



## Buyer's Guide to Corporate Responsibility

## Contents

	page
1. Sustainable Development Statement of Intent of Anglian Water Services Limited	3
2. The Chartered Institute of Purchasing and Supply (CIPS) policy on Social Responsibility	5
3. Environmental Procurement	8
4. Environmentally Preferable Products	8
5. Value for Money and Whole Life Costs	8
6. EU Procurement Rules when Specifying Sustainability	9
7. Achilles 'Verify' Supplier Verification Scheme	10
8. Hazardous Substances : UK "Red List" Toxic Substances	10
9. Checklist of Common Environmental Issues for Buyers	11
10. Vision & Values & a Sustainable Supply Chain	15
11. Environmental Impact Assessments	15
12. Environmental Questionnaire – RFP's	17

## 1. Sustainable Development Statement of Intent of Anglian Water Services Limited

Our Vision for Anglian Water Services is to establish Anglian Water as the most highly regarded of the UK water service companies.

Anglian Water Services, a subsidiary of awg plc, is a major provider of water and environmental services in the UK, serving a population of over five million in the east of England. We have looked long and hard at all of our operations and business activities and have developed a blueprint for our sustainable development policy. This blueprint is based on our passionate belief in the central elements of sustainable development, as identified by the UK Government from a range of international sources:

- |             |   |   |
|-------------|---|---|
| Social      | - | social progress which recognises the needs of everyone                      |
| Environment | - | effective protection of the environment<br>prudent use of natural resources |
| Economic    | - | maintenance of high and stable levels of economic growth and employment.    |

Sustainable development to Anglian Water Services is, therefore, an important element in improving future performance, delivering bottom line benefits and enhancing the environment and the communities in which we operate. We have identified 10 core sustainable development principles to which we are committed in everything that we do:

### compliance

we will ensure that all our activities meet all relevant regulations and legislation at a national level.

### products and services

we will ensure that environmental, social, economic, health and safety impacts associated with assets, products, processes and services are assessed and addressed over their full life cycle.

### corporate engagement

to ensure communication of key sustainability issues, and to seek sustainable, innovative solutions and alternatives, we will talk to and forge relationships with all those who have an interest in our business, including employees, shareholders, investors, customers, suppliers, appropriate authorities, local communities and other organisations.

### contractors and suppliers

we will work with, learn from and educate clients, consultants, suppliers, contractors and subcontractors, through partnerships designed to develop sustainable and safe activities and best practice.

### employees

we will respect the Rights of all our direct employees and encourage their development and training, and ensure they act in a safe manner and with integrity, honesty and fairness in all aspects of our operations. We will encourage all our employees to balance their work and home life. We will encourage all employees to develop relationships that allow them to play an active part in making Anglian Water Services a sustainable organisation.

## **community openness and transparency**

we will contribute to, and promote the well-being of, communities by behaving in a socially responsible manner, by maximising sustainable benefits and opportunities available to our host communities, and by acting with a local face.

## **environment and resource use**

we will demonstrate that the development and provision of products and services has no undue environmental impact, that they are safe in their intended use, are efficient in their consumption of energy and natural resources.

## **sustainable profits**

by developing innovative business solutions, we will promote economic stability and create an efficient and equitable organisation. We will ensure that profits for the organisation are derived in a sustainable manner – increasing financial, social and natural capital. Through this leadership, we will deliver shareholder value and ensure that the organisation is an attractive long-term investment.

## **reporting**

we will set out clear governance that reviews and measures performance. In this process we will make assessments of compliance with legal requirements, company requirements and these 10 principles. We will report progress to the AWG board-level Sustainable Development Committee, to all our stakeholders, at least annually, and to the public.

## **continuous improvement**

we will develop a framework for continual improvement by conducting regular audits, to assure progress and management commitment. We will take into account the latest technical developments, scientific understanding, customer and client needs and community expectations. We will ensure that all policies are reviewed regularly to reflect the principles of the strategy for sustainable development.

