



## SD questionnaire - Supporting documents and validation criteria

Updated: april 2025

Question Number	Question	Type of supporting document required	Validation Criteria (The supporting document must meet all the criteria below to be accepted)
<b>1. Governance</b>			
<b>6286</b>	<b>1.1 Has your company obtained ESG certification under a recognized standard that has been audited by a third party or does it disclose its ESG data in accordance with an internationally recognised framework or standards?</b>		
	<input type="checkbox"/> ISO 14001 (Environment)	Certificate of registration	Valid certificate, in the name of the company completing the assessment
	<input type="checkbox"/> ISO 37001 (Anti-corruption)	Certificate of registration	Valid certificate, in the name of the company completing the assessment
	<input type="checkbox"/> ISO 50001 (Energy management)	Certificate of registration	Valid certificate, in the name of the company completing the assessment
	<input type="checkbox"/> ISO/IEC 27001 (Information Security)	Certificate of registration	Valid certificate, in the name of the company completing the assessment
	<input type="checkbox"/> B Corp (Environmental and social performance, transparency)	Certificate of registration	Valid certificate, in the name of the company completing the assessment
	<input type="checkbox"/> Global Reporting Initiative (GRI) (Assessment and disclosure of ESG impact data)	Proof of application of the standard	Attestation by a third party carrying out the independent verification of the disclosure report or clear and relevant reference to the nomenclature of the GRI information elements in the disclosure report. The name of the company must be clearly identified on the attestation or disclosure report and identical to that of the SafeContractor account (name of the parent group of the organisation being assessed acceptable, if applicable).
	<input type="checkbox"/> IFRS S1-S2/SASB (Disclosure of financial information related to sustainable development and climate change)	Proof of application of the standard	Screenshot of the SASB website showing the company name on the reporters page; the disclosure year must be one of the two years preceding the SafeContractor assessment year (accessible via the following URL : <a href="https://sasb.ifrs.org/company-use/sasb-reporters/">https://sasb.ifrs.org/company-use/sasb-reporters/</a> ), OR Mention of the application of IFRS S1 or S2 disclosure standards in the most recent annual report published by the company.
	<input type="checkbox"/> FairTrade (Fair Trade)	Certificate of registration	Valid certificate, in the name of the company completing the assessment
	<input type="checkbox"/> ECOCERT (Eco-responsible program)	Certificate of registration	Valid certificate, in the name of the company completing the assessment
	<input type="checkbox"/> BNQ 9700-800 (Healthy Enterprise)	Certificate of registration	Valid certificate, in the name of the company completing the assessment
	<input type="checkbox"/> ISO 45001 (Occupational health and safety)	Certificate of registration	Valid certificate, in the name of the company completing the assessment
	<input type="checkbox"/> Adherence to another recognized standard or label in ESG, sustainable development, social responsibility	Proof of certification	Valid certificate, in the name of the company completing the assessment
	<input type="checkbox"/> No ESG, sustainability or social responsibility certification or disclosure standard, but we are in the process of certification	No proof or explanation required	n.a.
	<input type="checkbox"/> No ESG, sustainability or social responsibility certification or disclosure standard	No proof or explanation required	n.a.
<b>6287</b>	<b>1.2 Has your company made formal commitments regarding environmental protection, social responsibility and governance ?</b>		
	<input type="checkbox"/> Specific policy, mission statement, or other engagement document in ESG, sustainable development or social responsibility, that is publicly available.	High-level document (policy, statement, commitment) ratified by the Board of Directors or management	Provide a specific policy, mission statement, or commitment document. The company name or logo must appear on the document, and it must be signed and dated OR publicly available (add the URL to your answer).
	<input type="checkbox"/> Appropriate statements in the employee code of conduct or code of ethics.	Copy of the code in question	Provide the employee code of conduct OR code of ethics demonstrating your company's ESG commitment. The document is 1) signed and dated OR 2) Publicly available and the URL is in the answer to the question.
	<input type="checkbox"/> Voluntary and public commitment regarding standards or recognized directives in ESG, sustainable development or social responsibility (ex. : BNQ 21000, ODD (SDG), PDNU (UNGP), SF1 (IFC), OIT (ILO), OECD, Fair Labour, UN Global Compact, etc.)	Publicly accessible link to the commitment in question	Provide a voluntary and public commitment (add the URL to your answer) related to one of the standards indicated in the question. The document is from the company completing the assessment in SafeContractor.
