

## CDP Water Disclosure 2013 Information Request

The following set of questions form the CDP Water Disclosure 2013 information request. Companies are asked to answer these questions in the Online Response System (ORS) provided by CDP through their website. As such, this document is a representation of the request and whilst the questions will remain the same, the format may differ online particularly where drop down options and tables have been included for ease of response. Guidance will be available from February 2013 which will include or set out all of the options available and provide screen shots of the ORS to aid companies in completing the request.

We request a reply to the following questions by 27th June 2013.

Please respond to the information request using our Online Response System (ORS). This is the same ORS as is used for the Investor CDP 2013 information request (on carbon and climate change). In early February 2013, instructions on how to access the ORS will be sent to you by e-mail. If you are unable to respond via the ORS, please e-mail [respond@cdproject.net](mailto:respond@cdproject.net).

We encourage companies to consult the CDP Water Disclosure 2013 reporting guidance, (<https://www.cdproject.net/guidance>) and to use the guidance within the ORS. Please answer the questions as comprehensively as possible. Where you do not have all of the information requested please respond with what you have as this is more valuable to us than no response.

Please note that the reporting period and the reporting boundary (i.e. the companies, entities or group) for which you will be providing data will be collected on a page of the ORS prior to the start of the CDP Water Disclosure 2013 information request.

### CDP Questionnaire License Fee:

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Contact [license@cdproject.net](mailto:license@cdproject.net) for details.

## Water Management & Governance

1. Water management and governance
  - 1.1 Does your company have a water policy, strategy or management plan?
    - 1.1a Please describe your policy, strategy or plan, including the highest level of responsibility for it within your company and its geographical reach.
    - 1.1b Does the policy, strategy or plan specify water-related targets or goals?
    - 1.1c Please describe these water-related targets or goals and the progress your company has made against them.
  - 1.2 Do you wish to report any actions outside your water policy, strategy or management plan that your company has taken to manage water resources or engage stakeholders in water-related issues?

If you answer "No" or "Don't know" to Questions 1.1, 2.1, 2.2, 2.5, 3.1, 3.4, 5.1, 7.1, 7.2, 7.4, 8.1 or 8.3 you will be provided with the opportunity to comment.

# Risks & Opportunities

## 2. Risk indicators

### **Operations**

2.1 Are any of your operations located in water-stressed regions?

2.1a Please specify the method(s) you use to characterize water-stressed regions.

2.1b Please list the water-stressed regions where you have operations and the proportion of your total operations in that area.

Country or region	River basin	Proportion of operations located in this region (%)	Further comments

2.2 Are there other indicators (besides water stress) which you wish to report which help you to identify which of your operations are located in regions subject to water-related risk?

2.2a Please list the regions at risk where you have operations, the relevant risk indicator and proportion of your total operations in that area.

Country or region	River basin	Risk Indicator	Proportion of operations located in this region (%)	Further comments

2.3 Please specify the total proportion of your operations that are located in the regions at risk which you identified in questions 2.1 and/or 2.2.

2.4 Please specify the basis you use to calculate the proportions used for questions 2.1 and/or 2.2.

### **Supply Chain**

2.5 Do any of your key inputs or raw materials (excluding water) come from regions subject to water-related risk?

2.5a Please state or estimate the proportion of your key inputs or raw materials that come from regions subject to water-related risk.

Country or region	River basin	Input or material	Proportion of key input or raw material that comes from region at risk (%)	Unit used for calculating percentage	Further comments

## 3. Risk assessment

### **Operations**

## Risks & Opportunities

3.1 Is your company exposed to water-related risks (current or future) that have the potential to generate a substantive change in your business operation, revenue or expenditure?

3.1a Please describe (i) the current and/or future risks to your operations, (ii) the ways in which these risks affect or could affect your operations before taking action, (iii) the estimated timescale of these risks, and (iv) your current or proposed strategies for managing them.

Country or region	River basin	Risk type	Potential business impact	Estimated timescale (years)	Risk management strategies

3.2 What methodology and what geographical scale (e.g. country, region, river basin, business unit, facility) do you use to analyze water-related risk across your operations?