## **2. The Chartered Institute of Purchasing and Supply (CIPS) policy on Social Responsibility**

### **Suppliers Declaration of Shared Commitment to Ethical Standards in the Supply Chain**

Prospective suppliers will henceforth be asked at RFP stage to read the full CIPS policy on Social Responsibility, which shall be appended to the 'Form of Tender', making acceptance of the policy a prerequisite of tendering. The Form of Tender shall contain the following declaration:-

"We recognise that Anglian Water has adopted the principles and standards for Social Responsibility established by the Chartered Institute of Purchasing and Supply (CIPS) and reproduced overleaf. We have read the CIPS policy and agree to work with Anglian Water to identify areas of high risk and work towards the improvement of labour standards in our common supply chain."

### **The Chartered Institute of Purchasing & Supply**

#### **Extract from CIPS Positions on Practice**

## Ethical Business Practices in Purchasing and Supply Management

### Social Responsibility

The CIPS position on Ethical Business Practices in Purchasing and Supply Management distills aspects of current developments in the area, including:

- The Ethical Trading Initiative (ETI) Base Code
- The Core Conventions of the International Labour Organisation (ILO)
- The UN Declaration on Human Rights
- SA8000 (a standard relating to social accountability developed by the Council on Economic Priorities Accreditation Agency in New York – now known as Social Accountability International (SAI))

Purchasing and supply management professionals should not assume, however, that compliance with the CIPS position necessarily implies compliance with any of the above codes or standards as there are some differences between them.

Purchasing and supply management professionals should work with new and current suppliers to improve their status in respect of all aspects within this CIPS practice document.

The CIPS position on Social Responsibility Issues in Purchasing and Supply Management is as follows. It forms a key part of the CIPS position on Ethical Business Practices in Purchasing and Supply Management.

#### Employment is Chosen (NO FORCED LABOUR)

- Employees should be free to choose to work for the supplier, ie their employer
- Employees should be free to leave the supplier after reasonable notice is served
- Suppliers should not use forced, bonded or non-voluntary prison labour

#### Employment Relationships

- Suppliers should establish recognised employment relationships with their employees that are in accordance with their national law and good practice
- Suppliers' employees should be provided with an easy to read contract of employment with particular clarity in relation to wage levels
- In the event that employees are unable to read, the contract of employment should be read and explained to them by a union representative or another appropriate third party
- Suppliers should not seek to avoid providing employees with their legal or contractual rights

#### Freedom of Association

- Suppliers should not prevent or discourage employees from joining trade unions
- Suppliers' employees should be able to carry out reasonable representative functions in the workplace
- Suppliers should not discriminate against employees carrying out representative functions in the workplace
- Where the law restricts freedom of association and collective bargaining, suppliers should facilitate alternative means of representation

#### Living Wages are Paid

- Wages and benefits should at least meet industry benchmarks or national legal standards. As a minimum, the wages paid to suppliers' employees should meet their basic needs
- Suppliers should not make deductions from wages unless permitted by national law or with the permission (without duress) of the employee

- Suppliers should always pay in cash and not in kind, eg goods or vouchers

#### Suppliers' Employees' Working Hours

- Working hours should comply with national laws or industry standards
- Suppliers' employees should not be expected to work more than 48 hours per week on a regular basis
- On average, suppliers' employees should be given one day off approximately every seven days
- Suppliers should not pressurise employees into working overtime; overtime should be voluntary and not be demanded on a regular basis; where overtime is requested by the employer it should be reimbursed at an appropriate rate and should not exceed 12 hours in any week

#### Suppliers' Treatment of Employees

- Under no circumstances should suppliers abuse or intimidate, in any fashion, employees
- Any disciplinary measures should be recorded
- Suppliers should have a grievance / appeal procedure that is clear, easy to understand and should be given to the employee in writing
- In the event that suppliers' employees are unable to read, the grievance / appeal procedure should be read and explained to them by a union representative or another appropriate third party