	Specific report on ESG, sustainable development, social responsibility or section devoted to this subject in the annual report	Latest published report	Provide the specific report OR the latest annual report with a section dedicated to this topic. The document is 1) signed and dated OR 2) Publicly available and the URL is in the answer to the question, and it is from the company completing the assessment in SafeContractor.
	<input type="checkbox"/> Equity, diversity and inclusion (EDI) policy	Policy ratified by the Board of Directors or management	Provide the company's EDI policy. The document is 1) signed and dated OR 2) Publicly available and the URL is in the answer to the question, and it is from the company completing the assessment in SafeContractor.
	<input type="checkbox"/> No commitment document of this type, but we're working on it.	No proof or explanation required	n.a.
	<input type="checkbox"/> No commitment document of this type, not a priority at this time.	No proof or explanation required	n.a.
<b>6288</b>	<b>1.3 Has your company established procedures, mechanisms or tools for managing the ESG risks associated with the supply chain and with suppliers and subcontractors practices ?</b>		
	<input type="checkbox"/> Auditing of suppliers in a field related to the environment, social responsibility or governance	Provide a recent audit example	Provide the result of a supplier audit related to the environment, social responsibility, or governance. The audit must have been conducted within the last 3 years and performed by an external firm. The document is from the company completing the assessment in SafeContractor.
	<input type="checkbox"/> Traceability protocol for establishing input sources	Official company protocol	Provide the company's traceability protocol. The traceability protocol must demonstrate how the supplier ensures the sourcing of inputs from its subcontractors (based on responsible supply chain concepts). The document is from the company completing the assessment in SafeContractor.
	<input type="checkbox"/> Policies and directives regarding child labor, occupational health and safety, and work schedules	Official policy	Provide the policy. The policy covers at least one of the following: Child Labor, Occupational Health and Safety, Working Hours. The document is 1) signed and dated OR 2) Publicly available and the URL is in the answer to the question, and it is from the company completing the assessment in SafeContractor.
	<input type="checkbox"/> Formal reporting mechanism in the event of unethical behavior (whistle-blower, for example)	Descriptive document of the mechanism and proof of application	Provide a document containing the notion of confidentiality of information (e.g., protection of anonymity/non-retaliation, secure information sharing measures, suppression of information, etc.) and evidence of communication to employees of the mechanism or procedure (e.g., emails to employees, intranet screenshot, internal newsletter, induction training syllabus, etc.). The document is 1) signed and dated OR 2) Publicly available and the URL is in the answer to the question, and it is from the company completing the assessment in SafeContractor.

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	<input type="checkbox"/> Code of conduct to be signed by suppliers and subcontractors	Copy of the code in question	Provide the code of conduct to be signed by suppliers and subcontractors. The document is 1) signed and dated OR 2) Publicly available and the URL is in the answer to the question, and it is from the company completing the assessment in SafeContractor.
	<input type="checkbox"/> Advantage offered to suppliers and subcontractors indicating in their bids the application of recognized good governance, environmental or social responsibility practices	Descriptive example	Provide a document where there is an example of a benefit offered to the company's suppliers (bonus, integration into bid analysis grid, invitation to bid, etc.). The document is from the company completing the assessment in SafeContractor.
	<input type="checkbox"/> Responsible procurement policy - other than what is specified at question no.6287	Policy ratified by the Board of Directors or management	Provide the policy covering sustainable procurement. The document is 1) signed and dated OR 2) Publicly available and the URL is in the answer to the question, and it is from the company completing the assessment in SafeContractor.
	<input type="checkbox"/> « Voice of the Employees » survey	Proof of completion	Provide a document that includes the process in place to verify evidence of investigations. An example of evidence could be an investigation report with the date of the next investigation. The document is from the company completing the assessment in SafeContractor.
	<input type="checkbox"/> We do business with a social economy enterprise, a First Nations or Inuit company, a diverse company, or an organization focused on sustainable development	See sub-question 1.3.1	See sub-question 1.3.1
	<input type="checkbox"/> Program in place for improving suppliers and subcontractors competencies in ESG, sustainable development or responsible procurement	Document explaining the content of the program	Provide a document containing the notions of developing skills in ESG, sustainable development or responsible purchasing, for example, training, feedback, coaching, incentives, etc. The document is from the company completing the assessment in SafeContractor.
