

CDP's 2014 Climate Change Information Request

The following set of questions form CDP's climate change information request. Companies are asked to answer these questions in the Online Response System (ORS) provided by CDP through its 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 is available on the CDP website from December 2013 which details all of the options available and provides screen shots of the ORS to aid companies in completing the request.

We request a reply to the following questions by 29 May 2014.

Please respond to the information request using our Online Response System (ORS). In early February 2014, 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@cdp.net. In addition to investor signatories to the letter requesting your response which accompanies this request, you may also be asked to share your response with the members of CDP's supply chain program if they are your customers. In this case, you will be notified by email in early April 2014 and asked for your approval for this.

We encourage companies to consult CDP's climate change reporting guidance, (see <https://www.cdp.net/en-US/Pages/guidance.aspx>), 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.

We encourage companies to assess the relevance of questions in accordance with the principles of "The Greenhouse Gas Protocol: A Corporate Accounting and Reporting Standard (Revised Edition)" developed by the World Resources Institute and the World Business Council for Sustainable Development (www.ghgprotocol.org). According to these principles information is relevant if it contains the detail that users, both internal and external to the company, need for their decision-making.

Where questions have been amended from 2013 to 2014 this is indicated next to the relevant questions. Please note that the reporting period for which you will be providing data, along with the currency in which you wish to report, will be collected on a page of the ORS prior to the start of the questionnaire.

Sector-specific Question Modules and Instructions

In addition to questions 1-14 that follow, specific questions have been prepared for companies in the Electric Utility, Auto and Auto Component Manufacture, Oil and Gas, Information and Communications Technology, and Food, Beverage and Tobacco sectors. This is part of a strategic move by CDP to a more sector based approach. These modules will be presented within the ORS and can be previewed on the CDP website. Companies with businesses in these sectors should answer questions 1-14 for all businesses within their consolidated boundary and provide information specific to businesses in those sectors in answer to the additional questions.

CDP Questionnaire Copyright and Licensed Use:

The copyright to CDP's annual questionnaire/s is owned by Carbon Disclosure Project, a registered charity number 1122330 and a company limited by guarantee, registered in England number 05013650. Any use of any part of the questionnaire, including the questions, must be licensed by Carbon Disclosure Project. Any unauthorized use is prohibited and Carbon Disclosure Project reserves the right to protect its copyright by all legal means necessary.

Contact license@cdp.net for details of licenses and fees

Management

CC1. Governance

Group and Individual Responsibility

CC1.1 Where is the highest level of direct responsibility for climate change within your organization?
(CDP 2013 Q1.1, amended)

If "Individual/Sub-set of the Board or other committee appointed by the Board"; "Senior Manager/Officer"; or, "Other Manager/Officer":

CC1.1a Please identify the position of the individual or name of the committee with this responsibility

Individual Performance

CC1.2 Do you provide incentives for the management of climate change issues, including the attainment of targets?

If yes: CC1.2a Please provide further details on the incentives provided for the management of climate change issues (CDP 2013 Q1.2a, amended)

Who is entitled to benefit from these incentives?	The type of incentives	Incentivized performance indicator

CC2. Strategy

Risk Management Approach

CC2.1 Please select the option that best describes your risk management procedures with regard to climate change risks and opportunities

If "Integrated into multi-disciplinary company wide risk management processes" or "A specific climate change risk management process" is selected, answer questions CC2.1a - 2.1c:

CC2.1a Please provide further details on your risk management procedures with regard to climate change risks and opportunities (CDP 2013 Q2.1a, amended)

Frequency of monitoring	To whom are results reported?	Geographical areas considered	How far into the future are risks considered?	Comment

CC2.1b Please describe how your risk and opportunity identification processes are applied at both company and asset level (New for CDP 2014)

CC2.1c How do you prioritize the risks and opportunities identified? (New for CDP 2014)

If "There are no documented processes for assessing and managing risks and opportunities from climate change" is selected:

CC2.1d Please explain why you do not have a process in place for assessing and managing risks and opportunities from climate change, and whether you plan to introduce such a process in the future (New for CDP 2014)

Main reason for not having a process	Do you plan to introduce a process?	Comment

Management

Business Strategy

CC2.2 Is climate change integrated into your business strategy?

