

Supplier Disclosure Support

Xylem and CDP

April 27, 2021



Contents



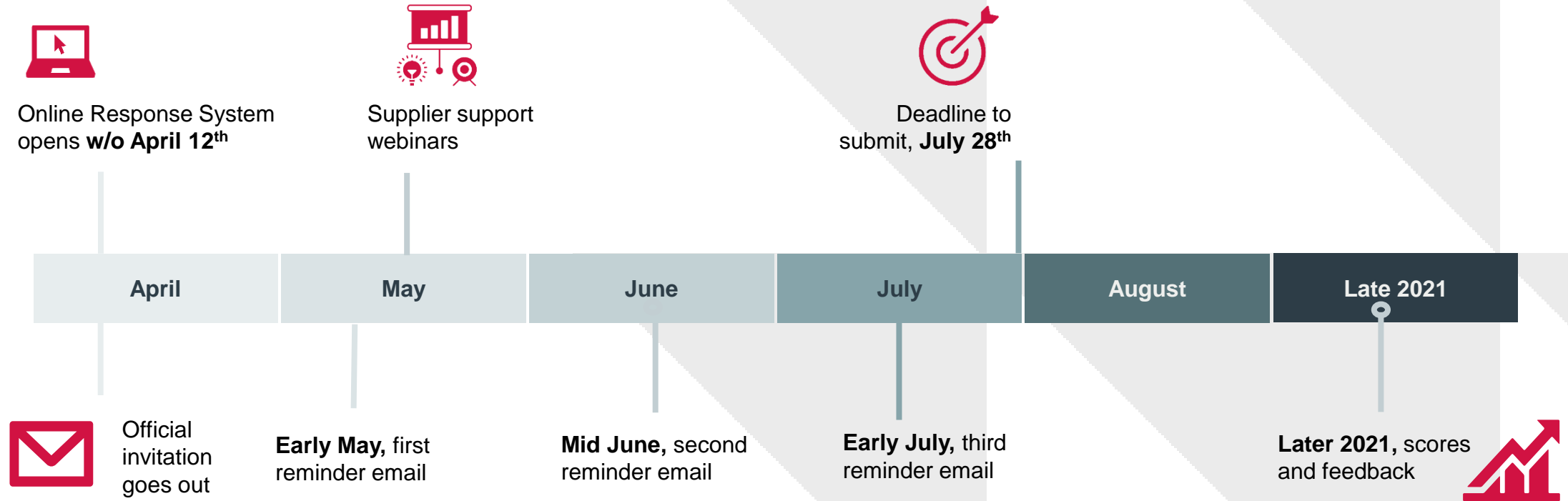
▼ Disclosure 101 - Accessing and Navigating the Questionnaire

▼ Target Questions for Suppliers

Climate Change

Water Usage

CDP Disclosure Timeline for 2021



Quick Tips For Getting Started



Before you start:

- ▼ Allow emails from @cdp.net, disable popup blockers, use Google Chrome for optimized use
- ▼ Visit: www.cdp.net/guidance
- ▼ Review questionnaires offline by downloading them in *Microsoft Word* or a *PDF*
- ▼ Attend a free CDP webinar about the questionnaires
- ▼ Review guidance and scoring methodology

How to access:

- ▼ Follow the activation link in the **early April** invitation from CDP
- ▼ Login to CDP's website and activate your questionnaires
- ▼ If you do not receive an email from CDP by **April 30th**, contact respond@cdp.net
- ▼ Submission deadline: All Requests – **July 28th**

Registration Email from CDP

Example of a Registration email



Dear [full name],

[Company name] is being requested to disclose environmental information through the CDP questionnaire(s) in 2021 by the stakeholders listed below.

CDP's Online Response System (ORS) is now open. Please **sign in** to your organization's dashboard to confirm your participation to your stakeholders and start inputting data into the questionnaire(s).

Click here to sign in or register

Please note that we will provide you with periodic reminders until the deadline has passed.

Summary of 2021 requests

Here is the summary of your 2021 requests

You are being requested to respond by the following stakeholders:

Questionnaire	Requested by Investors	Requested by Customers
Climate Change	YES	590+ investors representing US\$110 trillion in assets
Forests	YES	[CC SC Authorities]
Water Security	n/a	[F SC Authorities]
		[W SC Authorities]

A full list of all your requesting stakeholders is available to view on your dashboard. Customer requests may change and CDP will notify you of these separately from mid-May.

