

CATEGORY	QUESTION
<p>1.0 ECONOMIC CATEGORY</p>	
<p>1.1 Not-for-profit and Profit (SMEs)</p>	<p>Is your company a not-for-profit (for example, a charity) or a for-profit company?</p> <ul style="list-style-type: none"> <input type="radio"/> NOT-FOR-PROFIT <input type="radio"/> FOR-PROFIT <p><i>[If FOR-PROFIT is selected]</i></p> <p>How many people are employed in your company including all part-time, full-time, and contracted employees?</p> <ul style="list-style-type: none"> <input type="radio"/> 1 to 99 <input type="radio"/> 100 to 499 <input type="radio"/> 500 or more
<p>1.2 Certification of Ownership by an Underrepresented Member of the Community</p>	<p>Governments represent and address the needs, wants, and aspirations of everyone within their jurisdiction.</p> <p>The objective of inclusive trade is to ensure that all segments of society can take advantage of opportunities that flow from trade.</p> <p>For The City, this means removing barriers and leveraging procurement opportunities for companies owned by women, Indigenous persons, LGBTQ2S+, Newcomer, persons with disabilities, or persons from diverse Racialized groups. Does your company have a third-party certification to show ownership from an underrepresented group?</p> <ul style="list-style-type: none"> <input type="radio"/> No <input type="radio"/> Yes <p><i>[If Yes is selected]</i></p> <p>Enter the name of each applicable certificate and attach a scan or other evidence of the certification.</p>
<p>1.3 Work experiences, internships, and apprenticeships</p>	<p>Hands-on opportunities in a company for individuals develops not only key transferable skills necessary for the workplace, but also a network of industry and professional contacts. Hands-on opportunities develop and strengthen both an individual and the workforce.</p> <p>Does your organization currently provide work experience, internship, or apprenticeship opportunities longer than 2 weeks?</p> <ul style="list-style-type: none"> <input type="radio"/> No <input type="radio"/> Yes <p>What percentage of those work experience, internship, or apprenticeship opportunities were paid?</p> <ul style="list-style-type: none"> <input type="radio"/> COMPLETELY PAID 100% <input type="radio"/> PARTIALLY-PAID <input type="radio"/> UNPAID 0%
<p>1.4 Living wage</p>	<p>Does your company pay a living wage to BOTH all directly employed staff and all contracted staff?</p> <p>Living Wage resource for Alberta https://livingwagealberta.ca/living-wage/.</p> <ul style="list-style-type: none"> <input type="radio"/> No <input type="radio"/> Yes

2.0 SOCIAL CATEGORY	
2.1. Equity: Membership Supporting Outcomes for Underrepresented	<p>Diverse and inclusive communities are when all segments of society feel welcome and experience a sense of belonging.</p> <p>When underrepresented groups feel supported to reach their full potential and contribute their unique talents to society, everyone benefits. Society becomes stronger and more resilient.</p> <p>Companies can use their resources and position in society to support underrepresented groups. This support may include undertaking advocacy action (allyship), building alliances, or collaboratively integrating opportunities to reduce barriers in society.</p> <p>One way for companies to action their values and provide legitimacy to underrepresented groups is through memberships. Does your company have membership(s) to show your advocacy (or support or alliance) for an underrepresented group?</p> <ul style="list-style-type: none"> <input type="radio"/> No <input type="radio"/> Yes <p><i>[If Yes is selected]</i> Enter the name of each applicable membership and attach a scan or other evidence of the membership.</p>
2.2 Equity: Truth & Reconciliation: Indigenous Policy	<p>Policies are important governance tools in a company, because they are rules setting out expectations for behaviour and decision-making. Policies inform whether a company is operating in a way consistent with its values and goals.</p> <p>Inclusion is about taking action to incorporate all people into community life.</p> <p>The Calls to Action in Canada’s Truth and Reconciliation Commission includes Call #92 to business include to ... provide education for management and staff on the history of Aboriginal peoples, including the history and legacy of residential schools, the United Nations Declaration on the Rights of Indigenous Peoples, Treaties and Aboriginal rights, Indigenous law, and Aboriginal-Crown relations. This will require skills-based training in intercultural competency, conflict resolution, human rights, and anti-racism.</p> <p>Does your company have a specific Indigenous policy to support outcomes for Indigenous communities?</p> <ul style="list-style-type: none"> <input type="radio"/> No <input type="radio"/> Yes