If yes: CC2.2a Please describe the process of how climate change is integrated into your business strategy and any outcomes of this process **(CDP 2013 Q2.2a, amended)**

If no: CC2.2b Please explain why climate change is not integrated into your business strategy **(CDP 2013 Q2.2b, amended)**

Engagement with Policy Makers

CC2.3 Do you engage in activities that could either directly or indirectly influence public policy on climate change through any of the following? (tick all that apply) **(CDP 2013 Q2.3, amended)**

- ☐ Direct engagement with policy makers
 ☐ Trade associations
 ☐ Funding research organizations
 ☐ Other
 ☐ No

If "Direct engagement with policy makers" is ticked:

CC2.3a On what issues have you been engaging directly with policy makers? **(CDP 2013 Q2.3a, amended)**

Focus of legislation	Corporate position	Details of engagement	Proposed legislative solution

If "Trade associations" is ticked:

CC2.3b Are you on the Board of any trade associations or provide funding beyond membership?

If yes: CC2.3c Please enter the details of those trade associations that are likely to take a position on climate change legislation

Trade association	Is your position on climate change consistent with theirs?	Please explain the trade association's position	How have you, or are you attempting to, influence the position

If "Funding research organizations" is ticked:

CC2.3d Do you publically disclose a list of all the research organizations that you fund?

CC2.3e Do you fund any research organizations to produce or disseminate public work on climate change? **(CDP 2013 Q2.3e, amended)**

If yes: CC2.3f Please describe the work and how it aligns with your own strategy on climate change

If "Other" is ticked:

CC2.3g Please provide details of the other engagement activities that you undertake

Management

If "Direct engagement", "Trade associations", "Funding research organizations" or "Other" is ticked:

CC2.3h What processes do you have in place to ensure that all of your direct and indirect activities that influence policy are consistent with your overall climate change strategy?

If "No" is ticked:

CC2.3i Please explain why you do not engage with policy makers

CC3. Targets and Initiatives

Targets

CC3.1 Did you have an emissions reduction target that was active (ongoing or reached completion) in the reporting year?

If you have an absolute target:

CC3.1a Please provide details of your absolute target

If you have an intensity target:

CC3.1b Please provide details of your intensity target

CC3.1c Please also indicate what change in absolute emissions this intensity target reflects

The following details are requested for targets (in Questions CC3.1a and CC3.1b), to be inputted in tables in the ORS:

- Scope
- % of emissions in scope
- % reduction from base year
- Metric denominator (intensity targets only)
- Base year
- Base year emissions
- Target year
- Comment

Direction of change anticipated in absolute Scope 1+2 emissions at target completion?	% change anticipated in absolute Scope 1+2 emissions	Direction of change anticipated in absolute Scope 3 emissions at target completion?	% change anticipated in absolute Scope 3 emissions	Comment

For both types of target, also:

CC3.1d For all of your targets, please provide details on the progress made in the reporting year (**CDP 2013 Q3.1d, amended**)

% complete (time)	% complete (emissions)	Comment

If you do not have a target:

CC3.1e Please explain: (i) why you do not have a target; and (ii) forecast how your emissions will change over the next five years (**CDP 2013 Q3.1e, amended**)

Emissions Reduction Initiatives

CC3.2 Does the use of your goods and/or services directly enable GHG emissions to be avoided by a third party?

Management

If yes: CC3.2a Please provide details of how the use of your goods and/or services directly enable GHG emissions to be avoided by a third party **(CDP 2013 Q3.2a, amended)**

CC3.3 Did you have emissions reduction initiatives that were active within the reporting year (this can include those in the planning and/or implementation phases)

If yes, complete questions CC3.3a, CC3.3b and CC3.3c:

CC3.3a Please identify the total number of projects at each stage of development, and for those in the implementation stages, the estimated CO₂e savings

Stage of development	Number of projects	Total estimated annual CO ₂ e savings in metric tonnes CO ₂ e (only for rows marked *)
Under investigation		
To be implemented*		
Implementation commenced*		
Implemented*		
Not to be implemented		

CC3.3b For those initiatives implemented in the reporting year, please provide details in the table below **(CDP 2013 Q 3.3b, amended)**

Activity type	Description of activity	Estimated annual CO ₂ e savings (metric tonnes CO ₂ e)	Annual monetary savings (unit currency – as specified in CC0.4)	Investment required (unit currency – as specified in CC0.4)	Payback period	Estimated lifetime of the initiative, years	Comment

CC3.3c What methods do you use to drive investment in emissions reduction activities?