Disclosing through CDP in 2021

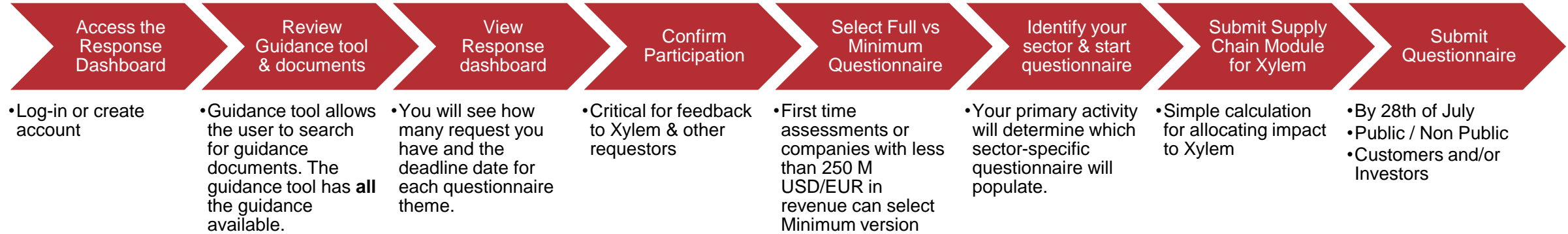
Questionnaire responses must be submitted via CDP's ORS by **July 28, 2021** to be eligible for scoring.

To find out about disclosure options, including those for first-time responders, eligibility for scoring, timelines and updates, please review our [How to disclose](#) and [Frequently Asked Questions](#) pages. For detailed guidance on using the ORS, and how to get started, please see [Using CDP's Disclosure Platform](#).

Disclosure process



High Level Steps of accessing and answering questionnaire



Please see more details for each of the steps in the Appendix

Access the Response Dashboard

Welcome

Register and join thousands of companies, investors, governments and organizations already discovering invaluable insights from CDP data. Use it to compare companies, enhance corporate engagement, strengthen analysis and gain policy insights. Enter your details for instant access.

Already a CDP user? [Login](#)

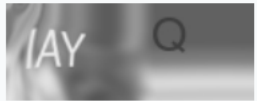
Not your email and organization? Please contact your CDP account manager or email respond@cdp.net.

Please provide a password

Show

Show

Type the letters you see:



Reload

Registering confirms you agree to CDP's [Terms & Conditions](#) and have read and understood [CDP's Privacy Policy](#)

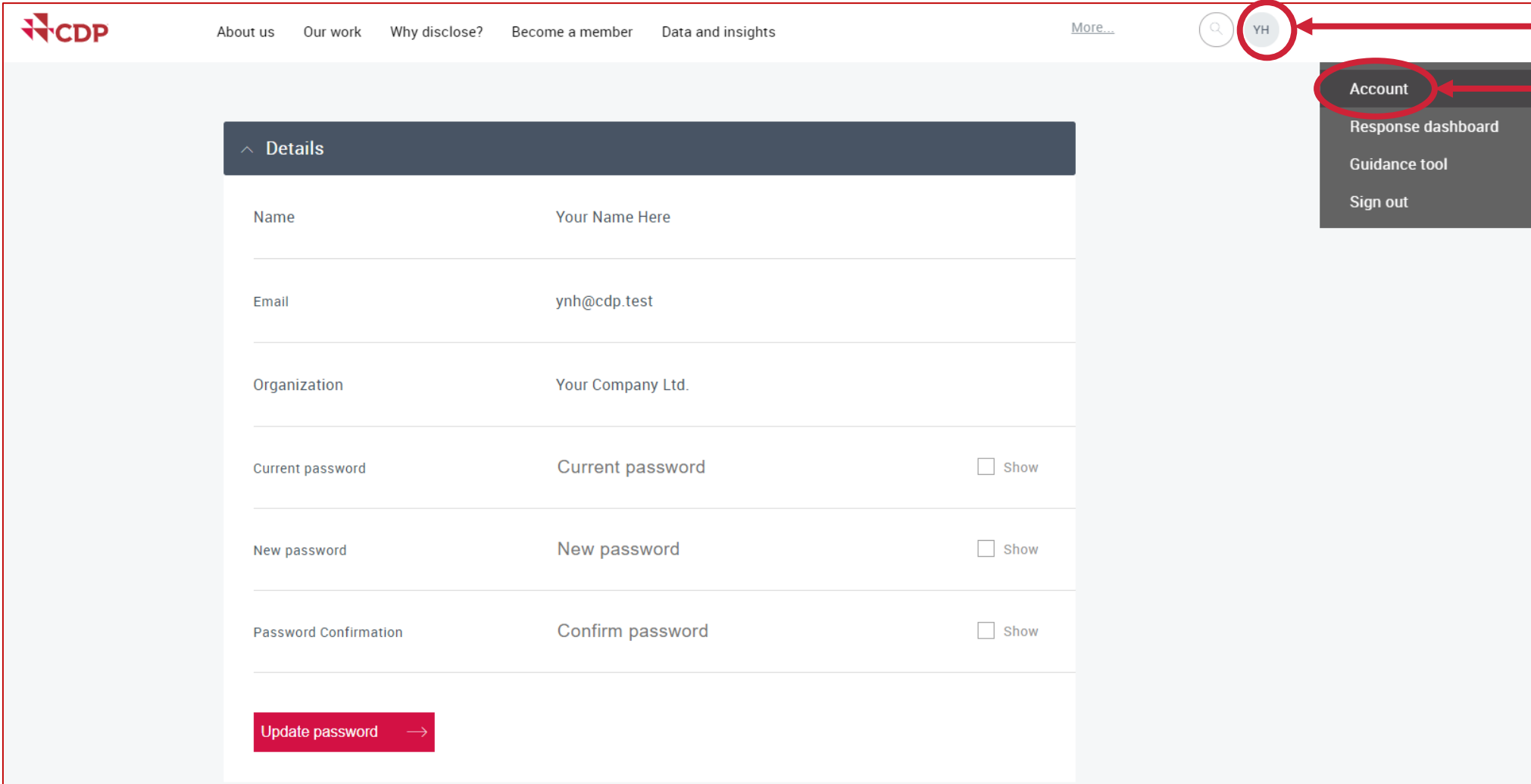
For a returning user, click *Login* to access your response dashboard.

