capture both, this question is split accordingly.

Can you demonstrate improvement in your **MANAGEMENT** of this impact area?

- We CANNOT demonstrate any improvement in the management of this impact area over the last year.
- We CAN demonstrate an improvement in the management of this impact area over the last year.

Can you demonstrate improvement in your **PERFORMANCE** in this impact area?

NB: This question asks about continuous performance improvement, which should relate to the scope of information covered in question 13.b.

- We CANNOT demonstrate any improvement in performance.

Yes, we CAN provide evidence of continuous performance improvement

- Over the last year.
- Over the last two years.
- Over the last three years.

Please provide relevant trend data in support of your answer:

NB: The first year of data collection is the baseline - i.e. if you have data for 2005 and 2006 only, this would qualify for one year's improvement, if an improvement has indeed been made. To demonstrate a performance improvement over the last 3 years, data is therefore required for the last 4 years.

Overall KPI	Year	Normalised figure (e.g. 740)	Unit of measurement (e.g. Tonnes CO2 / tonnes of production)
Reporting period 1 - LATEST (e.g. 2005)			
Reporting period 2 (e.g. 2004)			
Reporting period 3 (e.g. 2003)			
Reporting period 4 (e.g. 2002)			

* If not stating normalised figures/metrics recommended on the guidance notes or on the help available on-line, please explain why (this will NOT affect your score).

List of supporting evidence and clarification

14. Climate change (Individual KPIs)

[Question Weight: 25%]

As companies are at distinct stages in aggregating their climate change data, this element is flexible and companies can choose to report either on their overall - KPI (Q.13), OR on three individual KPIs (Q.14), segregating the data related to transport, energy and process emissions. Companies should choose to answer either Q.13 or Q.14.

Companies choosing to report on Individual KPIs (Q.14) are required to provide answers for energy and transport at a minimum. If process emissions are not applicable to your business, please explain below and leave the 'process emissions' elements blank throughout this section (this will NOT affect your score).

14.a. Measuring and reporting

[Question Weight: 5%]

Do you measure your impact in this area? Please tick all that apply:

	No	Yes, it is measured	Yes, it is aggregated centrally.	Yes, it is reported publicly	Please state your KPI		
					Absolute figures* (e.g. 3,560,000)*	Unit of measurement (e.g. KWh; miles; tonnes CO2)	Data Period (e.g. Jun.05-Jul.06)
Energy							
Transport							
Process emissions							

Please explain the sources of emissions covered by each absolute figure stated above.

If data is reported publicly, please indicate report page/web-site:

* If not stating absolute figures recommended on the guidance notes or on the help available on-line, please explain why (this will NOT affect your score).

List of supporting evidence and clarification

14.b. Scope of information

[Question Weight: 5%]

Please indicate how much of your world-wide operations (e.g. percentage by turnover) is covered by your KPI quoted in questions 18.a. and 18.e.

	0%	1 - 25%	26 - 50%	51 - 75%	>75%
Energy KPI					
Transport KPI					
Process emissions KPI					

List of supporting evidence and clarification

14.c. Quality of information

[Question Weight: 5%]

Please indicate the quality of the information used to derive your KPI in this impact area.

	Impact not measured or mostly based on estimates	Based on a combination of estimates and verifiable data (approx. 50:50%)	Mostly based on verifiable data (accounting for >75% of the total)	Independently verified
Energy				
Transport				
Process emissions				

If the data has been independently verified, please explain how and provide a copy of the verification statement. If it is in the public domain, please indicate report page/web-link:

List of supporting evidence and clarification

14.d. Targets

[Question Weight: 5%]

With respect to this impact area, has your company set performance improvement targets in addition to your management targets?

(Please tick all that apply as % coverage across business (e.g. by turnover, no. of employees). Please tick 0% if a statement does not apply.)

Our performance targets apply to individual business units/ geographic regions:

	0%	1 - 25%	26 - 50%	51 - 75%	>75%
Energy					
Transport					
Process emissions					

Please provide examples of your performance targets.

And, our performance targets are in the public domain:

	0%	1 - 25%	26 - 50%	51 - 75%	>75%
Energy					
Transport					
Process emissions					

If these are in the public domain, please indicate report page or direct web-link:

List of supporting evidence and clarification

14.e. Performance Improvement

[Question Weight: 5%]

[Cross ref. GRI.v02: EN3
&EIRIS: E13-12]

Companies can achieve both management and performance improvements. In order to capture both, this question is split accordingly.