Method	Comment

If no: CC3.3d If you do not have any emissions reduction initiatives, please explain why not

CC4. Communications

CC4.1 Have you published information about your organization's response to climate change and GHG emissions performance for this reporting year in places other than in your CDP response? If so, please attach the publication(s) **(CDP 2013 Q 4.1, amended)**

Publication	Page/Section reference	Attach the document

Risks & Opportunities

CC5. Climate Change Risks

CC5.1 Have you identified any climate change risks that have the potential to generate a substantive change in your business operations, revenue or expenditure? (Tick all that apply) **(CDP 2013 Q5.1, amended)**

Please identify the relevant categories:

- ☐ Risks driven by changes in regulation
- ☐ Risks driven by changes in physical climate parameters
- ☐ Risks driven by changes in other climate-related developments

CC6. Climate Change Opportunities

CC6.1 Have you identified any climate change opportunities that have the potential to generate a substantive change in your business operations, revenue or expenditure? (Tick all that apply) **(CDP 2013 Q6.1, amended)**

Please identify the relevant categories:

- ☐ Opportunities driven by changes in regulation
- ☐ Opportunities driven by changes in physical climate parameters
- ☐ Opportunities driven by changes in other climate-related developments

For all of the risks and/or opportunities identified, please provide the following details in the table provided in the ORS:

- Risk/Opportunity driver
- Description
- Potential impact
- Timeframe
- Direct/Indirect
- Likelihood
- Magnitude of impact
- Estimated financial implications of the risk/opportunity before taking action
- Methods you are using to manage this risk/opportunity
- Costs associated with these actions

Where risks and/or opportunities have not been identified for any of the categories:

Please explain why you do not consider your organization to be exposed to these risks/opportunities that have the potential to generate a substantive change in your business operations, revenue or expenditure

Emissions

CC7. Emissions Methodology

Base year

CC7.1 Please provide your base year and base year emissions (Scopes 1 and 2)

Use the table in the ORS to provide the following details for Scopes 1 and 2:

- Base year
- Scope 1 base year emissions (metric tonnes CO₂e)
- Scope 2 base year emissions (metric tonnes CO₂e)

CDP requests companies to provide responses to questions CC8, CC9 and CC10 for the three years prior to the current reporting year if you have not done so before or if this is the first time you have answered a CDP information request

Methodology

CC7.2 Please give the name of the standard, protocol or methodology you have used to collect activity data and calculate Scope 1 and Scope 2 emissions

If you have selected "Other":

CC7.2a If you have selected "Other" in CC7.2 please provide details of the standard, protocol or methodology you have used to collect activity data and calculate Scope 1 and Scope 2 emissions (**CDP 2013 Q7.2a, amended**)

CC7.3 Please give the source for the global warming potentials you have used

Gas	Reference

CC7.4 Please give the emissions factors you have applied and their origin; alternatively, please attach an Excel spreadsheet with this data at the bottom of this page (**CDP 2013 Q7.4, amended**)

Fuel/Material/Energy	Emission Factor	Unit	Reference

CC8. Emissions Data

Boundary

CC8.1 Please select the boundary you are using for your Scope 1 and 2 greenhouse gas inventory

Select from

- Financial control
- Operational control
- Equity share
- Other

Companies using CCRF should select financial control as their boundary at CC8.1, report their Scope 1 and 2 emissions accordingly, and then provide their CCRF breakdown under legal structure at CC9.2e and CC10.2d.

Scope 1 and 2 Emissions Data

CC8.2 Please provide your gross global Scope 1 emissions figures in metric tonnes CO₂e

Emissions

CC8.3 Please provide your gross global Scope 2 emissions figures in metric tonnes CO₂e

CC8.4 Are there any sources (e.g. facilities, specific GHGs, activities, geographies, etc.) of Scope 1 and Scope 2 emissions that are within your selected reporting boundary which are not included in your disclosure? **(CDP 2013 Q8.4, amended)**

If yes: CC8.4a Please provide details of the sources of Scope 1 and Scope 2 emissions that are within your selected reporting boundary which are not included in your disclosure **(CDP 2013 Q8.4a, amended)**

Source	Relevance of Scope 1 emissions from this source	Relevance of Scope 2 emissions from this source	Explain why the source is excluded

Data Accuracy

CC8.5 Please estimate the level of uncertainty of the total gross global Scope 1 and 2 emissions figures that you have supplied and specify the sources of uncertainty in your data gathering, handling and calculations