For new users, create a user profile and register your account.

After registering, a confirmation email will be sent to your business email account. After confirming you email, you should be able to log in.

The Response Dashboard

View your account details



CDP About us Our work Why disclose? Become a member Data and insights More...

YH

- Account
- Response dashboard
- Guidance tool
- Sign out

^ Details

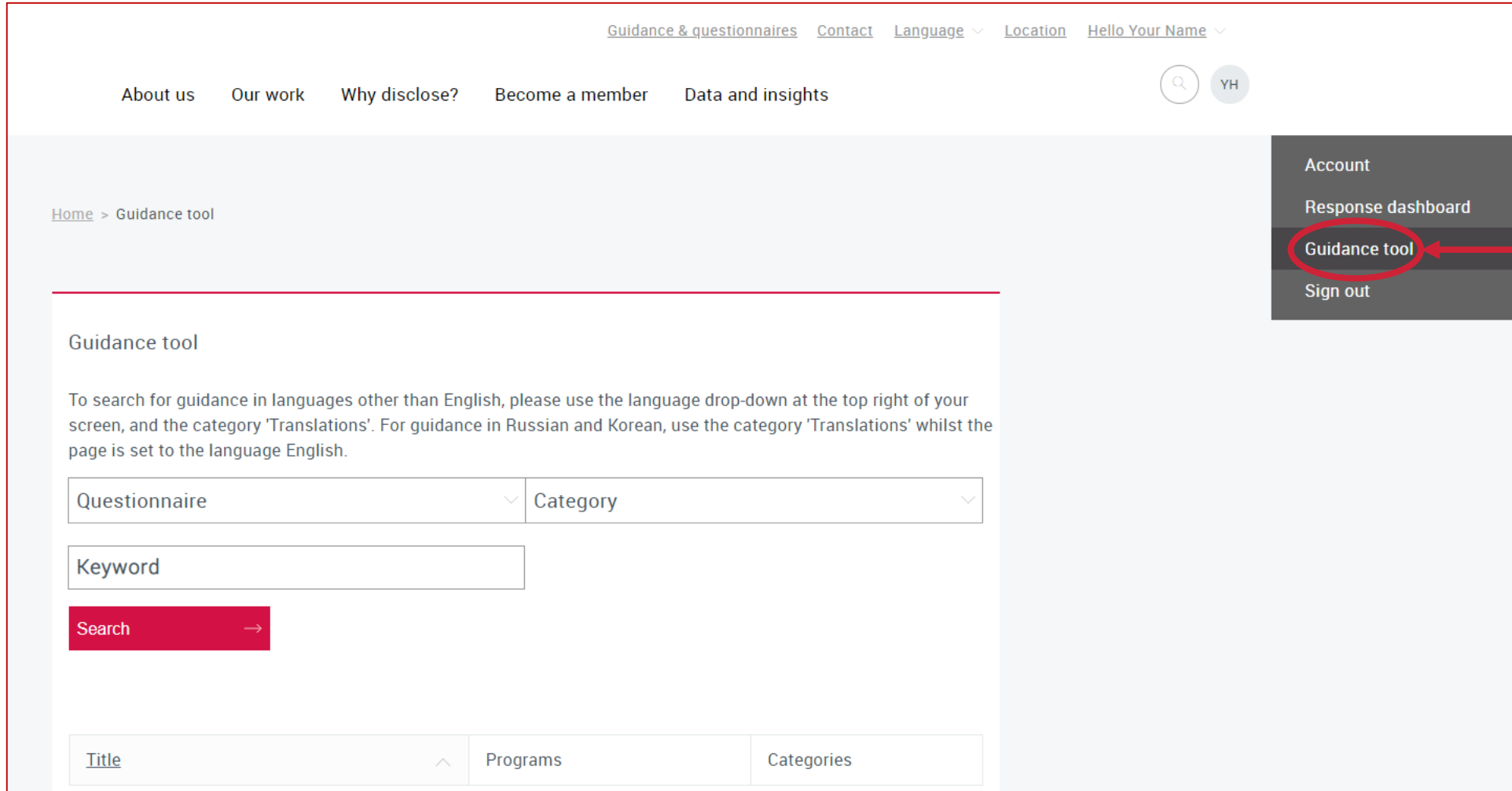
Name	Your Name Here
Email	ynh@cdp.test
Organization	Your Company Ltd.
Current password	Current password <input type="checkbox"/> Show
New password	New password <input type="checkbox"/> Show
Password Confirmation	Confirm password <input type="checkbox"/> Show

