

Assessment Questionnaire

V2022.01 SD-Questionnaire Hydro-Québec

Organization Profile

General Information (1) questions

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6273

Registraire des entreprises du Québec

Is your company registered with the "Registraire des entreprises du Québec" ?

Please note that the NEQ of your enterprise must be the same as the one indicated in your supplier file in the Procurement Space and on the documents provided for the evaluation. If the NEQ indicated in the questionnaire differs from the one on your documents, the validation period may be extended. Hydro-Québec will only accept scores associated with the NEQ found in the supplier file in the Procurement Space.

 Yes, enter your NEQ :

 No, our company is located outside of Quebec

Sustainable development

Governance (5) questions

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In this questionnaire, the answer choices are present to guide the respondent towards the type of answer expected by Hydro-Québec and to facilitate the understanding of the question. Each answer requires supporting evidence. Pay particular attention to the documents requested and the applicable evaluation criteria.

6286

ESG Certification

Has your company obtained ESG certification under a recognized standard that has been audited by a third party?

Maximum of 6 points, 3 points per item selected having the required supporting document.
 ISO 14001 (Environment)

 ISO/IEC 27001 (Information Security)

 ISO 37001 (Anti-corruption)

 ISO 45001 (Occupational health and safety)

 ISO 50001 (Energy management)

 B Corp (Environmental and social performance, transparency)

 BNQ 9700-800 / BNQ 9700-820 (Healthy Enterprise)

 ECOCERT (Eco-responsible program)

 FairTrade (Fair Trade)

 GRI (Sustainability Reporting)

 VRF/SASB (Sustainable Development - Financial Benefits)

 Adherence to another recognized standard or label in ESG, sustainable development, social responsibility

No ESG, sustainability or social responsibility certification, but we are in the process of certification

No ESG, sustainability or social responsibility certification

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6287

Formal commitments to the environment, society and governance

Has your company made formal commitments regarding environmental protection, social responsibility and governance?

Maximum of 6 points, 2 points per item selected having the required supporting document.

Specific policy, mission statement, or other engagement document in ESG, sustainable development or social responsibility, that is publicly available. Add the URL if the document is publicly available. :

Appropriate statements in the employee code of conduct or code of ethics. Add the URL if the document is publicly available. :

Voluntary and public commitment regarding standards or recognized directives in ESG, sustainable development or social responsibility such as BNQ 21000, SDG (ODD), UNGP (PDNU), IFC (SFI), ILO (OIT), OECD, Fair Labour, TCFD (GIFCC), UN Global Compact, etc.

Specific policy, mission statement, or other engagement document in ESG, sustainable development or social responsibility, that is publicly available. Add the URL if the document is publicly available. :

Equity, diversity and inclusion policy. Add the URL if the document is publicly available. :

No commitment document of this type, but we're working on it.

No commitment document of this type – not a priority at this time

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6288

Control of ESG risks associated with the supply chain and the practices of suppliers and subcontractors

Has your company established procedures, mechanisms or tools for managing the ESG risks associated with the supply chain and with suppliers' and subcontractors' practices?

Maximum of 12 points, 3 points per item selected having the required supporting document.

Auditing of suppliers in a field related to the environment, social responsibility or governance

Traceability protocol for establishing input sources

Policies and directives regarding the following: child labor, occupational health and safety, and work schedules. Add the URL if the document is publicly available. :

Formal reporting mechanism in the event of unethical behavior (whistle-blower, etc.). Add the URL if the document is publicly available. :

Code of conduct to be signed by suppliers and subcontractors. Add the URL if the document is publicly available. :

Advantage offered to suppliers and subcontractors indicating in their bids the application of recognized good governance, environmental or social responsibility practices

Responsible procurement policy – other than what is specified at question no.6287. Add the URL if the document is publicly available. :

<input type="checkbox"/> "Voice of the Employees" survey
<input type="checkbox"/> Program in place for improving suppliers' and subcontractors' competencies in ESG, sustainable development or responsible procurement
<input type="checkbox"/> We do business with a social economy enterprise, an Indigenous company, a diverse company, or an organization focused on sustainable development
<input type="checkbox"/> Other ESG risk management procedures, mechanisms and tools associated with the supply chain
<input type="checkbox"/> Nothing like that in place, but we are working on it.
<input type="checkbox"/> Nothing in place – not necessary in our situation

6289

Identification of partners in sustainable development

Please specify the type of company you do business with (check all that apply)

<input type="checkbox"/> Social economy company
<input type="checkbox"/> Indigenous company
<input type="checkbox"/> Company of diversity
<input type="checkbox"/> NGO, association, NPO

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Training in ESG, sustainable development or social responsibility

Does your company provide staff with training in ESG, sustainable development or social responsibility (e.g., ethics, eco-design, responsible procurement) or does it take initiatives to improve employees' health?

Mandatory OHS training is not considered an ESG initiative.

Maximum of 6 points, 3 points per item selected having the required supporting document.