	<input type="checkbox"/> Other ESG risk management procedures, mechanisms and tools associated with the supply chain	Document explaining precisely the mechanisms implemented	Provide a document that demonstrates the implementation of other mechanisms and tools to manage ESG risks associated with the supply chain and the practices of suppliers and subcontracting companies. The document is from the company completing the assessment in SafeContractor.
	<input type="checkbox"/> Nothing like that in place, but we are working on it	No proof or explanation required	n.a.
6289	<input type="checkbox"/> Nothing in place, not necessary in our situation	No proof or explanation required	n.a.
	<b>1.3.1 Identification of partners in sustainable development</b> <b>Please specify the type of company you do business with (check all that apply)</b>		
	<input type="checkbox"/> Social economy enterprise	Partner name, type and proof of partnership	Provide a document that demonstrates the partnership. The partnership can be demonstrated, for example, by a contract between the company completing the assessment in SafeContractor and a social economy enterprise, a voucher, or proof of affiliation. The document must have been issued within the last 12 months
	<input type="checkbox"/> First Nations or Inuit company	Partner name, type and proof of partnership	Provide a document that demonstrates the partnership. The partnership can be demonstrated, for example, by a contract between the company completing the evaluation and a First Nation or Inuit company, by a voucher, or by proof of affiliation. The document was issued within the last 12 months.
	<input type="checkbox"/> Diverse company	Partner name, type and proof of partnership	Provide a document that demonstrates the partnership. The partnership can be demonstrated, for example, by a contract between the company completing the evaluation and a diversity-owned business, by a voucher, or by proof of affiliation. The document was issued within the last 12 months.
	<input type="checkbox"/> Non-governmental organization (NGO), association, non-profit organization (NPO) with a mission clearly focused on sustainable development	Partner name, type and proof of partnership	Provide a document that demonstrates the partnership. The partnership can be demonstrated, for example, by a contract between the company completing the evaluation and an NGO, association or NPO, by a voucher, or by proof of affiliation. NB: only partnerships with organisations whose mission contributes to protecting the environment or which generates social benefits will be accepted. The document was issued within the last 12 months.
6291	<b>1.4 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.</b>		
	<input type="checkbox"/> In-house training	Detailed training guide and proportion of employees who have received it	Provide the in-house training document containing evidences such as: the course syllabus including the name of the instructor, the duration of the course (minimum of one hour) or certifications/proof of attendance. The document covers at least one of the following areas: environment, social or governance. The percentage of employees trained in ESG is provided. The document is from the company completing the assessment in SafeContractor.
	<input type="checkbox"/> External training	Description of the program and proof of application	Provide a document including the description of the program and proof of implementation such as reimbursement of fees for ESG training, an internal training report including, for example, the roles of beneficiary employees over the past year, certifications obtained, and training hours received. The document is in the name of the company completing the assessment in SafeContractor.
	<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.)	Description of at least one measure implemented with proof of application	Provide the support measures in place for the psychological and physical health of employees. Examples of eligible evidence are a memorandum, a service note, an email to employees informing them of the reimbursement of physical activity fees or time allowances; an awareness campaign or an Employee Assistance Program (EAP) booklet, etc. The document is from the company completing the assessment in SafeContractor.
	<input type="checkbox"/> No internal training or support for external training, but we're working on it	No proof or explanation required	n.a.
	<input type="checkbox"/> No internal training or support for external training - not required in our situation	No proof or explanation required	n.a.
6296	<b>1.5 How is the ESG, sustainable development, or social responsibility function managed at your company ?</b>		
	<input type="checkbox"/> By one or more internal committees	Detailed description of the committee and its functioning	Provide a document that includes a description of the internal committee's mandate, including the committee's organization chart and the frequency of meetings. The document is from the company completing the assessment in SafeContractor.