Update password →

Click circle with initials to view navigation menu to access your response dashboard, find the guidance, or sign out. The account page displays account name, email, registered organization, password change and cultural settings.

The Response Dashboard

View the guidance tool



The screenshot shows the CDP Response Dashboard interface. At the top, there are navigation links: [Guidance & questionnaires](#), [Contact](#), [Language](#) (with a dropdown arrow), [Location](#), and [Hello Your Name](#) (with a dropdown arrow). Below these are links for [About us](#), [Our work](#), [Why disclose?](#), [Become a member](#), and [Data and insights](#). A search icon and a user profile icon labeled 'YH' are also present. A dark grey navigation menu on the right contains the following items: [Account](#), [Response dashboard](#), [Guidance tool](#) (highlighted with a red circle and a red arrow pointing from the text box on the right), and [Sign out](#). The main content area shows a breadcrumb trail: [Home](#) > [Guidance tool](#). Below this, the heading 'Guidance tool' is followed by a paragraph: 'To search for guidance in languages other than English, please use the language drop-down at the top right of your screen, and the category 'Translations'. For guidance in Russian and Korean, use the category 'Translations' whilst the page is set to the language English.' Below the text are two dropdown menus: 'Questionnaire' and 'Category'. A text input field labeled 'Keyword' is positioned below the dropdowns. A red 'Search' button with a right-pointing arrow is located below the input field. At the bottom, there is a table with columns: 'Title', 'Programs', and 'Categories'.

Guidance tool allows the user to search for guidance documents. The guidance tool has **all** the guidance available.