Can you demonstrate improvement in your **MANAGEMENT** of this impact area?

- We CANNOT demonstrate any improvement in the management of this impact area over the last year.
- We CAN demonstrate an improvement in the management of this impact area over the last year.

Can you demonstrate improvement in your **PERFORMANCE** in this impact area?

NB: This question asks about continuous performance improvement, which should relate to the scope of information covered in question 14.b.

	We CANNOT demonstrate any improvement in performance	We CAN provide evidence of continuous performance improvement		
		Over the last year	Over the last two years	Over the last three years
Energy				
Transport				
Process emissions				

Please provide relevant trend data in support of your answer:

NB: The first year of data collection is the baseline - i.e. if you have data for 2005 and 2006 only, this would qualify for one year's improvement, if an improvement has indeed been made. To demonstrate a performance improvement over the last 3 years, data is therefore required for the last 4 years.

Energy KPI	Year	Normalised figure (e.g. 740)	Unit of measurement (e.g. kWh / tonnes of production)
Reporting period 1 - LATEST (e.g. 2005)			
Reporting period 2 (e.g. 2004)			
Reporting period 3 (e.g. 2003)			
Reporting period 4 (e.g. 2002)			

* If not stating normalised figures/metrics recommended on the guidance notes or on the help available on-line, please explain why (this will NOT affect your score).

Transport KPI	Year	Normalised figure (e.g. 740)	Unit of measurement (e.g. miles travelled / tonnes of production)
Reporting period 1 - LATEST (e.g. 2005)			
Reporting period 2 (e.g. 2004)			
Reporting period 3 (e.g. 2003)			
Reporting period 4 (e.g. 2002)			

* If not stating normalised figures/metrics recommended on the guidance notes or on the help available on-line, please explain why (this will NOT affect your score).

Process emissions KPI	Year	Normalised figure (e.g. 740)	Unit of measurement (e.g. Tonnes CO2 / tonnes of production)
Reporting period 1 - LATEST (e.g. 2005)			
Reporting period 2 (e.g. 2004)			
Reporting period 3 (e.g. 2003)			
Reporting period 4 (e.g. 2002)			

* If not stating normalised figures/metrics recommended on the guidance notes or on the help available on-line, please explain why (this will NOT affect your score).

List of supporting evidence and clarification

15. Waste management

[Question Weight: 15%]

This section refers to a company's implementation of the waste hierarchy: waste reduction, recovery and re-use of materials, recycling or purchasing products and materials with recycled content, and disposal of solid waste.

15.a. Measuring and reporting

[Question Weight: 3%]

Do you measure your impact in this area? (Please tick all that apply)

	No	Yes, it is measured	Yes, it is aggregated centrally.	Yes, it is reported publicly	Please state your KPI		
					Absolute figures* (e.g. 3,560,000)*	Unit of measurement (e.g. tonnes of waste generated/disposed; tonnes of waste re-used/recycled)	Data Period (e.g. Jun.05-Jul.06)
Waste generated/ disposed							
Waste re-used/ recycled							

If data is reported publicly, please indicate report page/web-site:

* If not stating absolute figures recommended on the guidance notes or on the help available on-line, please explain why (this will NOT affect your score).

List of supporting evidence and clarification

15.b. Scope of information

[Question Weight: 3%]

Please indicate how much of your world-wide operations (e.g. percentage by turnover) is covered by your KPI quoted in questions 19.a. and 19.e.

	0%	1 - 25%	26 - 50%	51 - 75%	>75%
Waste generated/ disposed KPI					
Waste re-used/ recycled KPI					

List of supporting evidence and clarification

15.c. Quality of information

[Question Weight: 3%]

Please indicate the quality of the information used to derive your KPI in this impact area.

	Impact not measured or mostly based on estimates	Based on a combination of estimates and verifiable data (approx 50:50%)	Mostly based on verifiable data (accounting for >75% of the total)	Independently verified
Waste generated/ disposed				
Waste re-used/ recycled				

If the data has been independently verified, please explain how and provide a copy of the verification statement. If it is in the public domain, please indicate report page/web-link:

List of supporting evidence and clarification

15.d. Targets

[Question Weight: 3%]

With respect to this impact area, has your company set performance improvement targets in addition to your management targets?