<input type="checkbox"/> In-house training
<input type="checkbox"/> External training
<input type="checkbox"/> Support measures for the staff's psychological and physical health (reimbursement of costs related to physical activity, awareness campaign, employee assistance program, etc.)
<input type="checkbox"/> No internal training or support for external training, but we're working on it.
<input type="checkbox"/> No internal training or support for external training – not required in our situation

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6290

ESG management, sustainable development or social responsibility

How is the ESG, sustainable development, or social responsibility function managed at your company?

Maximum of 6 points, 2 points per item selected having the required supporting document.

<input type="checkbox"/> By one or more internal committees
<input type="checkbox"/> By a community of practice (internal or external)
<input type="checkbox"/> By a service or sub-service
<input type="checkbox"/> By resources – champion (employee), external consultant, head office, etc.
<input type="checkbox"/> Coordinating committee
<input type="checkbox"/> Other method

This function is not factored into governance, but we're planning to do so.

This function is not relevant to our situation.

Environment (6) questions

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6303

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Renewable energy

What percentage of renewable energy sources are used in the main building in connection with your potential activities with Hydro-Québec? (You can be the owner or tenant of the building.)

The resource utilization report should consider:

energy sources for each of the following: lighting, heating, ventilation, air conditioning, etc.

the overall percentage of renewable energy for all of the above.

Bills supporting the report may be required by Hydro-Québec.

Any company using hydroelectricity should select an answer other than 0%.

Maximum of 5 points, increments of 1 per category

0%

1 to 24%

25 to 49%

50 to 74%

75 to 99%

100%

Don't know - Explain :

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6304

Type of energy for the movement of personnel or deliveries of goods

What percentage of staff travel or goods deliveries is done using electric or rechargeable hybrid vehicles?

Maximum of 5 points, increments of 1 per category

0%, but we're planning to change our travel or delivery methods.

0% and no change planned

1% to 24%

25% to 49%

50% to 74%

75% to 99%

100%

Not applicable – Explain :

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6305

Reduction in the production of greenhouse gases during travel

Do you use other methods to reduce the production of greenhouse gases when the staff travels or goods are delivered?

Maximum of 6 points, 2 points per item selected having the required supporting document.

<input type="checkbox"/> The staff members take eco-driving training.
<input type="checkbox"/> Incentives for using electric or rechargeable hybrid vehicles
<input type="checkbox"/> Use of renewable fuel (e.g.: biodiesel, low carbon intensity, renewable diesel)
<input type="checkbox"/> Measures that encourage telework or reduce commuting
<input type="checkbox"/> Incentives for carpooling (e.g.: ride-sharing platform)
<input type="checkbox"/> Measures to encourage the use of public transportation (e.g.: discount on public transit, shuttle service)
<input type="checkbox"/> Measures that support active mobility (e.g.: secure bicycle parking)
<input type="checkbox"/> Bicycle delivery
<input type="checkbox"/> Installing electric charging stations reserved for the staff
<input type="checkbox"/> Optimization programs or measures: routes, packaging, volumetric weight of deliveries
<input type="checkbox"/> Other measures
<input type="checkbox"/> No measures in place, but we're working on it.
<input type="checkbox"/> No measures in place.

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6306

Reduction or compensation of your GHG emissions

Do you have commitments for reducing or offsetting your GHG emissions?

Maximum of 9 points, 3 points per item selected having the required supporting document.

<input type="checkbox"/> We calculate our GHG emissions each year. Add the URL if the document is publicly available. : _____
<input type="checkbox"/> In the last two years, we have set specific GHG reduction targets for ourselves. Add the URL if the document is publicly available. : _____
<input type="checkbox"/> In the last two years, we have offset our GHG emissions.
<input type="checkbox"/> No measures in place, but we're working on it.
<input type="checkbox"/> No commitment in place – not applicable to our situation : _____

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6307

Practices to reduce the environmental impact of your activities

Regarding the assets you will use in your potential activities with Hydro-Québec, do you have practices in place for reducing their environmental impact?

Maximum of 9 points, 3 points per item selected having the required supporting document.

<input type="checkbox"/> Not applicable to our situation : _____

<input type="checkbox"/> Lower toxicity (e.g.: Greenguard, EcoLogo)
<input type="checkbox"/> End-of-life asset repair or recovery services
<input type="checkbox"/> Products with recycled content
<input type="checkbox"/> Circular economy practice in place
<input type="checkbox"/> Analysis of product life cycle available
<input type="checkbox"/> Environmental declaration for the product available
<input type="checkbox"/> Other measures
<input type="checkbox"/> No measures in place, but we're working on it.
<input type="checkbox"/> No measures in place.

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6308

Reduction of raw material consumption and improved management of residual materials

Have you established innovative measures for reducing consumption of raw materials and improving waste management (as the owner or tenant of the building)?

Maximum of 6 points, 2 points per item selected having the required supporting document.