Scope 1 emissions: Uncertainty range	Scope 1 emissions: Main sources of uncertainty	Scope 1 emissions: Please expand on the uncertainty in your data	Scope 2 emissions: Uncertainty range	Scope 2 emissions: Main sources of uncertainty	Scope 2 emissions: Please expand on the Uncertainty in your data

External Verification or Assurance

CC8.6 Please indicate the verification/assurance status that applies to your reported Scope 1 emissions **(CDP 2013 Q8.6, amended)**

If Scope 1 emissions have been subject to third party verification or assurance (complete or underway):

CC8.6a Please provide further details of the verification/assurance undertaken for your Scope 1 emissions, and attach the relevant statements **(CDP 2013 Q8.6a and Q8.6b, amended and combined)**

Type of verification or assurance	Attach the statement	Page/Section reference	Relevant standard	Proportion of reported Scope 1 emissions verified (%)

If "No third party verification or assurance – regulatory CEMS required" is selected:

CC8.6b Please provide further details of the regulatory regime to which you are complying that specifies the use of Continuous Emissions Monitoring Systems (CEMS) **(CDP 2013 Q8.6c, no change)**

Regulation	% of emissions covered by the system	Compliance period	Evidence of submission

Emissions

CC8.7 Please indicate the verification/assurance status that applies to your reported Scope 2 emissions (**CDP 2013 Q8.7, amended**)

If Scope 2 emissions have been subject to third party verification or assurance (complete or underway):

CC8.7a Please provide further details of the verification/assurance undertaken for your Scope 2 emissions, and attach the relevant statements (**CDP 2013 Q8.7a and Q8.7b, amended and combined**)

Type of verification or assurance	Attach the statement	Page/Section reference	Relevant standard	Proportion of reported Scope 2 emissions verified (%)

CC8.8 Please identify if any data points other than emissions figures have been verified as part of the third party verification work undertaken (**New for CDP 2014**)

Additional data points verified	Comment

Carbon Dioxide Emissions from Biologically Sequestered Carbon

CC8.9 Are carbon dioxide emissions from biologically sequestered carbon relevant to your organization? (**CDP 2013 Q8.8, no change**)

If yes: 8.9a Please provide the emissions from biologically sequestered carbon relevant to your organization in metric tonnes CO₂ (**CDP 2013 Q8.8a, amended**)

CC9. Scope 1 Emissions Breakdown

CC9.1 Do you have Scope 1 emissions sources in more than one country?

If yes: CC9.1a Please break down your total gross global Scope 1 emissions by country/region (**CDP 2013 Q9.1a, amended**)

Electric utilities should report emissions by country/region using the tables in EU2

Oil and gas sector companies are requested to provide breakdowns of emissions by value chain segment and activity as shown in OG2 and OG3

ICT companies can use the sector module to respond to CC9.2d

Country/Region	Scope 1 metric tonnes CO ₂ e

CC9.2 Please indicate which other Scope 1 emissions breakdowns you are able to provide (tick all that apply)

- ☐ By business division (CC9.2a)
 ☐ By facility (CC9.2b)
 ☐ By GHG type (CC9.2c)
 ☐ By activity (CC9.2d)
 ☐ By legal structure (CC9.2e)

Where a breakdown option has been ticked, a table appears to allow you to enter the relevant emissions data

Emissions

CC10. Scope 2 Emissions Breakdown

CC10.1 Do you have Scope 2 emissions sources in more than one country?

If yes: CC10.1a Please break down your total gross global Scope 2 emissions and energy consumption by country/region (**CDP 2013 Q10.1a, amended**)

Oil and gas sector companies are requested to provide the breakdown of emissions by value chain segment as shown in OG2

ICT companies can use the sector module to respond to CC10.2c

Country/Region	Scope 2 metric tonnes CO ₂ e	Purchased and consumed electricity, heat, steam or cooling (MWh)	Purchased and consumed low carbon electricity, heat, steam or cooling accounted for in CC8.3 (MWh)

CC10.2 Please indicate which other Scope 2 emissions breakdowns you are able to provide (tick all that apply)

☐ By business division (CC10.2a)

☐ By facility (CC10.2b)

☐ By activity (CC10.2c)

☐ By legal structure (CC10.2d)

Where a breakdown option has been ticked, a table appears to allow you to enter the relevant emissions data

CC11. Energy

CC11.1 What percentage of your total operational spend in the reporting year was on energy?