(Please tick all that apply as % coverage across business (e.g. by turnover, no. of employees). Please tick 0% if a statement does not apply.)

Our performance targets apply to individual business units/ geographic regions:

	0%	1 - 25%	26 - 50%	51 - 75%	>75%
Waste generated/ disposed					
Waste re-used/ recycled					

Please provide examples of your performance targets.

And, our performance targets are in the public domain:

	0%	1 - 25%	26 - 50%	51 - 75%	>75%
Waste generated/ disposed					
Waste re-used/ recycled					

If these are in the public domain, please indicate report page or direct web-link:

List of supporting evidence and clarification

15.e. Performance improvement

[Question Weight: 3%] [Cross ref. GRI.v02: EN11 &EIRIS: E12/14]

Companies can achieve both management and performance improvements. In order to capture both, this question is split accordingly.

Can you demonstrate improvement in your MANAGEMENT of this impact area?

- We CANNOT demonstrate any improvement in the management of this impact area over the last year.
- We CAN demonstrate an improvement in the management of this impact area over the last year.

Can you demonstrate improvement in your PERFORMANCE in this impact area?

NB: This question asks about continuous performance improvement, which should relate to the scope of information covered in question 15.b.

	We CANNOT demonstrate any improvement in performance	We CAN provide evidence of continuous performance improvement		
		Over the last year	Over the last two years	Over the last three years
Waste generated/ disposed				
Waste re-used/ recycled				

Please provide relevant trend data in support of your answer:

NB: The first year of data collection is the baseline - i.e. if you have data for 2005 and 2006 only, this would qualify for one year's improvement, if an improvement has indeed been made. To demonstrate a performance improvement over the last 3 years, data is therefore required for the last 4 years.

Waste generated/ disposed KPI	Year	Normalised figure (e.g. 740)	Unit of measurement (e.g. Tones of waste / tonnes of production)
Reporting period 1 - LATEST (e.g. 2005)			
Reporting period 2 (e.g. 2004)			
Reporting period 3 (e.g. 2003)			
Reporting period 4 (e.g. 2002)			

* If not stating normalised figures/metrics recommended on the guidance notes or on the help available on-line, please explain why (this will NOT affect your score).

Waste re-use d/ recycled KPI	Year	Normalised figure (e.g. 740)	Unit of measurement (e.g. % waste recycled / tonnes of production)
Reporting period 1 - LATEST (e.g. 2005)			
Reporting period 2 (e.g. 2004)			
Reporting period 3 (e.g. 2003)			
Reporting period 4 (e.g. 2002)			

* If not stating normalised figures/metrics recommended on the guidance notes or on the help available on-line, please explain why (this will NOT affect your score).

List of supporting evidence and clarification

16. Self-selected impact area

[Question Weight: 15%]

Guidance for Self -selected impact

As your third environmental impact area, you can either complete the Biodiversity section (Questions 17.a - 17.b), or choose another self-selected impact area (Questions 16.a - 16.e) in this section.

If completing Questions 16.a - 16.e, please select one of the additional environmental impact areas identified below which is significant to your business. Please note that this impact area must be different to the core impact areas already covered (i.e. CO₂ emissions, waste generated and waste recycled). BiE will NOT accept duplicate information.

In choosing an impact area to report on, companies should focus on the most significant impact to their sector. Based on previous years' responses, BiE recommends the impact areas below (according to each sector / economic group). Other impact areas will be accepted, provided companies explain the reason for their choice.

Basic Materials	
Chemicals	Emissions to air; unplanned environmental incidents, water pollution
Mining	Biodiversity; water consumption
Oil & Gas	Unplanned environmental incidents; emissions to air; water pollution
Consumer Goods	
Automobiles & Parts	Emissions to air; water consumption
Beverages	Water consumption
Food Producers	Water consumption
Tobacco	Biodiversity; water consumption
Consumer Services	
Food & Drug Retailers	Biodiversity, Ozone Depletion
General Retailers	Resource use; water consumption; chemical use; biodiversity; ozone depletion
Leisure & Hotels	Water consumption; local impact, indirect impact; resource use
Media & Entertainment	Water consumption; resource use
Financials	
Banks, Insurance and Investment Services	Water consumption; indirect impact; resource use
Real Estate	Biodiversity; contaminated land; local impact; water consumption
Speciality & Other Finance and Life Assurance and Investment Companies	Water consumption; indirect impact; resource use
Industrials	
Construction & Materials and Steel & Other Metals	Biodiversity; water consumption; emissions to air; resource use; unplanned environmental incidents; design
Diversified Industrials; Aerospace & Defence and Engineering & Machinery	Emissions to air; unplanned environmental incidents; chemical use; water consumption
Support Services and Government	Unplanned environmental incidents; resource use, water pollution, water consumption; local impact
Transport	Water consumption; emissions to air; local impact
Health Care	
Pharmaceuticals & Biotechnology and Personal & Household Goods	Ozone depletion; water consumption
Professional Services	
Accountants & Consultants	Resource use; indirect impact; water consumption
Technology	
Technology Hardware & Equipment and Software & Computer Services	Indirect impact; resource use; design
Telecommunications	
Telecommunication Services	Indirect impact; local impact; water pollution
Utilities	
Electricity, Gas, Water, Multi-utilities	Emissions to air; unplanned environmental incidents, biodiversity; unplanned environmental incidents; resource use and water consumption