	<input type="checkbox"/> By a community of practice (internal or external)	Detailed description of the community and its functioning	Provide a document that includes the description of the community's mandate, its composition, and the frequency of meetings. The document is from the company completing the assessment in SafeContractor
	<input type="checkbox"/> By a service or sub-service	Complete organizational chart	Provide an organization chart illustrating the management of the ESG, sustainable development or social responsibility function by a department or sub-department of the company, including the number of employees. The document is from the company completing the assessment in SafeContractor
	<input type="checkbox"/> By dedicated resources - staff specialist (including head office), external consultant, etc.	Name, title, and description of roles and responsibilities	Provide a document demonstrating the management of the ESG, SD, CSR function by internal or external dedicated resources. A job description, an official email to employees for example are admissible proofs. The document is from the company completing the assessment in SafeContractor.
	<input type="checkbox"/> Coordinating committee	Description of the mandate, operation, and results	Provide a document containing the description of the mandate of the coordinating committee, its composition, the frequency of meetings, and their outcomes. The document is from the company completing the assessment in SafeContractor.

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	<input type="checkbox"/> Other method	Description and justification	Provide a document that includes another method of management of the ESG function, sustainable development, or social responsibility in your company. The document is from the company completing the assessment in SafeContractor.
	<input type="checkbox"/> This function is not factored into governance, but we're planning to do so	No proof or explanation required	n.a.
	<input type="checkbox"/> This function is not relevant to our situation	No proof or explanation required	n.a.
<b>2. Environnement</b>			
<b>6393</b>	<b>2.1 What percentage of renewable energy sources (hydro, solar, wind, etc.) 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)</b>		
	<input type="checkbox"/> 0 %	Resource utilization report and energy bills	Provide a report presenting the percentage of each renewable energy source in the total energy consumption of the building (including lighting, heating, ventilation, air conditioning). This can be presented in the form of an Excel table and supported by energy bills. The document must be in the name of the company completing the assessment in SafeContractor.
	<input type="checkbox"/> 1 to 24 %		
	<input type="checkbox"/> 25 to 49 %		
	<input type="checkbox"/> 50 to 74 %		
	<input type="checkbox"/> 75 to 99 %		
	<input type="checkbox"/> 100 %		
	<input type="checkbox"/> Don't know - Explain :		
<b>6394</b>	<b>2.2 What percentage of business trips and goods deliveries is done using electric or rechargeable hybrid vehicles ?</b>		
	<input type="checkbox"/> 0 %, but we're planning to change our travel or delivery methods	Explanation of the proposed measures	n.a.
	<input type="checkbox"/> 0 % and no change planned	No proof or explanation required	n.a.
	<input type="checkbox"/> 1 to 24 %	Documented report	Provide a report demonstrating the percentage of business trips or goods deliveries made using electric or plug-in hybrid vehicles. This can be presented in the form of an Excel table. The document must be in the name of the company completing the assessment in SafeContractor.
	<input type="checkbox"/> 25 to 49 %		
	<input type="checkbox"/> 50 to 74 %		
	<input type="checkbox"/> 75 to 99 %		
	<input type="checkbox"/> 100 %		
	<input type="checkbox"/> Not applicable - Explain :	Explanation	Explain why the question is irrelevant to your business
<b>6395</b>	<b>2.3 Do you use other methods to reduce the production of greenhouse gases during deliveries or to encourage sustainable mobility among your staff?</b>		
	<input type="checkbox"/> The staff members take eco-driving training	Course plan and proof of implementation	Provide a document that includes the eco-driving course plan as well as the percentage of employees who have completed the eco-driving training. The document is from the company completing the assessment in SafeContractor.
	<input type="checkbox"/> Bicycle delivery	Description and proof of implementation	Provide a document that includes the description of the bicycle delivery service. Also provide proof that services are offered by bicycle (e.g., photos, company identification on bicycles or helmets, mentions on the website that this is a service offered).
	<input type="checkbox"/> Incentives for using vehicles with lower GHG emissions	Official document presenting the measures in place	Provide a document describing the incentive for the use of electric or plug-in hybrid vehicles. Examples of acceptable evidence are: emails to employees, reimbursement, service note, memorandum, travel policy (signed and dated). The document is from the company completing the assessment in SafeContractor.
	<input type="checkbox"/> Use of renewable fuel (e.g.: biodiesel, low carbon intensity, renewable diesel)	Proof of fuel purchases	Provide the invoices issued in the name of the company completing the assessment in SafeContractor. The type of fuel indicated on the invoices must be renewable (ex: biodiesel, low carbon intensity, renewable diesel "EMAG"/"FAME" or "HDDR", with B >= 5 or R >= 5 ). The invoice must have been issued within the last 12 months.