<p>2.3. Social Cohesion: Large or small actions to Strengthen the whole Community</p>	<p>The City of Calgary is committed to making life better everyday.</p> <p>Indicate below in the last twelve months, how has your company strengthened the quality of life in the community of Calgary or in the community in which your company primarily operates. GIVING BACK TO THE COMMUNITY!</p> <ul style="list-style-type: none"> <input type="radio"/> No <input type="radio"/> Yes <p><i>[If Yes is selected]</i> Describe all that may apply:</p> <p><i>[NOTE: there is a table:</i> Volunteer Opportunities, Volunteer Sponsorship, Award Sponsorship, Community Outreach to Inspire, Others Actions to Strengthen the Community] NOTE: this list is expanded for 2 reasons, to include those typically target in funding requirements (Community Benefits Agreements) from the Government of Canada, and to allow opportunity for business to be rewarded for active and visible support strengthening the community in all dimensions of diversity, inclusion (social), and inclusive trade (economic).]</p>
<p>2.4 Social Cohesion: Actions to strengthen social integration or economic opportunity for Underrepresented groups</p>	<p>Does your company have any programs or initiatives to ensure greater integration into society or economic opportunity for underrepresented groups including Indigenous peoples, women, LGBTQ2S+, persons of diverse Racialized groups, newcomers, refugees, persons with disabilities, youth, veterans, and persons with experiences of living unhoused in the community?</p> <p>Greater economic opportunity and integration may be in the form of employment initiatives, outreach in schools; outreach in Newcomer, Indigenous, or other communities; or other employment or mentorship programs that support underrepresented groups in their integration in the workplace or society.</p> <p>Has your company taken actions to strengthen social integration or economic opportunity for underrepresented groups?</p> <ul style="list-style-type: none"> <input type="radio"/> No <input type="radio"/> Yes <p><i>[If Yes is selected there is a drop-down:</i> Indigenous peoples women LGBTQ2S+ diverse Racialized groups newcomers refugees persons with disabilities youth veterans unhoused persons</p>

3.0 CLIMATE & ENVIRONMENTAL CATEGORY	
3.1 Climate or Environmental Policy	<p>The purpose of The City of Calgary is set out in legislation of the Government of Alberta (Municipal Government Act R.S.A. 2000 Chapter M-26). The City’s purpose includes ... to provide good government and to foster the well-being of the environment ...</p> <p>Concerned by a rapidly changing environment and climate, The City of Calgary declared a Climate Emergency on 2021 November 15. The City is committed to the need of emergency action to respond to climate change, and recognizes the pace and scale of action needed.</p> <p>Does your company have a climate or environmental policy?</p> <ul style="list-style-type: none"> <input type="radio"/> No <input type="radio"/> Yes <p>Enter name of climate or environmental policy before attaching</p>
3.2 Does your company have a climate or environmental targets?	<p>Companies have an important role in addressing the climate and environmental challenges.</p> <p>Does your company have climate or environmental targets?</p> <ul style="list-style-type: none"> <input type="radio"/> No <input type="radio"/> Yes <p>Enter the policy target value and before attaching evidence your company has that target.</p> <p><i>[NOTE: there is a table of Target Focus:</i> Environmental Target Climate Target Greenhouse Reduction Target Other related-targets]</p>