#### Law

- Suppliers should always work within the laws of their country

#### Health & Safety

- Suppliers should assign responsibility for health and safety to a senior management representative
- Suppliers should have appropriate health and safety policies and procedures and these should be demonstrable in the workplace
- Suppliers' employees should be trained in health and safety policy and procedures
- Suppliers should provide employees (at the supplier's expense) with any necessary health and safety equipment, eg gloves, masks, helmets
- Working conditions should be comfortable and hygienic
- Suppliers should identify specific hazards, eg substances or equipment and should implement processes to minimise risk
- Suppliers' employees should have access to clean toilets
- Suppliers' employees should have regular breaks and have access to water suitable for drinking and washing as a minimum

#### Child Labour

In principle, CIPS is against the use of child labour and believes its long-term elimination is ultimately in the best interests of children. However, the elimination of child labour must always be undertaken in a manner consistent with the best interests of the children concerned. Purchasing and supply professionals should seek to ensure that their organisation's suppliers comply with the following:

- Suppliers shall developer participate in and contribute to policies and programmes which provide for the transition of any child found to be performing child labour to enable her or him to attend and remain in quality education until no longer a child
- Suppliers shall not employ children and young persons under 18 at night or in hazardous conditions
- In any event the course of action taken shall be in the best interest of the child, conform to the provisions of ILO Convention 138 and be consistent with the United Nation's Convention on the Rights of the Child

In this context, 'child' refers to any persons less than 15 years of age, unless local legislation on the minimum age stipulates a higher age for work or mandatory schooling, in which case the higher age shall apply

'Young person' refers to any worker over the age of a child, as defined above, under the age of 18  
Discrimination

- Suppliers should have a policy of equality for all in the workplace with no discrimination on the basis of race, caste, religion, nationality, age, gender, marital status, sexual orientation, disability, union membership or political affiliation.

### 3. Environmental Procurement

Anglian Water's policy for environmental procurement requires Anglian Water's buyers to:-

- comply with all environmental legislative and regulatory requirements when buying products, works and services
- promote environmental awareness among our suppliers and contractors and to encourage them to offer environmentally preferable products and services at competitive prices
- where practicable, buy environmentally preferable products, favouring those made from recycled materials
- integrate the environment into our buying decisions including:
  - taking account of environmental costs and benefits which are relevant to the contract when assessing whole life costs
  - where viable, replacing disposables with re-usables or recyclables
- when relevant to the contract:
  - evaluating the environmental performance of tenderers in providing products and services, including any relevant manufacturing processes
- support the EU eco-labelling scheme by buying products bearing such labels in preference to others, where they are available and provide value for money, taking into account whole life costs and benefits.
- raise staff awareness on the environmental issues affecting procurement by providing relevant information and training

### 4. Environmentally Preferable Products

environmentally preferable products are ones that are less harmful to human health and the environment when compared with competing products that serve the same purpose. They are:-

- fit for the purpose and provide value for money
- energy and resource efficient
- minimum use of virgin materials
- maximum use of post consumer materials
- non (or reduced) polluting
- durable, easily upgraded and repairable
- reusable and recyclable

## 5. Value for Money and Whole Life Costs

value for money is the optimum combination of quality and whole life costs to meet users' requirements.

whole life costing allows us to determine if it is cost effective to invest in a more expensive product initially to reduce costs in the long run. The important elements for buyers (with examples) are:

- direct running costs - energy, water and other resources used over the life time of the product or service
- indirect costs - loading on cooling plant from buying energy inefficient equipment such as power hungry IT equipment
- administration costs - COSHH overheads from buying hazardous products which require additional controls and special handling and disposal
- spending to save - investing in higher levels of insulation to save energy and thus money in the future
- recyclability - creating markets for our own waste by buying recycled products
- cost of disposal - paying a premium at the outset to reduce waste, ie. by choosing a product which is more durable, re-usable, recyclable, includes disposal costs or is free of hazardous materials requiring its disposal in a special way

NB The above does not represent life cycle analysis which would include all processes ie; mining of raw materials, distribution, use, disposal/reuse/recycling. green credentials may in some cases be determined with the help of the EU eco-labelling scheme. The scheme provides rigorous standards for certain product groups. These are based on a full analysis of life cycle impacts, agreed at European level and independently tested.

