

CHECKLIST

Starter Q&As

FOR SUPPLIERS

Reviewing your business is the first step to learning about the sustainability of your supply chain. Docket’s Starter Q&As for Suppliers make it easy to see how you’re doing in six key areas; reducing carbon emissions, reducing waste, regenerating nature, keeping workers healthy and safe, upholding workers’ rights, and eliminating modern slavery.

As your answers are not saved in the online Q&As, use this checklist to create a handy record. Add notes about your ideas, plans and achievements for each area.

1. Reducing carbon emissions

	YES	NO/DON'T KNOW
STEP 1 MEASURE		
Do you measure carbon emissions across your organisation?		
Do you measure emissions associated with specific products or services you sell?		
Are your measurements verified or certified?		
STEP 2 REDUCE		
Are you planning or already taking action to reduce your emissions?		
Do you have a written action plan to reduce your emissions?		
Have you made commitments or set targets to reduce emissions?		
STEP 3 OFFSET		
Do you buy carbon offsets to cover some, or all, of your emissions?		
Have you attained carbon neutral or carbon positive status through a carbon programme based on international standards?		
STEP 4 SUPPLY CHAIN		
Do you buy products and services from suppliers and other businesses that are taking climate action?		

Notes



2. Reducing waste

STEP 1 MEASURE

YES NO/DON'T KNOW

Do you measure and/or audit the amount of waste your business creates?

STEP 2 MITIGATE

Are you taking action to design out waste from your business processes?

Do you take responsibility for the waste created by your products and services?

Have you made commitments or set targets to reduce or eliminate waste?

STEP 3 SUPPLY CHAIN

Do you buy products and services only from suppliers or other businesses that are low or zero waste?

Notes

3. Regenerating nature

STEP 1 ASSESS

YES NO/DON'T KNOW

Do you assess and measure the ways your business has an impact on the land and waterways around you?

STEP 2 MANAGE

Are you taking action to reduce the negative impacts your business has on nature?

Are you taking action to increase the positive impacts your business has on nature?

STEP 3 SUPPLY CHAIN

Wherever possible, do you buy products and services from suppliers or other businesses that are actively reducing their impacts on the environment?

Notes



4. Keeping workers healthy and safe

STEP 1 IDENTIFY

YES NO/DON'T KNOW

Do you identify and assess health and safety risks in your business?

STEP 2 MANAGE

Do you minimise / eliminate risks you've identified?

Do you address shared risks, known as overlapping duties, with other businesses?

Do you involve your workers in health and safety decisions?

STEP 3 SUPPLY CHAIN

Do you buy products and services only from suppliers and other businesses that keep their workers healthy and safe?

Notes

5. Upholding workers' rights

STEP 1 MANAGE

YES NO/DON'T KNOW

Do you take extra steps to educate your employees about their rights?

Do you strive to provide your employees more than minimum rights?

Do you buy products and services only from suppliers and other businesses that uphold their workers' rights?

Notes



6. Eliminating modern slavery

STEP 1 IDENTIFY

YES NO/DON'T
KNOW

Do you identify where there are risks of modern slavery in your supply chain?

STEP 2 MITIGATE

Are you taking action to eliminate risks of modern slavery?

Do you have channels for workers to report issues?

Do you have a statement in place to eliminate modern slavery?

Notes

Additional Notes
