

GENERAL SEP Questions – Include in all RFx

Social Sustainability

SUPPLIER DIVERSITY (ALWAYS ASK; use guidelines to determine if this should be evaluated)

Please note that the Supplier Diversity question is optional unless clearly stated forming part of evaluation. Vendors' are required to answer to the following question, which will be kept confidential in accordance with the Legal Terms and Conditions of this RFx.

In the space below, indicate the vendor's company profile with regards to social value and economic inclusion including recognized certifications and/or if owned/controlled by an equity-seeking demographic (including but not limited to non-profit, cooperative, Women, Indigenous Peoples, Ethno-cultural People (minorities, newcomers, immigrants), persons with disabilities or LGBTQ2+ people).

<p>Majority owned/controlled/ by:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Women <input type="checkbox"/> Indigenous Peoples <input type="checkbox"/> Non-Profit/Charity (Social Enterprise) <input type="checkbox"/> Coop <input type="checkbox"/> Community Contribution Corporation (3C/CCC) <input type="checkbox"/> Ethno-cultural Persons <input type="checkbox"/> People with Disabilities <input type="checkbox"/> LGBTQ2+ <input type="checkbox"/> Other: please indicate 	<p>Social / Diverse Certifications</p> <ul style="list-style-type: none"> <input type="checkbox"/> BCorp <input type="checkbox"/> Supplier Diversity Certification <hr/> <p>Enviro / Other Certifications</p> <ul style="list-style-type: none"> <input type="checkbox"/> BuySocial <input type="checkbox"/> Living Wage <input type="checkbox"/> Fairtrade <input type="checkbox"/> Green Business Certification (ie. LEED, ClimateSmart) <input type="checkbox"/> Other: please indicate
<p><input type="checkbox"/> None of the above</p>	<p><input type="checkbox"/> None of the above</p>

Do you have a Supplier Diversity program to include/consider equity-seeking businesses as your vendors/suppliers/sub-contractors? Y/N

- a. Please provide information on how you invest in economic development of small/social/diverse businesses as your suppliers or sub-contractors

ONLY IF Sub-Contractors expected: use guidelines to determine if this should be evaluated

What % or \$ of work from this contract will be directed to sub-contractors that identify as social/diverse based on certification and/or ownership/control by equity seeking demographic?)

Category of Social Value Businesses (Majority)	# of Businesses	\$/% of contract	Name of the Businesses being Sub-
--	-----------------	------------------	-----------------------------------

owned/controlled/certified by)			contracted
Indigenous Peoples			
Women			
Ethno-cultural			
People with Disabilities			
LGBTQ2+			
Non-Profit/Charity (Social Enterprise)			
3C/CCC; Coop; BCorp			
Other			

EMPLOYMENT EQUITY & WORKFORCE DIVERSITY

EMPLOYMENT EQUITY (ALWAYS ASK & INCLUDE IN AGREEMENT (Annual Reporting Clause); use guidelines to determine if this should be evaluated and questions may be adjusted to appropriately fit each procurement

1. Other than being an equal opportunity employer, do you have policies or programs that advance employee equity or workforce diversity and inclusion? Y/N
 - a. Please describe how you advance employee equity, diversity and inclusion for under-represented populations (such as Women, Indigenous People, People with Disabilities)

2. Do you regularly conduct an employee equity “survey” or similar information/data collection on workforce diversity? Y/N
 - a. Please describe how you track/monitor your workforce diversity including frequency

3. Do you source/hire from Workforce Development and/or Skill Training programs, including pre-employment support, apprenticeships or ongoing employment support, for people who are under-represented and/or face barriers to traditional employment (such as Indigenous persons, Women, youth, Minorities, People with Disabilities including mental health)? Y/N
 - a. Please describe and/or use the table below

Category of Partnership Organizations	Name of the Partnership Organization(s)	# of staff (optional if makes sense)
Indigenous Peoples		
Women		
Ethno-Cultural Peoples		
People with Disabilities		
LGBTQ2+		
Youth/Seniors		
Other		

4. Do you support training for career advancement and/or skills development?

- a. If yes, please describe
5. Do you compensate at or above a Living Wage (currently \$20.91/hr) Y/N
Do you provide non-mandatory benefits (i.e. extended health) to your employees?
Y/N, if yes, please describe

WORKFORCE DIVERSITY (ALWAYS ASK LIMITED EVALUATION)

Vendors' are required to answer to the following question, which is for information gathering purposes only, and will be kept confidential in accordance with the Legal Terms and Conditions.