	<input type="checkbox"/> Measures that encourage telework or reduce commuting	Official document presenting the measures in place	Provide a document demonstrating the measures in place to encourage telecommuting or reduce commuting. E.g. telecommuting policy, commuting policy, other measures to limit travel. Face-to-face work restrictions related to COVID-19 are not considered a company commitment to reduce GHGs. The document is from the company completing the assessment in SafeContractor.
	<input type="checkbox"/> Incentives for carpooling (e.g.: ride-sharing platform)	Description of measures and proof of implementation	Provide a document describing the incentives for carpooling and proof of application, such as the percentage of employees benefiting from the measures, proof of expense reimbursement, etc. The document is from the company completing the assessment in SafeContractor.
	<input type="checkbox"/> Measures to encourage the use of public transportation (e.g.: discount on public transit, shuttle service)	Description of measures and proof of implementation	Provide a document that includes the description of measures promoting the use of public transportation (e.g., discounts on public transportation, shuttle service, reimbursement of expenses, etc.). Examples of acceptable proof of application include the total amount reimbursed over the past year, agreement with a transportation company, number of employees benefiting from the measure, etc. The document is from the company completing the assessment in SafeContractor.
	<input type="checkbox"/> Measures that support active mobility (e.g.: secure bicycle parking)	Description of measures and proof of implementation	Provide a document describing the measures for active mobility, with proof of application such as statistics on the measures, a memorandum, an email from management to employees. The document is from the company completing the assessment in SafeContractor.
	<input type="checkbox"/> Installing electric charging stations reserved for the staff	Plan of electric charging stations, procedure, memorandum, quantity of stations, etc.	Provide a document containing a description of the measures. Eligible measures can be: a procedure for using the terminals, including the number of terminals, a memorandum, etc. The expected proof of use is: a map of the electric charging stations OR photos of the location of the stations at the company's facility. The document is from the company completing the assessment in SafeContractor.
	<input type="checkbox"/> Optimization programs or measures : routes, packaging, volumetric weights of deliveries	Description of the program or measures	Provide the description of optimization measures. The measures cover at least the following elements: routes, conditioning, volumetric mass of deliveries, name of the software used. The document is from the company completing the assessment in SafeContractor.
	<input type="checkbox"/> Other measures	Describe the measures and attach proof	Provide a description of other methods used to reduce greenhouse gas emissions during deliveries of goods or staff travel. Evidence of valid application of the measures is provided. The document is from the company completing the assessment in SafeContractor.
	<input type="checkbox"/> No measures in place, but we're working on it	No proof or explanation required	n.a.
	<input type="checkbox"/> No measures in place	No proof or explanation required	n.a.

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6386	<b>2.4 Avez-vous des engagements en vue de réduire ou de compenser vos émissions de GES ?</b>		
	<input type="checkbox"/> We calculate our GHG emissions each year	Emissions report	Provide the GHG emissions report 1) signed and dated OR 2) publicly available and the URL is in the answer to the question. The report must be generated for the last 12 months and/or for the last completed calendar year. The document is from the company completing the assessment in SafeContractor.
	<input type="checkbox"/> In the last two years, we have set specific GHG reduction targets for ourselves	Official documentation of targets	Provide the report of quantified GHG emission reduction targets. The report is 1) signed and dated OR 2) publicly available and the URL is in the answer to the question. The report must have been issued within the last 24 months. The document is from the company completing the assessment in SafeContractor.
	<input type="checkbox"/> In the last two years, we have offset our GHG emissions	Offset certification	Provide the carbon offset certification issued by an external organization (e.g. Planetair, Scolère, etc.). The certificate must have been issued within the last 24 months. The document is from the company completing the assessment in SafeContractor.
	<input type="checkbox"/> No measures in place, but we're working on it	No proof or explanation required	n.a.
	<input type="checkbox"/> No commitment in place - not applicable to our situation	Explanation	n.a.
6387	<b>2. Regarding the assets you will use in your potential activities with Hydro-Québec, do you have practices in place for reducing their environmental impact ?</b>		
	<input type="checkbox"/> Not applicable to our situation	Explanation	Explain why the question does not apply to your company.