## 6. EU Procurement Rules when Specifying Sustainability

The EU Procurement Directives and corresponding UK Regulations apply to contracts whose value equals or exceeds specified thresholds which currently range from £288,918 for supplies and services to £3,611,474 for works contracts. Key considerations are:

specifications. You can specify your requirements in green terms provided they are:

- appropriate and relevant to the product or service
- included within the tender
- not non commercial
- not anti-competitive, ie. do not discriminate against products or providers on grounds of nationality
- whenever possible, refer to relevant European standards and specifications

this means, for example, that you can specify

- a product should be 'made from recycled material' or 'contain no ozone depleting substances'
- the process such as printing should 'maximise the use of non solvent based substances which do not emit volatile organic compounds (VOC's), eg. water-soluble glues and varnishes and vegetable based inks and washes
- your cleaning contractor follows your environmental policy when working on the contract and, for example, does not use certain types of cleaning chemicals. (But you cannot insist that the cleaning firm never uses these chemicals elsewhere).

you can't specify



- a requirement that suppliers comply with EMAS (Eco-Management and Audit Scheme) or ISO14001 over firms that do not hold certification. Buyers may have more confidence in a firm with ISO14001, but it does not necessarily mean that the firm with certification is, in practice, any better than one without.

## 7. Achilles 'Verify' Supplier Verification Scheme

Anglian Water is a founder member of the Verify scheme. Suppliers of goods or services which have the potential to expose Anglian Water to risk will be expected to join Verify upon award of a contract or framework.

The advantage to Anglian Water is that members will receive on-site, independent verification by an assessor, of their capabilities and compliance in the specific areas of:-

- Health & Safety
- Environment
- Quality
- 

Suppliers who are members of the Achilles 'Verify' scheme are exempt from completing the environmental questionnaire.

UVDB registered members who have completed the Health, Safety and Environmental elements of the UVDB registration questionnaire need complete Schedule B only of the questionnaire.

All other suppliers must complete the entire questionnaire otherwise their tender will be null and void.

Full details of Verify are obtainable via [www.achilles.com](http://www.achilles.com) or by contacting Gabrielle Harvey of Achilles on 01235 861118, email: [verify@achilles.com](mailto:verify@achilles.com)

## 8. Hazardous Substances : UK "Red List" Toxic Substances

buyers should use the specification where appropriate to demand that suppliers avoid in the manufacture of goods, substances on the UK Red List as follows:-

Substance	Uses
1,2 Dichloroethane	paint, varnish, solvent, herbicide, fumigant, metal degreaser
Aldrin	insecticide
Atrazine	herbicide, weed control
Azinphos-methyl	insecticide
Cadmium	batteries and fire protection
DDT*	insecticides and pesticides
Dichlorovos	insecticide, fumigant
Dieldrin	insecticide
Endosulfan	insecticide
Endrin	insecticide
Fenitrothian	insecticide
Hexachlorobenzene	fungicide for seeds, wood preservative
Hexachlorobutadene	solvent, wash liquor for removing hydrocarbons
Lindane (Hexachlorocyclohexane)	pesticides
Malathion	insecticide

Mercury	instruments (thermometers, barometers), mirror coatings
Polychlorinated Biphenyls (PCBs)*	plasticisers, adhesives, inks
Pentachlorophenol	biocides, wood preservatives
Simazine	herbicide
Trichlorobenzene	solvent, insecticide
Tri-organotins	stabiliser for plastics
Trifluralin	herbicide

DDT and PCB's are banned from use in the UK

## 9. Checklist of Common Environmental Issues for Buyers

Buyers should use the specification to ensure that the following are observed in applicable contracts.

conserving resources and avoiding pollutants:-

- Asbestos  
avoid the use of all asbestos where less hazardous substances exist.
- Batteries  
avoid the use of batteries containing environmentally hazardous materials as specified in European directive 91/157, (ie lead, mercury and cadmium). Use rechargeable batteries where possible with the minimum levels of lead, mercury and cadmium. Use solar power where possible as an alternative and rechargeable alkaline manganese (RAM) batteries.