Choice of Self-selected Impact Area

Please note that if you chose to complete questions 16.a to 16.e as your self-selected third environmental impact area, you should NOT answer the Biodiversity questions (Questions 17.a-17.e), and vice-versa.

State Impact Area

What criteria did you use to select this area, e.g. does it link to your key risks or impacts?

Are these impacts covered by the corporate objectives and targets previously identified in the environmental management section?

- No Yes

* If not selecting an impact area, according to the sector specific guidance notes or the help available on-line, please explain why (this will NOT affect your score).

List of supporting evidence and clarification

16.a. Measuring and reporting

[Question Weight: 3%]

Do you measure your impact in this area? (Please tick all that apply)

- No

Yes, our company measures its impact in this area and can confirm the following:

- Yes, it is measured.
 Yes, it is aggregated centrally.
 Yes, it is reported publicly

If reported publicly, please indicate report page or direct web-link:

Please state your KPI:

Absolute figure*

Unit of measurement

Data period (e.g. Jun.05-Jul.06)

* If not stating absolute figures recommended on the guidance notes or on the help available on-line, please explain why (this will NOT affect your score).

List of supporting evidence and clarification

16.b. Scope of Information

[Question Weight: 3%]

Please indicate how much of your world-wide operations (e.g. percentage by turnover) is covered by your KPI quoted in questions 16.a. and 16.e.

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

List of supporting evidence and clarification

16.c. Quality of information

[Question Weight: 3%]

Please indicate the quality of the information used to derive your KPI in this impact area.

- Impact not measured or mostly based on estimates
- Based on a combination of estimates and verifiable data (approx. 50:50%)
- Mostly based on verifiable data (accounting for >75% of the total)
- Independently verified

If the data has been independently verified, please explain how and provide a copy of the verification statement. If it is in the public domain, please indicate report page/web-link:

List of supporting evidence and clarification

16.d. Targets

[Question Weight: 3%]

With respect to this impact area, has your company set performance improvement targets in addition to your management targets?

(Please tick all that apply as % coverage across business (e.g. by turnover, no. of employees). Please tick 0% if a statement does not apply.)

Our company:	0%	1-25%	26-50%	51-75%	>75%
Performance targets apply to individual business units/ geographic regions					
Performance targets are in the public domain					

Please provide examples of your performance targets.

If these are in the public domain, please indicate report page or direct web-link:

List of supporting evidence and clarification

16.e. Performance improvement

[Question Weight: 3%]

[Cross ref. GRI.v02: EN5 /20-22 /9-13 /30-32 &EIRIS: E12/15-19]

Companies can achieve both management and performance improvements. In order to capture both, this question is split accordingly.

Can you demonstrate improvement in your **MANAGEMENT** of this impact area?

- We CANNOT demonstrate any improvement in the management of this impact area over the last year.
- We CAN demonstrate an improvement in the management of this impact area over the last year.

Can you demonstrate improvement in your **PERFORMANCE** in this impact area?

NB: This question asks about continuous performance improvement, which should relate to the scope of information covered in question 16.b.

- We CANNOT demonstrate any improvement in performance.

Yes, we CAN provide evidence of continuous performance improvement

- Over the last year.
- Over the last two years.
- Over the last three years.

Please provide relevant trend data in support of your answer:

NB: The first year of data collection is the baseline - i.e. if you have data for 2005 and 2006 only, this would qualify for one year's improvement, if an improvement has indeed been made. To demonstrate a performance improvement over the last 3 years, data is therefore required for the last 4 years.