	<input type="checkbox"/> Lower toxicity (e.g. : Greenguard, Ecotogo)	Proof of certification	Provide a valid (non-expired) certificate in the name of the company completing the assessment in SafeContractor.
	<input type="checkbox"/> End-of-life asset repair or recovery services	Description of measures and proof of implementation	Provide a document that describes the end-of-life asset repair or recovery services, along with proof of application, such as a policy, an official program or a price list. The document is from the company completing the assessment in SafeContractor.
	<input type="checkbox"/> Products with recycled content	Percentage of recycled content	Provide a report containing the percentage of recycled content for each material used. The document is from the company completing the assessment in SafeContractor.
	<input type="checkbox"/> Circular economy practice in place	Description of measures and proof of implementation	Provide a document that demonstrates that the output of one company is used as an input to another company. The document is from the company completing the assessment in SafeContractor.
	<input type="checkbox"/> Analysis of product life cycle available	Life cycle analysis report	Provide the life cycle assessment (LCA) report that identifies the evaluated environmental impacts assessed and the results (hotspots) for the product/service that was the subject of the LCA. The document is from the company completing the assessment in SafeContractor.
	<input type="checkbox"/> Environmental declaration for the product available	Product environmental declaration	Examples of acceptable evidence are: environmental declaration of developed products, product data sheets or environmental specification sheets, anything that demonstrates the environmental characteristics of what is being purchased or produced. The document is from the company completing the assessment in SafeContractor.
	<input type="checkbox"/> Other measures	Description of measures and proof of implementation	Provide a document that includes the description of measures and proof of application of practices to reduce the environmental impact of your potential activities with Hydro-Québec. The document is from the company completing the assessment in SafeContractor.
	<input type="checkbox"/> No measures in place, but we're working on it	No proof or explanation required	n.a.
	<input type="checkbox"/> No measures in place	No proof or explanation required	n.a.
6388	<b>2.6 Have you established innovative measures for reducing consumption of raw materials and improving waste management (as the owner or tenant of the building) ?</b>		
	<input type="checkbox"/> LEED, BOMA Best or Envision certification	Certificate of registration	Provide a valid (not expired) LEED, BOMA BEST or Envision certificate. The document is from the company completing the assessment in SafeContractor.
	<input type="checkbox"/> « ICI on recycle + » attestation	Certificate of registration	Provide the valid (non-expired) "ICI on recycle +" attestation. The document is from the company completing the assessment in SafeContractor.
	<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 methodology, etc.)	Statistics demonstrating the reductions achieved through the changes made	Provide a document including statistics demonstrating the reduction over a period of time and demonstrating the gains achieved through the changes in production processes. The whole must be supported by a calculation. Please ensure that it is an official company document from the company that completes the assessment (Company letterhead). Expiry date must not exceed 5 years.
	<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	Description of measures and percentage of reduction	Provide a document including the description of measures in place to reduce water consumption as well as the percentage of reductions resulting from the implementation of these measures. The date indicated on the document must not exceed 5 years. The document is from the company completing the assessment in SafeContractor.
	<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	Description of measures and percentage of reduction	Provide a document including the description of measures in place to reduce energy consumption, as well as the percentage of reductions resulting from the implementation of these measures. The date indicated on the document must not exceed 5 years. The document is from the company completing the assessment in SafeContractor.
	<input type="checkbox"/> Waste management program, plan or measures	Description of measures and proof of implementation	Provide the company's waste management program, plan or measures, as well as evidence of application. An example of admissible evidence may be inclusion in a contract. The date indicated on the document must not exceed 5 years. The document is from the company completing the assessment in SafeContractor.
	<input type="checkbox"/> Other measures	Description of measures and proof of implementation	Provide a document containing the description of innovative measures to reduce raw material consumption and improve waste management, as well as proof of application that demonstrates results. The date indicated on the document must not exceed 5 years. The document is from the company completing the assessment in SafeContractor.
	<input type="checkbox"/> No measures in place, but we're working on it	No proof or explanation required	n.a.
	<input type="checkbox"/> No measures in place	No proof or explanation required	n.a.