The energy required to make a battery is 50 times greater than the energy they give out. There are several categories of dry cell batteries:

Zinc carbon	Disposable and cheapest to buy. Used in low drainage appliances like torches, clocks, radios and shavers.
Zinc chloride	Disposable and dearer than zinc carbon types. Not necessarily better. Prone to leak.
Alkaline manganese	General purpose. Most expensive of disposables. Leak proof and longer lasting. Used in radio cassettes (eg, Long Life, Duracell, BATA, Eveready Gold Seal)
Rechargeable alkaline manganese	RAMs are claimed to last 10 to 50 times longer than disposable alkaline cells and have a shelf life of 5 years. Self -discharge at just 0.045% a day compared with 3.5 to 4% for NiCds and 1% for NiMHs.
Nickel cadmium (NiCds)	Rechargeable with a life of 4 to 5 years. Used for cordless power tools, portable telephones, lap top computers. Some recycling outlets exist.
Nickel hydride	Rechargeable and claimed to be less toxic than nickel cadmium batteries with twice the power.
Lead acid car batteries	Nationwide recycling facilities for these batteries. Low lead batteries may have a shorter life so insist on long guarantee.
Primary button cells	Types: mercuric oxide (photographic equipment, hearing aids), zinc air (hearing aids, radio pagers), silver oxide (electronic watches and calculators), lithium (watches and photographic equipment)

Note. Mercury and silver button cells are now being recycled in the UK

- **Cleaning Contracts**  
ensure that chlorine and other environmentally damaging chemicals are minimised. Cleaning agents which enter the sewerage system through rinsing, toilet cleaning etc, should be biodegradable in the short term and have low levels of biological oxygen demand (BOD) and chemical oxygen demand (COD).
- **Energy**  
Anglian Water's energy targets support UK energy policy to implement the Kyoto protocol – to reduce carbon dioxide emissions by 12.5 per cent and to raise the level of renewable energy used to 10 per cent by 2010. Each year SCM will assist the Energy Systems Manager with the specification, tendering and negotiation of the annual energy contracts.  
In consultation with the Energy Systems Manager, the buyer will ensure that the appropriate stepped increase of renewable energy is specified and added to Anglian Water's supply.  
Purchasing green energy is crucial to meeting the sustainability targets shown above, along with other measures detailed in the energy strategy which can be obtained from the energy team. (For details contact [tlee@anglianwater.co.uk](mailto:tlee@anglianwater.co.uk)).
- **Energy Efficient Plant and Equipment**  
buyers will work with clients and experts from within the business and externally, to ensure that the energy efficiency of new and re-engineered goods, are to the optimum standard possible whilst fully meeting the technical requirement.  
If the buyer purchases a product that is listed on the 'Energy Technology Product List', which can be found at [www.eca.gov.uk](http://www.eca.gov.uk) it will be possible to claim enhanced capital allowances on the cost of that product, along with any costs that are directly associated with the provision of the product. The enhanced capital allowances are claimed in the same way as other capital allowances and details of all such purchases must be communicated to the Taxation Department of Anglian Water.
- **Flourescent tubes**  
use only of energy efficient lighting systems. Energy efficient light bulbs should be used in all new installations and to replace incandescent light bulbs, especially those used frequently.  
specify safe disposal of spent tubes as a condition of supply.  
External security lighting should be controlled by appropriate sensors to ensure that they are switched on only when needed.
- **Formaldehyde (specifically urea formaldehyde)**  
should be avoided in glues, particle boards and plywood (ie furniture), as this may contribute to sick building syndrome. It is also found in textiles, carpets and paints.
- **Grounds Maintenance**  
buyers will specify in contracts for grounds maintenance, full compliance with the code of practice on litter under the Environmental Protection Act 1990.
- **High Efficiency Motors**  
All electric motors, whether purchased singly or as components must be class 1 to class 3 high efficiency type. Advice may be sought from the Energy Manager.
- **Horticulture**  
avoid peat as this cannot be replaced in the natural environment. Use only Glyphosate and Sodium Chlorate based weedkillers.