CC11.2 Please state how much fuel, electricity, heat, steam, and cooling in MWh your organization has purchased and consumed during the reporting year

Energy type	MWh
Fuel	
Electricity	
Heat	
Steam	
Cooling	

CC11.3 Please complete the table by breaking down the total "Fuel" figure entered above by fuel type

Fuels	MWh

CC11.4 Please provide details of the electricity, heat, steam or cooling amounts that were accounted at a low carbon emission factor in the Scope 2 figure reported in CC8.3 (**CDP 2013 Q11.4, amended**)

Basis for applying a low carbon emission factor	MWh associated with low carbon electricity, heat, steam or cooling	Comment

Emissions

CC12. Emissions Performance

Emissions History

CC12.1 How do your gross global emissions (Scope 1 and 2 combined) for the reporting year compare to the previous year? **(CDP 2013 Q12.1, amended)**

If emissions have increased, decreased or remained the same overall:

CC12.1a Please identify the reasons for any change in your gross global emissions (Scope 1 and 2 combined) and for each of them specify how your emissions compare to the previous year **(CDP 2013 Q12.1a, amended)**

Reason	Emissions value (percentage)	Direction of change	Comment
Emissions reduction activities			
Divestment			
Acquisitions			
Mergers			
Change in output			
Change in methodology			
Change in boundary			
Change in physical operating conditions			
Unidentified			
Other			

Emissions Intensity

CC12.2 Please describe your gross global combined Scope 1 and 2 emissions for the reporting year in metric tonnes CO₂e per unit currency total revenue **(CDP 2013 Q12.2, amended)**

Intensity figure	Metric numerator	Metric denominator	% change from previous year	Direction of change from previous year	Reason for change
	metric tonnes CO ₂ e	unit total revenue			

CC12.3 Please describe your gross global combined Scope 1 and 2 emissions for the reporting year in metric tonnes CO₂e per full time equivalent (FTE) employee **(CDP 2013 Q12.3, amended)**

Intensity figure	Metric numerator	Metric denominator	% change from previous year	Direction of change from previous year	Reason for change
	metric tonnes CO ₂ e	FTE employee			

CC12.4 Please provide an additional intensity (normalized) metric that is appropriate to your business operations

Intensity figure	Metric numerator	Metric denominator	% change from previous year	Direction of change from previous year	Reason for change
	metric tonnes CO ₂ e				

ICT companies can use the sector module to respond to this question

Emissions

CC13. Emissions Trading

CC13.1 Do you participate in any emissions trading schemes?

If yes: CC13.1a Please complete the following table for each of the emission trading schemes in which you participate

Scheme name	Period for which data is supplied	Allowances allocated	Allowances purchased	Verified emissions in metric tonnes CO ₂ e	Details of ownership

And if "Yes" or "No, but we anticipate doing so within the next 2 years":

CC13.1b What is your strategy for complying with the schemes in which you participate or anticipate participating?

CC13.2 Has your organization originated any project-based carbon credits or purchased any within the reporting period? **(CDP 2013 Q 13.2, amended)**

*If yes: CC13.2a Please provide details on the project-based carbon credits originated or purchased by your organization in the reporting period **(CDP 2013 Q13.2a, amended)***

Credit origination or credit purchase	Project type	Project identification	Verified to which standard	Number of credits (metric tonnes CO ₂ e)	Number of credits (metric tonnes CO ₂ e): Risk adjusted volume	Credits cancelled	Purpose, e.g. compliance

Emissions

CC14. Scope 3 Emissions

CC14.1 Please account for your organization's Scope 3 emissions, disclosing and explaining any exclusions (**CDP 2013 Q14.1, amended**)

Auto-manufacturers should refer to the sector module before completing question CC14.1

Sources of Scope 3 emissions	Evaluation status	metric tonnes CO ₂ e	Emissions calculation methodology	Percentage of emissions calculated using primary data	Explanation
Purchased goods and services					
Capital goods					
Fuel-and-energy-related activities (not included in Scope 1 or 2)					
Upstream transportation and distribution					
Waste generated in operations					
Business travel					
Employee commuting					
Upstream leased assets					
Investments					
Downstream transportation and distribution					
Processing of sold products					
Use of sold products					
End of life treatment of sold products					
Downstream leased assets					
Franchises					
Other (upstream)					
Other (downstream)					

CC14.2 Please indicate the verification/assurance status that applies to your reported Scope 3 emissions (**CDP 2013 Q14.2, amended**)

If Scope 3 emissions have been subject to third party verification or assurance (complete or underway):

CC14.2a Please provide further details of the verification/assurance undertaken, and attach the relevant statements (**CDP 2013 Q14.2a and 14.2b, amended and combined**)

Type of verification or assurance	Attach the statement	Page/Section reference	Relevant standard	Proportion of reported Scope 3 emissions verified (%)

CC14.3 Are you able to compare your Scope 3 emissions for the reporting year with those for the previous year for any sources?