	Year	Normalised figure*	Unit of measurement
Reporting period 1 - LATEST (e.g. 2005)			
Reporting period 2 (e.g. 2004)			
Reporting period 3 (e.g. 2003)			
Reporting period 4 (e.g. 2002)			

* If not stating normalised figures/metrics recommended on the guidance notes or on the help available on-line, please explain why (this will NOT affect your score).

List of supporting evidence and clarification

17. Biodiversity

[Question Weight: 15%]

Please note that if you chose to complete the Biodiversity questions 17.a to 17.e as your self-selected third environmental impact area, you should NOT answer the questions 16.a-16.e, and vice-versa.

If you have chosen to complete the following questions on biodiversity, please indicate if you are completing it primarily with regards to:

- Direct impacts (for example through land that you own, use or manage)
- Indirect impacts (for example through your supply chain and/or investments)

* If not selecting an impact area, according to the sector specific guidance notes or the help available on-line, please explain why (this will NOT affect your score).

List of supporting evidence and clarification

17.a. Measuring and Reporting

[Question Weight: 3%]

Definition: Biodiversity is an abbreviation of "biological diversity". It means the variety of living things - the different plants, animals and micro-organisms, the genes they contain and the ecosystems of which they are a part (English Nature, Earthwatch).

Do you assess and manage your impact on biodiversity? (Please tick only one box)

- No.
- Yes, it is assessed across relevant business operations, but not managed within a corporate strategy.
- Yes, it is assessed across relevant business operations and managed within a corporate strategy. Our impact is measured as follows:

Please state:

Corporate indicator (qualitative or quantitative)

Performance measure

Data period

- Yes, it is assessed across relevant business operations and managed within a corporate strategy, which is publicly available. Our impact is measured as follows:

Please state:

Corporate indicator (qualitative or quantitative)

Performance measure

Data period

Report page or direct web-link in the public domain:

List of supporting evidence and clarification

17.b. Scope of information

[Question Weight: 3%]

Please indicate what percentage of your relevant business operations, assessed as having an impact on biodiversity, is covered by the performance measure quoted in question 17.a.

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

List of supporting evidence and clarification

17.c. Quality of information

[Question Weight: 3%]

Please indicate the quality of the information used to derive the performance measure for biodiversity

- Performance not measured or mostly based on estimates.
- Based on a combination of estimates and verifiable data (approx. 50:50%).
- Mostly based on verifiable data (accounting for >75% of the total).
- Independently verified.

If the data has been independently verified, please explain how and provide a copy of the verification statement. If it is in the public domain, please indicate report page/web-link:

List of supporting evidence and clarification

17.d. Targets

[Question Weight: 3%]

Do you have targets for action regarding your impact on biodiversity? (Please tick only one box)

- No
- Yes, we have an action plan/strategy, which includes targets that cover LESS than 75% of our relevant business operations with a biodiversity impact.
- Yes, we have an action plan/strategy, which includes targets that cover MORE than 75% of our relevant business operations with a biodiversity impact.
- Yes, we have an action plan/strategy, which includes targets that cover MORE than 75% of our relevant business operations with a biodiversity impact and are in the public domain.

List of supporting evidence and clarification

17.e. Performance improvement

[Question Weight: 3%] [Cross ref. GRI.v02: EN6-7/23-29 & EIRIS:E12]

Which phrase most closely describes your company's performance on biodiversity? (Please tick only one box)

- We cannot demonstrate any improvement in performance

We can provide evidence of an improvement in our performance on biodiversity:

- Over the last year.
- Over the last two years.
- Over the last three years.

Using your indicator reported in Q17.a, please provide relevant information in support of your answer.

List of supporting evidence and clarification

Section 5 – Submission Assurance and Disclosure

18.a Assurance process

[Question Weight: 5%]

[Cross ref. GRI.v02:2.20-21 & EIRIS:E11]

Definition: An assurance management process is a formal system used to provide someone with confidence that all information collected for a particular purpose is of an acceptable quality and that it addresses all relevant risks. In the case of environmental issues, such a system would ensure that a company's information relating to the environment is accurate, relevant and reliable.

Do you have a management process in place to provide you with assurance that your environmental information is of an acceptable quality? (Please tick only one box)

- No, established procedures are not in place.
- Yes, our company is in the process of developing procedures.