The Response Dashboard

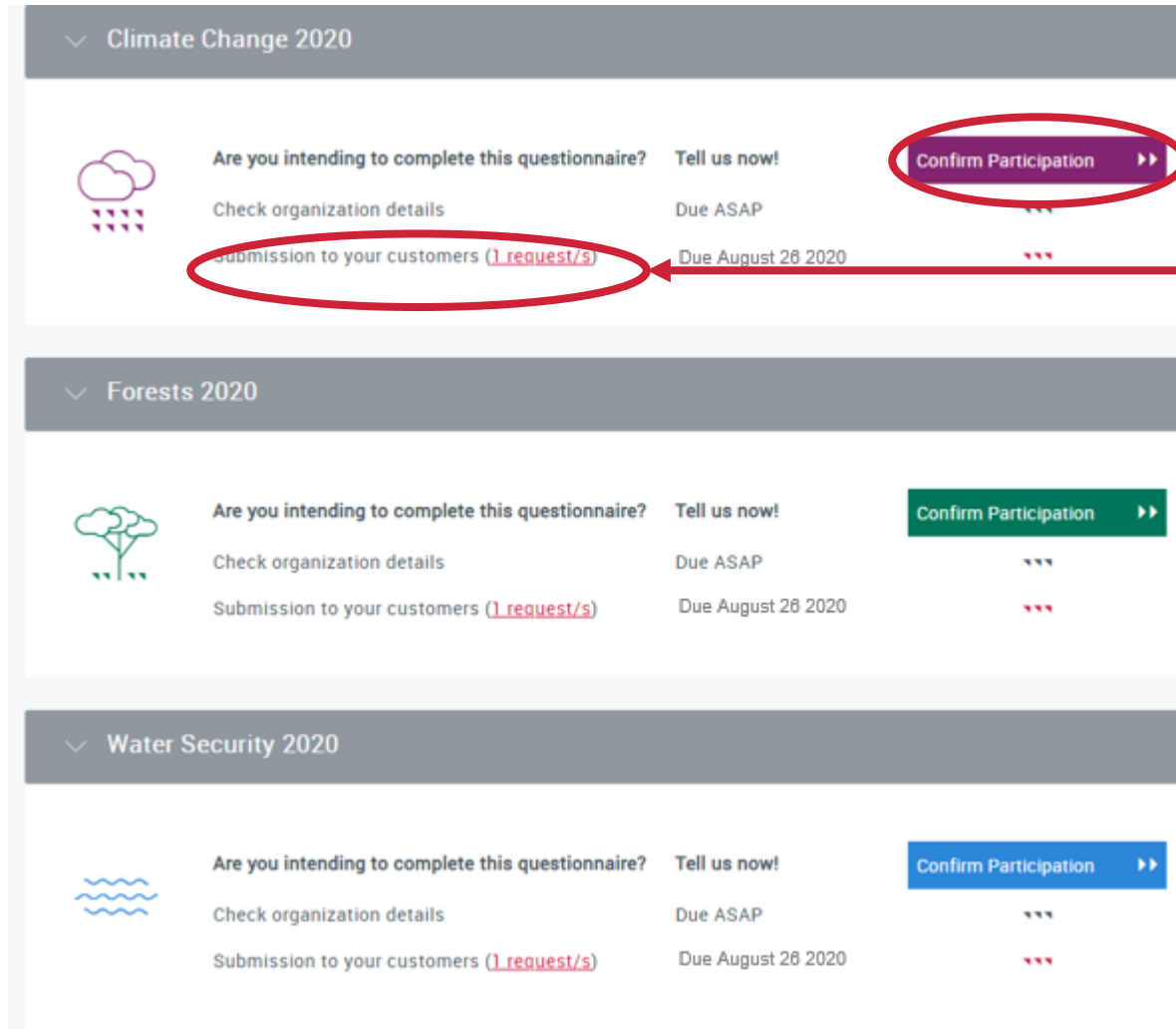
Your dashboard



Click here to access your response dashboard

The Response Dashboard

Requested themes



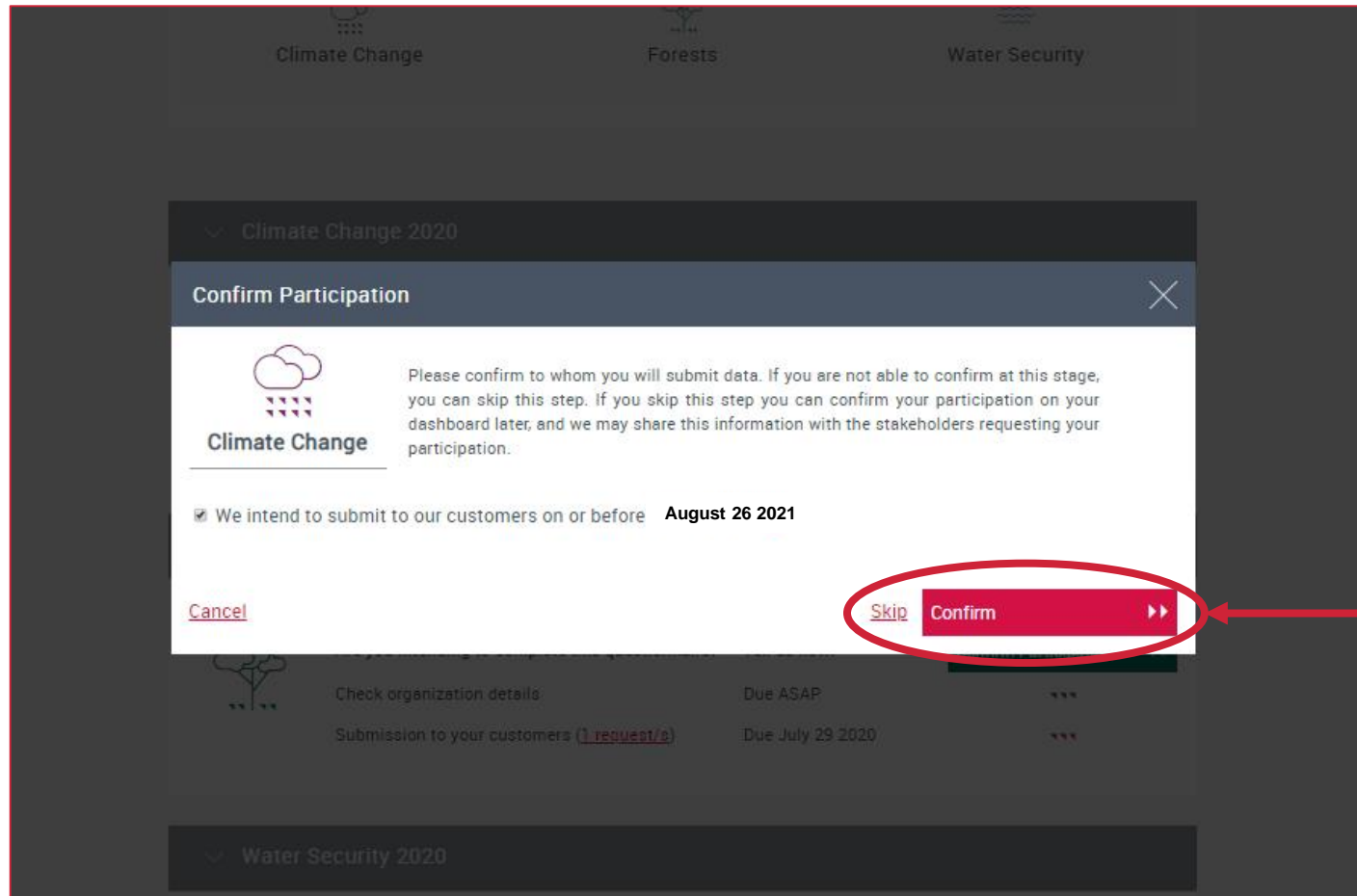
Theme	Request Count	Deadline	Action
Climate Change 2020	1 request/s	Due August 28 2020	Confirm Participation
Forests 2020	1 request/s	Due August 28 2020	Confirm Participation
Water Security 2020	1 request/s	Due August 28 2020	Confirm Participation