<p>4.0 GOVERNANCE - OH&S and ETHICS CATEGORY</p>	
<p>4.1 GOVERNANCE – OH&S: manage workplace via registered OS&H safety management system</p>	<p>People matter. The City of Calgary believes and is committed to health and safety as top priority within The City itself and the companies that do business with The City.</p> <p>Action to health and safety commitments may be through registration with a third-party organization who monitors and validates how well your company is meeting health and safety program standards.</p> <p>Action to health and safety commitments may also be through a non-registered, audited health and safety system that meets local health and safety requirements.</p> <p>Does your company formally manage workplace health and safety risk through a registered occupational health & safety management system?</p> <ul style="list-style-type: none"> <input type="radio"/> No <input type="radio"/> Yes <p><i>[If Yes is selected]</i> Enter registration standard and expiry date before attaching registration.</p> <p><i>[NOTE 1: this replaces a question from the Sustainable Environmental and Ethical Procurement Policy (SEEPP) questionnaire.]</i></p> <p><i>[NOTE 2: there is a table:</i> OHASA 18001, CAN/CSA Z1000, ANSI Z10, COR, SECOR, other]</p> <p><i>[If No is selected] Does your company have a non-registered, audited health and safety management system that meets local health and safety requirements?</i></p> <ul style="list-style-type: none"> <input type="radio"/> No <input type="radio"/> Yes <i>[If Yes is selected there is a table.]</i>
<p>4.2 GOVERNANCE – OH&S Respectful Workplace: commitment to safe, respectful workplace that includes psychological safety</p>	<p>The City of Calgary is committed to creating a safe, respectful workplace. The City expects the companies it contracts with to also be committed to creating and promoting a safe, respectful workplace that supports employees in their efforts to address all types of harassment and discrimination.*</p> <p style="text-align: center;">*based on the Canadian Charter of Rights and Freedoms and the Alberta Human Rights Act</p> <p>Does your company promote a respectful working environment for your employees with formal policies or procedures to address and resolve a situation if employees were to experience discrimination and harassment in your work place?</p> <ul style="list-style-type: none"> <input type="radio"/> No <input type="radio"/> Yes <p>Indicate Policy (or Procedure) and enter its name before attaching.</p> <p><i>[There is a table of Policy or Procedure:</i> Corporate Code of Conduct Corporate Code of Ethics Respectful Workplace Policy (includes bullying, discrimination, disrespectful behaviour, and harassment) other]</p>

<p>4.3 GOVERNANCE - OH&S Mental Health Support: commitment to employee mental health and wellness</p>	<p>Supports for mental health are key to a psychologically safe workplace and demonstrate a holistic commitment to communities, families, and individual persons.</p> <p>An employee with robust mental health supports experiences stronger belonging and inclusion in the workplace.</p> <p>Does your company currently provide your employees benefit coverage for mental health support with covered practitioners including licensed psychologists, psychotherapists, family therapists, counsellors, and social workers.</p> <ul style="list-style-type: none"> <input type="radio"/> No <input type="radio"/> Yes <p>What level of benefit is provided for mental health coverage?</p> <ul style="list-style-type: none"> <input type="radio"/> UNLIMITED PAID (100%) benefits for mental health coverage <input type="radio"/> PARTIAL benefits for mental health coverage <input type="radio"/> NO BENEFITS PAID (0%) coverage for mental health coverage
<p>4.4 GOVERNANCE – ETHICS: safe, ethical, and environmentally-responsible supply chains</p>	<p>Ethics drive decision-making and behaviour in a company. When a company declares its ethics, this complements the law by defining acceptable decision-making and behaviours beyond government control.</p> <p>According to the 2018 Global Business Ethics survey, employees are more likely to apply ethical reasoning when their company clearly demonstrates why business ethics are important.</p> <p>Codes of Conduct or Codes of Ethics are key tools to help a company keep a company’s commitment to society to act ethically within itself and how it engages with its supply chains.</p> <p>Does your company have a policy or code to ensure the companies you use in your supply chain have a safe workplace, that workers are treated with dignity and respect, and those companies operate in environmentally and ethically responsible ways?</p> <p>Examples are such policies or codes include Supplier Code of Conduct.</p> <ul style="list-style-type: none"> <input type="radio"/> No <input type="radio"/> Yes <p>Indicate Policy (or Code) and enter its name before attaching.</p> <p><i>[There is a table of Policy or Code:</i> Supplier Code of Conduct Supplier Code of Ethics Sustainable Procurement Policy other]</p>

<p>4.5 GOVERNANCE – ETHICS: Whistleblower policy or procedure</p>	<p>A confidential, anonymous reporting system that protects the person, who is reporting wrong-doing in a company, is one of the most effective ways to identify and prevent corruption, wrong-doing, and fraud in an organization.</p> <p>Often such confidential, anonymous reporting systems a called Whistleblower Program.</p> <p>Does your company have a formal mechanism, or procedure for worker complaints, that ensures the confidentiality and protection of works who report suspected violation of ethical conduct, wrong-doing including unsafe work conditions, unfair labour practices, and so on?</p> <ul style="list-style-type: none"> <input type="radio"/> No <input type="radio"/> Yes <p>[There is a table of Policy or Code: Whistleblower Policy other]</p>
---	---

ISC: UNRESTRICTED

2023 May 1