- Laser toner cartridges
  - specify a take back scheme. Ensure that re-manufacture completely dismantles the cartridge and replaces drum with a long life one. These produce 30,000 A4 copies compared with 3,000 for some original drums.
  
- Noise
  - where practicable, buyers should specify quieter goods which will not raise noise levels above a Lep,d (ie a daily personal noise exposure ) of 40dB(A) in cellular offices and 45dB(A) in open plan offices;
  
  - where relevant to the contract, specify that noise levels should be kept below those permitted by statute, regulations, by-laws and codes of practice. Specify that noise levels of vehicles operated by and on behalf of Anglian Water should remain well within the legal limits of 84dB(A) for heavy goods vehicles and 77dB(A) for cars and vans.
  
- Ozone depletion
  - avoid products containing carbon tetrachloride, trichloroethane, CFC's, HCFC's, HBFC's, halons and other ozone -depleting substances.
  
- Paper, copying and laser grade
  - where possible, specify 100% recycled with minimum 80% post consumer waste.
  
- Paper, machine sealer varnish (report cover)
  - water miscible (ie water based not solvent based).
  
- Paper, matt, silk or gloss coated
  - minimum 75% recycled fibre comprising no more than 40% pre consumer waste. Virgin fibre pulp content preferably total chlorine free or preferably elemental chlorine free.
  
- PVC (polyvinyl chloride "compound")
  - The toxic chemicals and heavy metals released during the production, use and disposal of PVC threaten the environment and human health. In 1994 The British Plastics Federation estimated that 31% of all 'end use' PVC in the UK was pipes and fittings. Hence a large legacy of laid pipe is of this material. Certain European governments have acknowledged that a ban on PVC production is inevitable and EU legislation is foreseeable. PVC products should be avoided where genuine alternatives exist and buyers should actively engage suppliers in discussions about their forward strategies for replacement of PVC in their product lines. Alternative plastics include high-density polyethylene (HDPE) and polypropylene (PP).
  
- Solvents
  - these contain VOC's which can contribute to sick building syndrome. Specify paints, varnishes, lacquers, glues, correction fluids, markers, highlighters and unvarnished pencils and cleaning and treatment agents which are plant (such as gum turpentine, oil of balsa tree and citrus peel oil) or water based or low in solvents.
  
- Waste
  - where goods or services will produce significant waste material, the buyer must refer to the Strategic Waste Planner (Environmental Standards Department) Derek McNair. The aim will be to ensure that waste material is minimised, recycling is maximised, disposal is effected lawfully and transfer notes are produced and recorded where applicable in accordance with our duty of care and that of the waste contractor. Suppliers must have systems in place to ensure their compliance with the Producer Responsibility Obligations (Packaging Waste) Regulations

1997. For further details buyers should refer to <http://www.dti.gov.uk/sustainability/packaging.htm>

- **Water**  
buyers should, where applicable, ensure that goods are produced using water efficiently. In some circumstances it may be necessary to confirm that no discharges of Red List substances (see 9. above), take place during the manufacturing process.
- **Waste Electrical and Electronic Equipment Directive (WEEE)**  
aims to minimise the impacts of electrical and electronic equipment on the environment during their life times and when they become waste. It makes producers responsible for financing most of these activities (producer responsibility).
- **Wood**  
to use efficiently and encourage sustainable forestry practices which maintain the biodiversity, productivity and ecological habitats of woodlands. Encourage recycling and minimise treatment, using water based paints and varnishes where possible.