As best known, in the space below, indicate the vendor's company profile with regards to economic inclusion supporting employment equity, [diversity, inclusion](#) and reconciliation by an equity-seeking demographic (including but not limited to Women, Indigenous Peoples, Ethno-cultural People (minorities, newcomers, immigrants), persons with disabilities or LGBTQ2+ people). *Confidential & for information only*

<p>Overall Workforce Diversity:</p> <p><input type="checkbox"/> Women</p> <p><input type="checkbox"/> Indigenous Peoples</p> <p><input type="checkbox"/> Ethno-cultural People</p> <p><input type="checkbox"/> People with Disabilities</p> <p><input type="checkbox"/> LGBTQ2+</p> <p><input type="checkbox"/> Other: please indicate</p> <p><input type="checkbox"/> None of the above</p>	<p>Leadership/Management/Executive Workforce Diversity:</p> <p><input type="checkbox"/> Women</p> <p><input type="checkbox"/> Indigenous Peoples</p> <p><input type="checkbox"/> Ethno-cultural People</p> <p><input type="checkbox"/> People with Disabilities</p> <p><input type="checkbox"/> LGBTQ2+</p> <p><input type="checkbox"/> Other: please indicate</p> <p><input type="checkbox"/> None of the above</p>
<p><input type="checkbox"/> <u>Do not track this information</u></p> <p><input type="checkbox"/> <u>Do not want to share this information</u></p>	

Environmental Sustainability

ENVIRONMENTAL OPERATIONS (ALWAYS ASK & INCLUDE IN AGREEMENT (Annual Reporting Clause); use guidelines to [determine if this should be evaluated and questions may be adjusted to appropriately fit each procurement](#)

(Include Material / Product environmental requirements into technical specifications)

City of Vancouver is committed to being the Greenest City and values the environmental impact and sustainability of proponents in addition to the goods or services offered with regards to Healthy Ecosystems (minimizing pollution/toxicity, conserving natural resources, and regenerating ecological; local food; clean water / water consumption), Zero Waste (reducing and/or diverting), Zero Carbon (reducing/eliminating greenhouse gases)

1. For the following, please indicate those you track and/or report

	Track	Report
GHG Emissions	<input type="checkbox"/>	<input type="checkbox"/>
Energy usage	<input type="checkbox"/>	<input type="checkbox"/>
Water usage	<input type="checkbox"/>	<input type="checkbox"/>
Any hazardous/toxic air or water emissions	<input type="checkbox"/>	<input type="checkbox"/>
Generation/recycling/reduction of solid waste	<input type="checkbox"/>	<input type="checkbox"/>
Generation/recycling/reduction of hazardous	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>

a. If reporting, please indicate to whom or where

- Government(s)/Agencies
- Industry Association(s) ie. "industry-wide [environmental product declaration](#)"
- [CDP](#)
- Global certification system ie. [World Business Council for Sustainable Development](#)
- Other(s) ie. Concrete Sustainability Council

b. Do you request/require your supply chain to track and report any of the above?
Y/N, explain

2. Has your company achieved (or is it committed to) any of the following activities? Check all that apply and provide details/targets/goals

- Increase [renewable energy](#) sources and/or reduce the company's overall energy usage
- Reduced carbon use, GHG emissions or use of ozone depleting substances
- Implemented initiatives to reduce waste at the source or divert the waste from landfills/incineration
- Recycled water or other water recovery systems to reduce the use of potable water
- Responsibly dispose of all hazardous waste generated from production.
- [2030 Sustainable Development Goals of the United Nations](#)
- Other: include an explanation of any on-going efforts or plans that the vendors has, or has taken to address climate change and their environmental impact

Please provide details

Do you engage with your supply chain on any above noted issues? Y/N, explain