<input type="checkbox"/> LEED, BOMA Best or Envision certification
<input type="checkbox"/> "ICI on recycle" attestation
<input type="checkbox"/> Efficient use of resources, and waste reduction (e.g.: reduction in water and energy consumption, reduction in raw materials per unit product, LEAN method, 6-Sigma, Agile, etc.)
<input type="checkbox"/> Measures in place for reducing WATER consumption associated with operating the main building in connection with your potential activities with Hydro-Québec
<input type="checkbox"/> Measures in place for reducing ENERGY consumption associated with operating the main building in connection with your potential activities with Hydro-Québec
<input type="checkbox"/> Waste management program, plan or measures
<input type="checkbox"/> Other measures
<input type="checkbox"/> No measures in place, but we're working on it.
<input type="checkbox"/> No measures in place.

Social (5) questions

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6309

Social vocation

Does your company have a social purpose?

Maximum of 6 points, 6 points per item selected having the required supporting document.

<input type="checkbox"/> Yes – we are a social economy enterprise under the Social Economy Act of the Government of Quebec (s. 3) or under any other regulation having the same scope in another province or country.
<input type="checkbox"/> Yes – our mission focuses exclusively on social development, environmental protection or governance ethics.
<input type="checkbox"/> Yes, we are accredited by Emploi Québec or Services Québec as a member of the CEIQ or CQEA or equivalent certification from another country.

No - our company is not socially oriented per se, but we do have a specific social performance certification (e.g. Buy Social Canada)

No - our company has neither a social vocation nor a specific certification for social performance.

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6310

Commitment to community

Has your company made a commitment to the community by tangibly supporting causes or participating in community initiatives?

Maximum of 6 points, 2 points per item selected having the required supporting document.

Partner of local charities

Promoting community engagement (volunteering) among employees

Corporate philanthropic program (patronage, sponsorships, donations of financial, human or material resources) in sectors such as the arts, sports and recreation, culture, science, etc.

Partnerships for improving the situation of under-represented social groups (Catalyst, Pride at Work Canada, etc.)

Responsible socio-economic development, sustainable development (investments in large-scale projects and partnerships)

Other form of socio-community participation

Not really, but we're planning to do so.

Not relevant to our company

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6311

Equity, Diversity and Inclusion (EDI) Principles

Is your company familiar with the principles of equity, diversity and inclusion (EDI)?

Maximum of 6 points, 6 points per item selected having the required supporting document.

Yes – our company is owned or majority led by people who are either immigrants, visible minorities, women, persons with disabilities, from the LGBTQ2+ community or Indigenous communities.

Yes – we apply formal practices that promote equal access to employment, integration into the company, and development of people who fall into the categories mentioned in the previous option.

Yes – we encourage and support the forming of groups of employees from under-represented groups – for example, members of the LGBTQ+ community, persons with disabilities, or people from cultural minorities, etc.).

Yes – our company has BNQ 9825-900 certification: Remarkable employer – ethno-cultural diversity.

Yes – our company is a member of associations such as the Réseau des femmes d'affaires du Québec, La Gouvernance au féminin, WeConnect (women-owned businesses), WBEC, WBENC, NMSDC, CGLCC, NVBDC, etc.

Yes – explain

No, but we would like to learn more about it.

No, the EDI principles are not relevant to our situation.

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6328

Businesses owned in whole or in part by Indigenous people

Hydro-Québec is particularly interested in the inclusion of Indigenous people in the activities of its suppliers of goods and services.

Please select the situation that represents your company.

Maximum of 3 points, increments of 1 per category

<input type="checkbox"/> Our company is MINORITY controlled by Indigenous (<50%).
<input type="checkbox"/> Our company is MAJORITY controlled by Indigenous (>50%).
<input type="checkbox"/> Our company is wholly owned by Indigenous people (100%).
<input type="checkbox"/> None of these choices apply to our company.

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Inclusion of Indigenous in your company's workforce

Hydro-Québec is particularly interested in the inclusion of Indigenous in the activities of its suppliers of goods and services.

Please select the situation that represents your company.

Maximum of 3 points, increments of 1 per category

<input type="checkbox"/> Between 11% and 20% of our employees are Indigenous.
<input type="checkbox"/> Between 21% and 30% of our employees are Indigenous.
<input type="checkbox"/> Over 31% of our employees are Indigenous.
<input type="checkbox"/> None of these choices apply to our company.

Commitments (1) questions**1 of 1****AUTHORIZATION TO COMPLETE THE QUESTIONNAIRE ON BEHALF OF YOUR ENTERPRISE**

The person completing this questionnaire and submitting supporting documents requires authorization to do so on behalf of the enterprise, either directly or by delegation of authority, and must certify that all responses and other information provided are true, accurate and complete.

6351

Declaration of the authorized person I certify that the responses provided in the questionnaire are true, accurate and complete.**Reminder**

When you've completed all the steps, send in your submission for review.

Your responses and documents will be checked within **two business days**. If any of the elements are incomplete or unacceptable, your submission will not be processed and you will have to correct the situation. Be sure to check your inbox and Cognibox account for further details on the elements that require your attention.