Emissions

If yes: CC14.3a Please identify the reasons for any change in your Scope 3 emissions and for each of them specify how your emissions compare to the previous year (CDP 2013 Q14.3a, amended)

Sources of Scope 3 emissions	Reason for change	Emissions value (percentage)	Direction of change	Comment

CC14.4 Do you engage with any of the elements of your value chain on GHG emissions and climate change strategies? (Tick all that apply)

- ☐ Yes, our suppliers
 ☐ Yes, our customers
☐ Yes, other partners in the value chain
 ☐ No, we do not engage

If "Yes, our suppliers", "Yes, our customers" or "Yes, other partners in the value chain" is ticked:

CC14.4a Please give details of methods of engagement, your strategy for prioritizing engagements and measures of success

And if "Yes, our suppliers" is ticked, complete questions CC14.4b and CC14.4c

CC14.4b To give a sense of scale of this engagement, please give the number of suppliers with whom you are engaging and the proportion of your total spend that they represent

Number of suppliers	% of total spend	Comment

CC14.4c If you have data on your suppliers' GHG emissions and climate change strategies, please explain how you make use of that data

How you make use of the data	Please give details

If "No, we do not engage" is ticked:

CC14.4d Please explain why you do not engage with any elements of your value chain on GHG emissions and climate change strategies, and any plans you have to develop an engagement strategy in the future (CDP 2013 Q 14.4d, amended)

Sign Off

CC15.1 Please provide the following information for the person that has signed off (approved) your CDP climate change response (CDP 2013 Sign-off Module, amended)

Name	Job title	Corresponding job category

Important Information

The Carbon Disclosure Project (CDP) has been requesting information relating to carbon and climate change on behalf of investors since 2002. To find out more about CDP and the previous responses from other organizations, please refer to our website at www.cdp.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?

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

Which companies will be written to in 2014?

Companies participating in CDP's programs are selected using economic (market) and environmental criteria. Please refer to our website at <https://www.cdp.net/en-US/Programmes/Pages/samples.aspx> to learn more about the companies targeted by each program and the selection criteria used.

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's 2014 climate change information request 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's 2014 climate change information request 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 the 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 non-public. 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's 2014 climate change information request 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 signatories, partners, appointed report writers, selected rating agencies and any other parties that CDP deem appropriate,
2. Made publicly available at www.cdp.net starting in September 2014 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.

Important Information

For non-public responses

Companies agree that a non-public response to CDP's 2014 climate change questionnaire may be:

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

Scoring of responses

CDP and other organizations write and publish reports that include an overview of CDP responses. Some of these reports will include a scoring of responses for the comprehensiveness of the companies' disclosure and on performance factors. Companies agree that their response will not be eligible for scoring by report-writers unless it is submitted in the format prescribed by CDP.

Only the top-scoring companies that have made their response public will be eligible for recognition as leaders based on these scoring approaches.

If a company makes a non-public response, the response may still be scored and that score may be published. Please contact your local CDP office (see www.cdp.net/cdp-worldwide) if you want to find out if your response will be scored.

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

Submissions and revisions must be made by companies by 29 May 2014 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 29 May 2014 will be reflected in the reports produced.

How can a company confirm its participation?

On receipt of these documents, please e-mail respond@cdp.net to confirm your participation in CDP 2014.

What is the legal status of CDP?

CDP Worldwide (CDP) is a UK Registered Charity no. 1122330 and a company limited by guarantee registered in England no. 05013650. In the US, Carbon Disclosure Project (North America) Inc has United States IRS 501(c)(3) charitable status.

CDP is an independent not-for-profit organization holding the largest collection globally of self reported climate change, water and forest-risk data.

Thousands of organizations from across the world's major economies measure and disclose their environmental information through CDP. CDP puts this information at the heart of financial and policy decision-making and its goal is to collect and distribute high quality information that motivates investors, corporations and governments to take action to prevent dangerous climate change and protect our natural resources.

Global Reporting Initiative

The CDP secretariat works with the Global Reporting Initiative (GRI) to ensure that this request and the GRI indicators are closely aligned and complementary.

Important Information

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