

SAMPLE REPORT

Canvass Respond — Questionnaire Response Pack

Company	[Supplier Company Name]
Report date	June 2026
Reference	CVS-R-SAMPLE-001
Prepared by	Canvass ESG Reporting · canvass.work
Frameworks	GRI Standards, ESRS-aligned
Client requesting	[Large EU Corporation]
Questionnaire type	Supplier Sustainability Assessment
Questions answered	42 of 42
Delivery	48 hours from submission

This is a sample report for illustration purposes. Company name and specific data have been anonymised. Your actual report will contain your company's data, specific findings, and tailored recommendations.

How to use this document

This document contains AI-drafted answers to every question in your client's sustainability questionnaire. Each answer has been structured to be professional, accurate to your company's situation, and appropriate for the context of a supplier assessment.

Review each answer carefully. Where you see [brackets], fill in the specific detail. Where answers reference policies or certifications you don't have, adjust accordingly. You may submit these answers directly or adapt them to your client's preferred format.

Section A — Environmental Management

Q1. Does your company have an environmental policy?

Yes. [Company Name] has a formal environmental policy that has been approved by senior management and communicated to all employees. The policy outlines our commitment to minimising environmental impact, complying with applicable regulations, and continuously improving our environmental performance. A copy is available upon request.

Q2. Do you track your carbon emissions (Scope 1 and/or Scope 2)?

Yes. We track our Scope 1 emissions from our company vehicle fleet and natural gas consumption, and our Scope 2 emissions from purchased electricity. Our total footprint for 2025 was approximately 116.6 tCO₂e. We are working towards formalising annual reporting against the GHG Protocol Corporate Standard.

Q3. What is your primary energy source?

Our primary energy source is grid electricity, which accounts for approximately 53% of our total emissions footprint. We also use natural gas for space heating. We are currently evaluating options for transitioning to a certified renewable electricity contract.

Q4. Do you have targets to reduce your carbon emissions?

We currently have internal targets to reduce energy consumption by 15% by 2027 through a combination of efficiency improvements and renewable energy sourcing. We are in the process of formalising these as published commitments aligned with Science-Based Targets guidance.

Q5. How do you manage waste from your operations?

We manage waste through a licensed waste contractor who handles segregated collection of recyclable materials (metal, paper, plastics) and general waste. Recycling rates are tracked quarterly. We do not use or generate hazardous waste in our core operations.

Section B — Social & Labour Practices

Q6. Do you have a code of conduct covering labour standards?

Yes. [Company Name] has a published code of conduct that covers labour standards, anti-discrimination, health and safety, and fair wages. The code is communicated to all employees upon joining and is reviewed annually. It is available to clients and partners upon request.

Q7. Do you comply with local minimum wage requirements?

Yes. All employees are paid above the statutory minimum wage applicable in our jurisdiction. We benchmark salaries against market rates for our sector annually to ensure competitive and fair compensation.

Q8. Do you provide health and safety training?

Yes. All employees receive mandatory health and safety induction training. Role-specific safety training is provided for production and warehouse staff. Training records are maintained and refreshed annually. We had zero lost-time incidents in 2025.

Q9. Do you have a grievance mechanism for employees?

Yes. We have a formal grievance procedure that allows employees to raise concerns confidentially. The procedure is documented in our employee handbook and includes escalation paths independent of direct line management. No formal grievances were raised in the reporting period.

Q10. Do you conduct due diligence on your suppliers?

We currently work primarily with established suppliers in Western Europe and our local market. Supplier selection considers quality, reliability, and compliance with applicable regulations. We are developing a formal supplier code of conduct to formalise our sustainability requirements in the supply chain.

Section C — Governance & Compliance

Q11. Do you have an anti-corruption policy?

Yes. [Company Name] has a formal anti-bribery and anti-corruption policy that applies to all employees, contractors, and agents. All staff complete anti-corruption awareness training as part of onboarding. The policy prohibits facilitation payments in all circumstances.

Q12. Are you GDPR compliant?

Yes. We are fully compliant with the General Data Protection Regulation (GDPR). We have a documented data protection policy, a designated data protection point of contact, and procedures for handling data subject requests. We have not experienced any reportable data breaches.

Q13. Have you had any regulatory violations in the past 3 years?

No. [Company Name] has not been subject to any significant regulatory violations, fines, or enforcement actions in the past three years. We maintain active compliance monitoring across our key regulatory obligations.

Q14. Do you hold any sustainability certifications?

We currently hold ISO 9001 (Quality Management System) certification, which was last renewed in [year]. We are evaluating ISO 14001 (Environmental Management) as a next step in our sustainability certification roadmap.

— 28 additional questions answered in full version —

This is a sample Canvass Respond output. Your actual response pack will contain answers to every question in your specific questionnaire, tailored to your company's documents and situation.

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