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<b>3. Social</b>			
<b>6309</b>	<b>3.1 Does your company have a social purpose</b>		
	<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.	Bylaws and regulations, public mission statement, or registration in the Registre du Chantier de l'économie sociale	For Quebec companies, under the Loi sur l'économie sociale du gouvernement du Québec, provide proof of registration at "https://chantier.qc.ca/decouvrez-leconomie-sociale/repertoire-dentreprises". For companies outside Quebec, provide proof of any other regulation with the same scope in another province or country. The document is from the company completing the assessment in SafeContractor.
	<input type="checkbox"/> Yes – our mission focuses exclusively on social development, environmental protection or governance ethics.	Bylaws and regulations, public mission statement	Provide a public document, such as a press release, the company's mission available on the company's web page, etc. The proof may be in the form of an email showing its transmission, with no mention of "at your request". The document is from the company completing the assessment in SafeContractor.
	<input type="checkbox"/> Yes, we are accredited by Emploi Québec or Services Québec as a member of the Collectif des entreprises d'insertion du Québec (CEIQ) or Conseil Québécois des Entreprises Adaptées (CQEA) or hold equivalent certification from another country.	Emploi Québec certificate, Services Québec certificate	For a Quebec-based company, provide the Emploi-Québec Certificate or Services Québec Certificate of the company completing the assessment in SafeContractor. For companies outside Quebec, an equivalent certification/attestation from another country must be provided.
	<input type="checkbox"/> Yes – our company has a Buy Social Canada certification.	Buy Social Canada certificate	Provide valid (non-expired) certification from Buy Social Canada in the name of the company completing the assessment in SafeContractor.
	<input type="checkbox"/> No- our company does not have a social vocation.	No proof or explanation required	n.a.
<b>6310</b>	<b>3.2 Has your company made a commitment to the community by tangibly supporting causes or participating in community initiatives ?</b>		
	<input type="checkbox"/> Partner of local charities	Valid proof	Provide proof of membership in good standing to support causes or participate in community initiatives. Examples of acceptable proof are: contribution receipt, certificate of participation, receipt for donation to causes, membership card, etc. The document is from the company completing the assessment in SafeContractor.
	<input type="checkbox"/> Promoting community engagement (volunteering) among employees	Description of measures and proof of implementation	Provide a document containing the description of the promotion of community involvement (volunteering) among employees (e.g. policy, procedure, program, etc.). Examples of eligible application evidence: photos of exemplary activities, list of accomplishments, service notes, etc. The document is from the company completing the assessment in SafeContractor.
	<input type="checkbox"/> Corporate philanthropic program (patronage, sponsorships, donations of financial, human or material resources) in sectors such as the arts, sports, recreation, culture, science, etc.	Proof of implementation	Provide proof of application such as: sponsorships, donations of financial, human or material resources in sectors such as the arts, sports and recreation, culture, science, etc. The document is from the company completing the assessment in SafeContractor.
	<input type="checkbox"/> Partnerships for improving the situation of under-represented social groups (Catalyst, Pride at Work Canada, etc)	Partnership agreement and projects or achievements	Provide a partnership agreement aimed at improving the situation of underrepresented social groups (Catalyst, Pride at Work Canada, etc.), along with the project sheet or list of achievements. The document is from the company completing the assessment in SafeContractor.
	<input type="checkbox"/> Responsible socio-economic development, sustainable development (investments in large-scale projects and partnerships)	Description of measures and proof of implementation	Provide a document including the description of responsible socio-economic development or sustainable development projects. The document also includes proof of implementation such as the budget, action plan, timeline, list of partners, photos of activities, or list of essential achievements. The document is from the company completing the assessment in SafeContractor.
	<input type="checkbox"/> Other form of socio-community participation	Description of measures and proof of implementation	Provide a document describing the other forms of socio-community participation from the company completing the assessment in SafeContractor.
	<input type="checkbox"/> Not really, but we're planning to do so	No proof or explanation required	n.a.
	<input type="checkbox"/> Not relevant to our company	No proof or explanation required	n.a.
<b>6311</b>	<b>3.3 Is your company familiar with the principles of equity, diversity and inclusion (EDI) ?</b>		
	<input type="checkbox"/> Yes – our company is owned or majority led by people who are either immigrants, visible minorities, women, persons with disabilities, or from the LGBTQ+ community.	Incorporation documents	Provide a signed and dated document of formal declaration of incorporation. The document is from the company completing the assessment in SafeContractor.