### Supply Chain

3.3 Do you require your key suppliers to report on their water use, risks and management?

3.4 Is your supply chain exposed to water-related risks (current or future) that have the potential to generate a substantive change in your business operation, revenue or expenditure?

3.4a Please describe (i) the current and/or future risks to your supply chain, (ii) the ways in which these risks affect or could affect your operations before taking action, (iii) the estimated timescale of these risks, and (iv) your current or proposed strategies for managing them.

Country or region	River basin	Risk type	Potential business impact	Estimated timescale (years)	Risk management strategies

### 4. Impacts to business

4.1 Has your business experienced any detrimental impacts related to water in the past five years?

4.1a Please describe (i) these detrimental impacts, (ii) their financial impacts, and (iii) whether they have resulted in any changes to company practices.

Country or region	Impact indicator	Description of impact	Response strategy

### 5. Opportunities

5.1 Do water-related issues present opportunities (current or future) that have the potential to generate a substantive change in your business operation, revenue or expenditure?

## Risks & Opportunities

5.1a Please describe (i) the current and/or future opportunities, (ii) the ways in which these opportunities affect or could affect your operations, (iii) the estimated timescale, and (iv) your current or proposed strategies for exploiting them.

Country or region	Opportunity type	Potential business impact	Estimated timescale (years)	Strategy to exploit opportunity

6. Managing trade-offs between water and carbon emissions

6.1 Has your company identified any linkages or trade-offs between water and carbon emissions in its operations or supply chain?

6.1a Please describe the linkages or trade-offs and the related management policy or action.

Linkage or trade-off	Policy or action

## Water Accounting

### 7. Withdrawals and recycling

7.1 Are you able to provide data, whether measured or estimated, on water withdrawals within your operations?

7.1a Please report the water withdrawals within your operations for the reporting year.

Country or region	River basin	Withdrawal type	Quantity (megaliters/year)	Proportion of data that has been verified (%)	Comments

7.2 Are you able to provide data, whether measured or estimated, on water recycling/reuse within your operations?

7.2a Please report the water recycling/reuse within your operations for the reporting year.

Country or region	River basin	Quantity (megaliters/year)	Proportion of data that has been verified (%)	Comments

7.3 Please use this space to describe the methodologies used for questions 7.1 and 7.2 or to report withdrawals or recycling/reuse in a different format to that set out above.

7.4 Are any water sources significantly affected by your company's withdrawal of water?

7.4a Please list any water sources significantly affected by your company's withdrawal of water.

Country or region	River basin	Water source	Impact	Company action and outcomes

### 8. Discharges

8.1 Are you able to identify discharges of water from your operations by destination, by treatment method and by quantity and quality using standard effluent parameters?

8.2 Did your company pay any penalties or fines for significant breaches of discharge agreements or regulations in the reporting period?

8.2a Please describe the location and impact of the discharge that was the subject of the significant breach(es), the associated fines and any actions taken to minimise the risk of future non-compliance.

Country or region	River basin	Impact	Fines and penalties	Company action and outcomes

8.3 Are any water bodies and related habitats significantly affected by discharge of water or runoff from your operations?

# Water Accounting

8.3a Please list any water bodies and associated habitats which are significantly affected by discharge of water or runoff from your operations.

Country or region	River basin	Water body	Impact	Company action and outcomes

9. Water intensity

9.1 Please provide any available financial intensity values for your company's water use across its operations.

Country or region	River basin	Financial metric	Water use type	Financial intensity	Please provide any contextual details that you consider relevant to understand the units or figures you have provided

9.2 Please provide any available water intensity values for your company's products or services across its operations.

Country or region	River basin	Product	Product unit	Water unit	Water intensity (Water unit/Product unit)	Water use type	Please provide any contextual details that you consider relevant to understand the units or figures you have provided

## Important Information

The Carbon Disclosure Project (CDP) has been making information requests relating to carbon and climate change on behalf of investors since 2002 and this is CDP's fourth information request relating to water. To find out more about CDP and the previous responses from other major companies, please refer to our website at [www.cdproject.net](http://www.cdproject.net).