The Forest Stewardship Council's logo is a label on timber and wood products which indicates that the wood comes from a well-managed forest. Buyers will specify timber and wood products which bear this logo -



## 10. Vision & Values & a Sustainable Supply Chain

A strategic goal of our Vision & Values is; 'to exceed regulatory standards where this benefits the business, customers or the environment in the long term.'

One of our Values is to be 'Responsible'; 'by contributing to the well being of communities and sustainable development.'

## 11. Impact Assessments

In cooperation with the Environment Agency (EA), Anglian Water has helped to identify a 'Top 10' list of goods and services with the greatest environmental risks. These are as follows:-

- Chemicals
- Sewage & Sludge Management
- Construction
- Mechanical Equipment
- Waste Disposal
- IT & Electronic Equipment
- Pipe, Fittings & Accessories
- Energy
- Transport (Vehicles, Plant, Tankers & Fuel)

- Grounds Maintenance

An Impact Assessment has been drafted for all contracts and agreements under these categories. All RFP's for goods under these categories shall include the appropriate Impact Assessment, with an instruction to the bidders to state in their response, whether they agree with the Impact Assessment and to describe the steps their company has taken to mitigate the impacts.

Bidder's responses shall be used by the buyer to assess the environmental performance of bidders and to aid the management of environmental risks and impacts of contracts, following award.

### RFP Question on Environmental Impact Assessment

1. Our own assessment of [eg non-manufactured chemicals] indicates that the environmental impacts of these, exist in the processes indicated with a tick on the table below. Please advise whether or not you agree with this assessment and describe any steps your company has taken to mitigate these impacts.

[buyer to insert below the appropriate table from Impact Assessments folder at G:\AW\_SCM\_TWH\Private\Purchasing\PA's\Templates\Standard RFP Templates\Corporate Social Responsibility Templates\Impact Assesment Templates

example Non-Manufactured Chemicals

<i>Impact</i>	<i>Raw materials/ Pre manufacture</i>	<i>Manuf.</i>	<i>Use</i>	<i>Disposal</i>	<i>Steps Taken</i>
Resource use	✓				
Energy	✓	✓			
Water	✓	✓			
VOC					
Waste	✓	✓			
Hazardous Substances					
Packaging		✓		✓	
Noise	✓				

12. Environmental Questionnaire – RFP's

The standard RFP document includes the following questionnaire which shall be included in all tenders:-

Anglian Water Environmental Management Evaluation (including scoring system)

***NB Your tender will be void if this Schedule is not completed***

Company Name:		
Completed Cells:		Date:
	<b>Section A</b>	
1	Does your company have a Director responsible for the environmental performance of the company?  <i>Please Name</i>	
	Yes and Named = 10; No = 0	
2	Does your company have an environmental policy committing the Company to a programme of continuous environmental improvement?  <i>If Yes, please provide copy</i>	
	Yes, if attached = 10; In draft = 5; No = 0	
3	Does your company have an environmental management system, and any conformance with standards such as ISO14001 and EMAS?  <i>If Yes, please provide evidence of certification</i>  If your company is working towards ISO14001 or EMAS, when is the planned completion date?	
	Yes, if attached = 15; Working towards with completion date = 10; No = 0	
4	Does this system cover the goods/services in this tender?  <i>Please outline its major elements</i>	
	Yes, all = 10; No = 0	
5	Does your company set environmental performance targets and objectives.  <i>Please give examples</i>	
	Yes, if measurable = 15; Yes, but difficult to measure = 10; No = 0	
6	How many prosecutions for breach of environmental legislation have been brought against you in the last three reporting years?  <i>Please describe</i>	
	Any = 0; None = 20	
7	What was the total sum of fines relating to these prosecutions?	
	Less than £2000 = 10; More than £2000 = 0	
8	How many improvement notices have been issued against your company in the last three reporting years?	
	Any = 0; None = 10	

Suppliers who are members of the Achilles 'Verify' scheme are exempt from completing this questionnaire.

All other suppliers must complete the entire questionnaire otherwise their tender will be null and void.