Click here to confirm your participation in the questionnaire theme.

You will see how many request you have and the deadline date for each questionnaire theme.

The Response Dashboard

Confirming your participation



This indicates to CDP and your requesting companies **your intention** to respond. It is only an indication.

The Response Dashboard

Becoming the main user

Report by navigating to the My Files tab at the bottom of the dashboard and open the relevant year/theme.

Climate Change 2020

You will be the Main User for your organization's response.

	Main User	Contributor	View Only
Access dashboard and view responses	✓	✓	✓
Update organization details	✓		
Start responses	✓		
Answer questions	✓	✓	
Submit final response/accept Terms	✓		
Control user roles	✓		
Key contact for CDP - will receive reminder and notification emails	✓		
Pay disclosure administrative fee if applicable	✓		

For more information about the Main user role and implications, please review the relevant section in the [FAQ](#).

I confirm that I am authorized to be the Main user for my organization

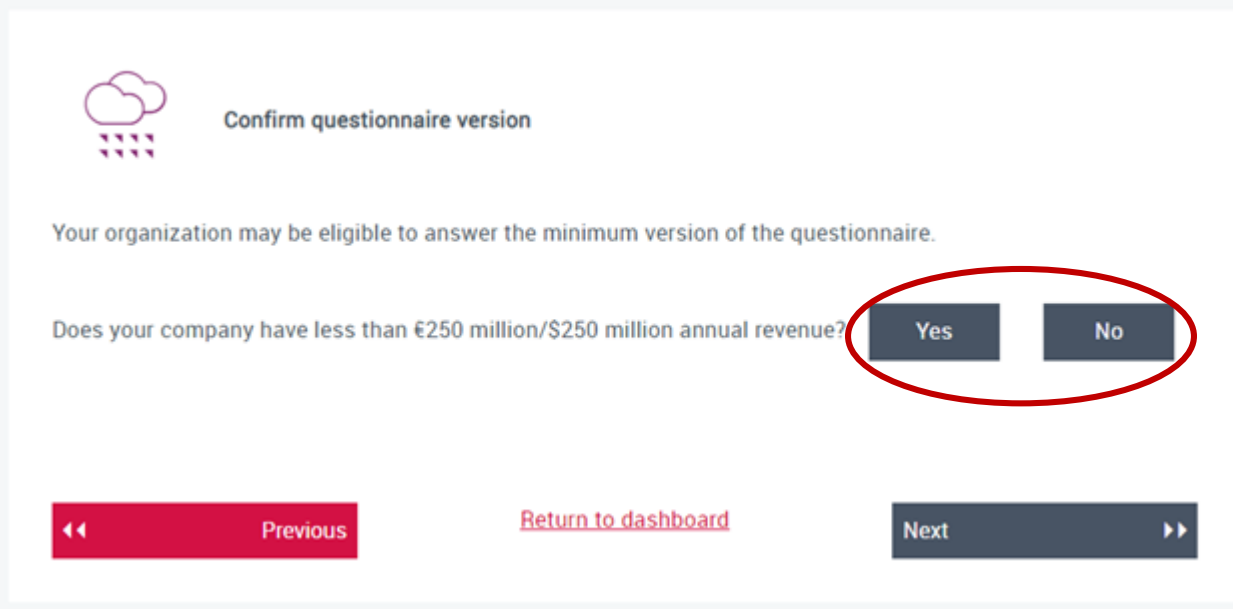
I will not be the Main User

OK

Click here if you choose not to be the main user.

Tick the tick box + ok if you are authorised to be the main user. There can only be one main user for an organization

Select a Questionnaire Version: Full or Minimum



Confirm questionnaire version

Your organization may be eligible to answer the minimum version of the questionnaire.

Does your company have less than €250 million/\$250 million annual revenue?