### **Why is this request from a group of shareholders to a group of companies rather than from an individual shareholder to an individual company?**

1. To facilitate ease of reporting for companies by providing one standardized request that requires one response to be delivered to numerous investors
2. To receive data in a common format from the largest companies in the world

### **Which companies will be written to?**

This information request will be sent to companies in sectors identified as being water-intensive or exposed to particular water-related risk including approximately:

- 315 of the 500 largest companies globally based on market capitalization (Global 500)
- 345 of the 500 largest companies in the USA based on market capitalization (S&P 500)
- 55 of the 100 largest companies in Australia based on market capitalization (ASX 100), in partnership with the Investor Group on Climate Change Australia
- 55 of the 100 largest companies in South Africa based on market capitalization (JSE 100), in partnership with the National Business Initiative (NBI)

For a full listing of these companies please refer to our website after 01 February 2013.

### **What are the financial implications of responding?**

CDP has charitable status and seeks to use its limited funds effectively. Consequently, responses must be prepared and submitted at the expense of responding companies. CDP also reserves the right, where it deems it appropriate in view of its charitable aims and objectives, to charge for access to or use of data and/or reports it publishes or commissions.

### **What is the basis of participation and what will happen to the data received?**

Companies responding to CDP Water Disclosure 2013 make no claim of ownership in the data they submit and agree that CDP has an irrevocable license to use and copy the responses and their contents without restriction and to authorize others to do the same. Companies responding to CDP Water Disclosure 2013 agree that CDP is free to make use of the data including as described below and with respect to public responses otherwise without restriction whatsoever in furtherance of its charitable mission. Companies also agree that CDP will own the databases in which that data is stored, as well as the contents of those databases.

When responding to CDP you will be given a choice as to whether your response is made public or nonpublic. We strongly encourage companies to make their responses public which means that the response will be made publicly available from the CDP website as outlined below. Non-public responses will not be made publicly available and will only be used as outlined below.

### **For public responses**

Companies agree that a public response to CDP Water Disclosure 2013 will be used by CDP in furtherance of its charitable mission and that the response may be:

1. Made available as soon as it is received by CDP to its signatory investors, partners, appointed report writers, selected rating agencies and any other parties that CDP deem appropriate



## Important Information

2. Made publicly available at [www.cdproject.net](http://www.cdproject.net) after the release of the CDP Water Disclosure 2013 annual report and stored and preserved on CDP's servers indefinitely thereafter
3. Distributed through selected partners
4. Compiled in CDP databases and made available in original, modified or adapted form (for a fee or otherwise) for use by commercial and non-commercial organizations
5. Amalgamated with information about the responding company from other public sources including rating agencies and financial information distributors
6. Used as a best practice example in CDP literature and research
7. Used individually or as part of aggregate results in CDP's reports and in any other research conducted or commissioned by CDP
8. Used in any other way that accords with CDP's charitable mission

### For non-public responses

Companies agree that a non-public response to CDP Water Disclosure 2013 may be:

1. Made available as soon as it is received by CDP to its signatory investors, partners and appointed report writers but not to any other parties
2. Used in production of aggregate or anonymous statistics in any CDP report

### Scoring of responses

CDP and other organizations write and publish reports that include an overview of CDP responses. Responses to CDP Water Disclosure 2013 will not be scored by CDP or its partners. CDP intends to score responses (for example, for the comprehensiveness of the companies' disclosure and on performance factors) from 2014 and will consult stakeholders on the development of the scoring methodology in 2013.

### What if a company wishes to change or update a response?

Submissions and revisions must be made by companies by 27 June 2013 to be included in the annual CDP reports. After this date, responses can only be amended by CDP staff and this may incur an administration fee. CDP cannot guarantee that changes made after 27 June 2012 will be reflected in the reports produced.

### How can a company confirm its participation?

On receipt of these documents, please e-mail [respond@cdproject.net](mailto:respond@cdproject.net) to confirm your participation in CDP Water Disclosure 2013.

### What is the legal status of CDP?

The Carbon Disclosure Project is a UK Registered Charity no. 1122330 and a company limited by guarantee registered in England no. 05013650. In the US, the Carbon Disclosure Project is a special project of Rockefeller Philanthropy Advisors with United States IRS 501(c) (3) charitable status.

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