Yes, our company has established procedures in place and can confirm statements:

- A, B and C
- A,B,C and D
- ALL of the statements

Qualifying Statements

Our company has:

- A. Established clear reporting requirements for business units to generate accurate data this area.
- B. Established methods/systems for reporting and communicating information in this area.
- C. A competent person(s) with appropriate authority who has checked and signed-off that the information for this area is correct.
- D. An effective method for collating information from different business units into overall corporate data for this area.
- E. An assurance process to ensure quality of information in this area, which is reviewed for effectiveness by an independent group audit or a third party verification.

List of supporting evidence and clarification

18.b Disclosure

[Question Weight: 3%]

The ultimate test of assurance, with regards to information submitted within this survey, is whether companies would be prepared to share information submitted during the Index process. (Please tick all that apply)

Please note that your answer to this question will contribute to your overall Index score.

- We will put this year's Environment Index confidential feedback report in the public domain (if not the full report, at least the graph summarising overall performance).

If you have disclosed this already last year, please indicate where your last year's Index feedback report is in the public domain:

- We will share our full survey submission* with any Index participant on a mutual basis on request.

If you have already done so with your last year's submission, please provide details:

- We will disclose our full survey submission* to the investment community on request.

If you have already done so with your last year's submission, please provide details:

**Full submission refers to the PDF of your submission, including any supporting text, but excluding any attached documents. Supporting text can sometimes include commercially sensitive information, which can be reasonably excluded, i.e. considered outside the term "full submission".*

BITC will not unilaterally disclose any information without specific permission from the company. However, your willingness to disclose information may be indicated publicly when the Index results are published.

List of supporting evidence and clarification

Section 6 – Sign off and Supplementary Questions

Supplementary questions

These questions will NOT be scored.

Factors that could affect company performance [Question Not Weighted] [Cross ref. GRI.v02: 2.14]

Since corporate restructuring, mergers and acquisitions might lead to significant changes in Index performance, companies are given the opportunity to explain significant activities that may have affected their performance.

The space below is provided for you to share with us any important events or developments over the last year, which could potentially affect this year's performance.

Feedback - Value from participation [Question Not Weighted]

Please let us know examples of how your company has benefited from its participation in the Environment Index. We use such information to track the value and usefulness that the business community places on the Environment Index. If you have any complaints we would also like to hear from you so that we can improve the Index in the future.

The space below is provided for you to share your company's experiences and comments.

Case Study - the business case for environmental improvement [Question Not Weighted]

Business in the Community recognises that case studies are an effective way of sharing good practice and often makes use of the information provided by companies in the Environment Index either on its web-site or through articles and reports on the results of the Environment Index.

The space below is provided for you to share one example that you would like to emphasize on how your company has successfully tackled a specific environmental issue. Ideally this would be a short paragraph (approximately 300 words) highlighting key quantitative figures and incorporating key business benefits.

NB: case studies provided will be part of an internal database and your company will be contacted prior to any disclosure of the information.

One Line About Your Company [Question Not Weighted]

When communicating the Environment Index results, Business in the Community may use a "one liner" to summarise your company's key achievements.

The space below is provided for you to summarise (in no more than 20 words) a key achievement of your company this year which could be used in the public communication of the Index results. This is a chance for you to showcase an achievement that you are particularly proud of.

Sign Off

[Question Not Weighted]

Signature

Yes, I have faxed a signed copy of this page.

Please print this page, sign it, and return to Isabela Souza in at Business in the Community by fax on +44 (0)20 7253 1877, or by post to 137 Shepherdess Walk, London, N1 7RQ. (Please tick the box above when the fax or letter has been sent).

Business in the Community requires final sign-off from the Chairman, Chief Executive or a Board Director responsible for the Environment in your organisation. Once we have received this sheet, Business in the Community will process your survey results.

As part of the assurance process for the survey, you may find it useful to have additional sign-off by key senior management staff with specific responsibilities for the information submitted within the survey. This may form part of your normal internal risk management and governance procedures.

Chairman, Chief Executive or Board Director with environmental responsibilities to sign:

I am satisfied that the completed survey is in accordance with our company's commitment to environmental management. I can confirm that the information provided herein is true to the best of my knowledge. I also confirm that supporting evidence required by Business in the Community for validation purposes will be provided if requested.

Company name

Title

First name

Surname

Job title

Date

Signature

List of supporting evidence and clarification