Previous [Return to dashboard](#) Next


For all CDP questionnaires, there are two versions: full and minimum. The minimum version contains identical but fewer questions, and no sector-specific questions or data points.

The minimum version of a questionnaire can be completed by:

- ❖ Organizations disclosing to that questionnaire for the first time; OR
- ❖ Organizations not disclosing to that questionnaire for the first time, but with an annual revenue of less than EUR/US\$250 million

Although any organizations meeting the above criteria may opt to complete a minimum version, they may not be eligible for scoring.


Identify Your Primary Sector Based on Revenue

 **Select Primary Activity**

Please select your organization's Industry, Activity Group, and Primary Activity below.

Please note that changes you make here will update the general information that CDP holds about you and your organization.

CDP-ACS Industry	CDP-ACS Activity Group	CDP-ACS Activity
Biotech, Health Care & Pharma	Other services	Commercial services
Food, beverage & agriculture	Specialized professional services	Consumer services
Apparel	Media, telecommunications & data center services	Travel services
Fossil fuels	Industrial support services	
Hospitality	Financial services	
Infrastructure	Web & marketing services	
Manufacturing	Print & publishing services	
Materials	Commercial & consumer services	
Power generation	IT & software development	
Retail		
Services		
Transportation services		
International bodies		

You will need to answer questions on the following sector(s): General  [Full list of CDP-ACS Classifications](#)

[Previous](#) [Return to dashboard](#) [Start Questionnaire](#)

If prompted, please choose a primary activity based on revenue. Your primary activity will determine which sector-specific questionnaire will populate.


Follow the prompts to select your primary industry, then activity group, and finally your activity based on revenue.

For more information about CDP-ACS, please review CDP's [activity classification system](#) guidance.

Once you have identified your primary sector, select *Start Questionnaire* to activate and begin responding

Start the Questionnaire

[Home](#) > [Corporate Dashboard](#)



**AGRICULTURE
FOOD BEVERAGE
& TOBACCO**

You will receive a score based on your response to the following sector specific questionnaire:


Food, beverage & tobacco

Not all responses will be scored in 2019, [click here](#) for further information.
The minimum version of the questionnaire does not contain sector-specific questions.

You will also be asked questions based on these sectors:
General

To discuss changing your questionnaire sector, or Primary Activity under CDP's CDP-ACS classification system, please contact your local CDP office.

[Why have I been allocated this sector?](#)

 [Full list of CDP-ACS Classifications](#)

[Return to dashboard](#)

[Start Questionnaire](#)

How to Navigate the Online Response System (ORS)