	<input type="checkbox"/> 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.	Policy, programs, official practices, and outcomes achieved	Provide a document describing the practices of the company (ex.policies or programs) aimed at promoting equal access to employment, integration into the company and the development of people in the targeted categories, and demonstrating the results achieved. An example of admissible evidence may be statistics on the company's skilled labor roles promoting equal employment opportunity, integration into the company, and the development of individuals from diverse groups. The document is from the company completing the assessment in SafeContractor.
	<input type="checkbox"/> Yes – we encourage and support the forming of affinity groups, i.e. groups of employees from or sensitive to under-represented groups - (the LGBTQ+ community, persons with disabilities, people from cultural minorities, etc.)	Proof of implementation	Provide evidence such as the loan of a room, the organization of a dinner, a press release, promotional posters, a program for employees, or a refugee support group. The document is from the company completing the assessment in SafeContractor.
	<input type="checkbox"/> Yes – our company has a BNQ 9825-969 certification : Remarkable employer - ethno-cultural diversity.	Certificate of registration	Provide a valid (non-expired) BNQ 9825-969 certificate. The document is from the company completing the assessment in SafeContractor.
	<input type="checkbox"/> 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), Women's Business Enterprise Council (WBEC), Women's Business Enterprise National Council (WBENC), National Minority Supplier Development Council (NMSDC), Canada's 2SLGBTQ+ Chamber of Commerce (CGLCC), National Veteran Business Development Council (NVBDC), etc. <sup>ii</sup>	Proof of affiliation	Provide an award, a ESG distinction or proof of affiliation. Examples of associations are: Réseau des femmes d'affaires du Québec, La Gouvernance au féminin, WeConnect, WBEC, WBENC, NMSDC, CGLCC, NVBDC. The document is from the company completing the assessment in SafeContractor.
	<input type="checkbox"/> Yes – explain	Demonstration	Provide a document that demonstrates that the company is familiar with EDI principles. The document is from the company completing the assessment in SafeContractor.
	<input type="checkbox"/> No, but we would like to learn more about it.	No proof or explanation required	n.a.
	<input type="checkbox"/> No, the EDI principles are not relevant to our situation.	No proof or explanation required	n.a.

Question Number	Question	Type of supporting document required	Validation Criteria (The supporting document must meet all the criteria below to be accepted)
6328	3.4 Hydro-Québec is particularly interested in the inclusion of First Nations or Inuit people in the activities of its suppliers of goods and services. Please select the situation that represents your company.		
	<input type="checkbox"/> Our company is MINORITY controlled by First Nations or Inuit people (< 50 %)	Certification or attestation from an official body	Provide one of the following documents: CCIB certification, or ABM or PSAB attestation. Alternatively, an extract from the Quebec Enterprise Registrar showing the names of the owners and proof of Indigenous identity may be accepted. The document is from the company completing the assessment in SafeContractor.
	<input type="checkbox"/> Our company is MAJORITY controlled by First Nations or Inuit people (> 50 %).	Certification or attestation from an official body or identification in an official register	Provide one of the following documents: CCIB certification, ABM or PSAB attestation, identification in the Indigenous Business Directory of the Government of Canada or of the First Nation of Quebec and Labrador economic development commission (FNQLEDC). Alternatively, an extract from the Quebec Enterprise Registrar showing the names of the owners and proof of Indigenous identity may be accepted. The document is from the company completing the assessment in SafeContractor.
	<input type="checkbox"/> Our company is wholly owned by First Nations or Inuit people (100%)		
	<input type="checkbox"/> None of these choices apply to our company	No proof or explanation required	n.a.
6329	3.5 Hydro-Québec is particularly interested in the inclusion of First Nations or Inuit people in the activities of its suppliers of goods and services. Please select the situation that represents your company.		
	<input type="checkbox"/> Between 11% and 20% of our employees are First Nations or Inuit people.	PSIB certificate or official human resources documents	Provide a PSAB certificate or supporting document issued by the company's human resources department. The document is from the company completing the assessment in SafeContractor.
	<input type="checkbox"/> Between 21% and 30% of our employees are First Nations or Inuit people.		
	<input type="checkbox"/> Over 31% of our employees are First Nations or Inuit people.		
	<input type="checkbox"/> None of these choices apply to our company.	No proof or explanation required	n.a.