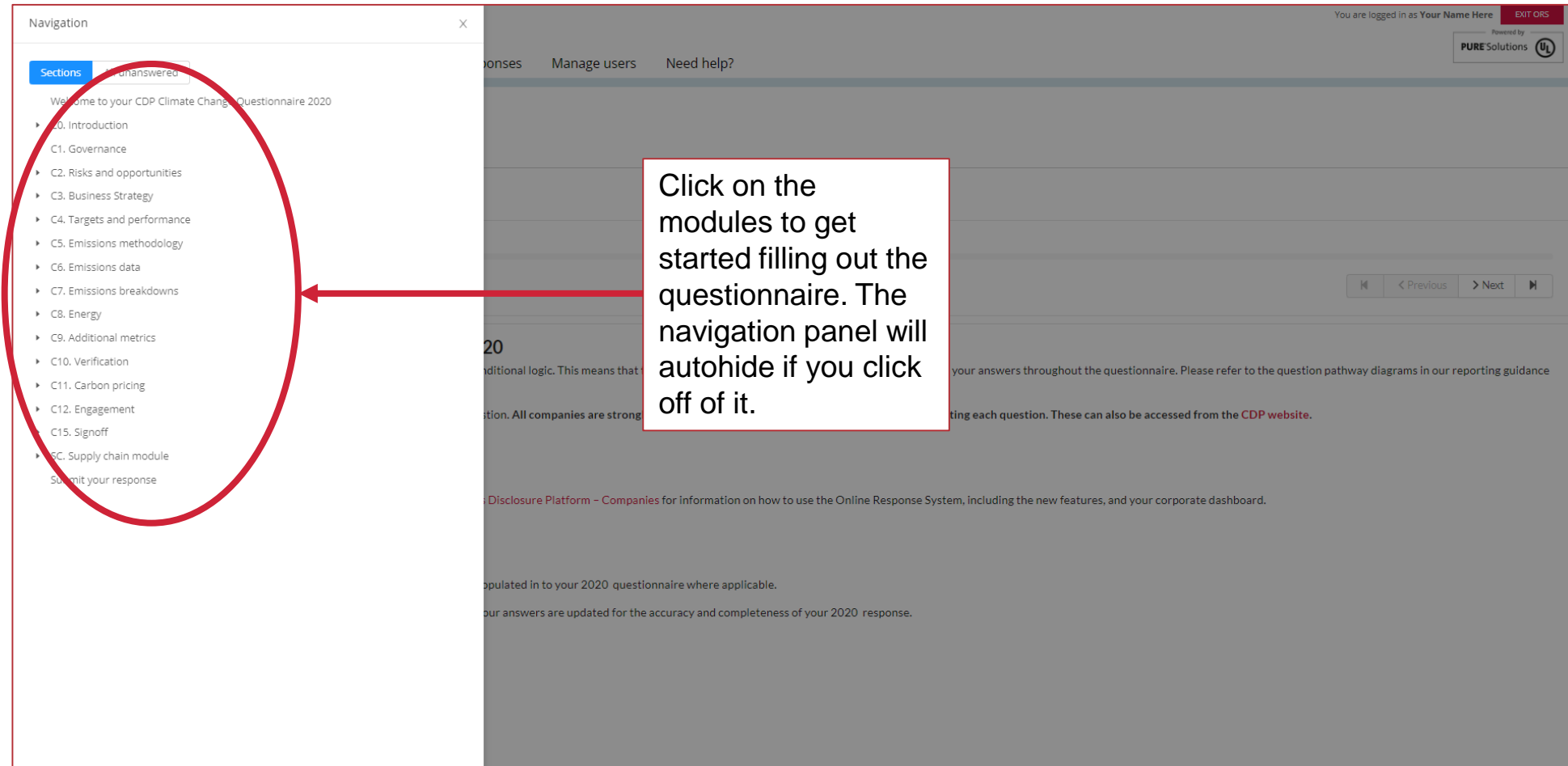
The screenshot shows the CDP Climate Change Questionnaire 2020 interface. At the top, there is a navigation bar with the CDP logo, 'Dashboard overview', 'View previous responses', 'Manage users', and 'Need help?'. Below this, the title 'CDP Climate Change Questionnaire 2020' is displayed, along with the state 'Draft'. A toolbar contains buttons for 'Save', 'Share', 'Submit', 'Import', 'Export', and 'Audit log'. A progress indicator shows 'Questions answered' with a blue bar. A 'Navigation' button is highlighted with a red circle. On the right side, there are navigation arrows for '< Previous' and '> Next', also highlighted with a red circle. A text box on the left explains that questions are specific to the company and determined by conditional logic. A text box on the right provides instructions on how to use the ORS, including a reference to a link.

Save, share, or export your questionnaire. View an audit log of edits as well. For further instructions on these functionalities, please follow [***this link***](#).

Navigate to the next page or jump to the next section.

Track your response progress and quickly navigate to specific sections within the questionnaire.

How to Navigate the Online Response System (ORS)



Navigation

Sections

- Welcome to your CDP Climate Change Questionnaire 2020
- ▶ 0. Introduction
- ▶ C1. Governance
- ▶ C2. Risks and opportunities
- ▶ C3. Business Strategy
- ▶ C4. Targets and performance
- ▶ C5. Emissions methodology
- ▶ C6. Emissions data
- ▶ C7. Emissions breakdowns
- ▶ C8. Energy
- ▶ C9. Additional metrics
- ▶ C10. Verification
- ▶ C11. Carbon pricing
- ▶ C12. Engagement
- ▶ C15. Signoff
- ▶ SC. Supply chain module
- Submit your response

You are logged in as Your Name Here EXIT ORS

Manage users Need help?

Powered by PURE Solutions

< Previous > Next

20

Additional logic. This means that

your answers throughout the questionnaire. Please refer to the question pathway diagrams in our reporting guidance

tion. All companies are strong

ting each question. These can also be accessed from the [CDP website](#).

Disclosure Platform - Companies for information on how to use the Online Response System, including the new features, and your corporate dashboard.

populated in to your 2020 questionnaire where applicable.

our answers are updated for the accuracy and completeness of your 2020 response.

Submitting Your Response

How to submit your response – investor & customer requests



Submit your response

- Before you submit, please check the pre-submission checklist in [Using CDP's Disclosure Platform – Companies](#) guide .
- Your choice of public or non-public submission impacts how CDP can handle your response and where it will be shared. Please refer to the Terms for responding for full details. The Terms for responding also include information on publication of scores.

* In which language are you submitting your response?

English

Please confirm how your response should be handled by CDP
Your choice of public and non-public submissions impacts how CDP can handle your response and where it will be shared. Please refer to the Terms for full details. The Terms also include information on publication of scores

I am submitting my response

* I am submitting to

- Investors
- Customers

* Public or Non-Public Submission

- Public
- Non-public

Clear selection

* Are you ready to submit the additional Supply Chain Questions?

- Yes, submit Supply Chain Questions now
- No, Submit Supply Chain Questions Later

Clear selection

Choose who you are submitting to.

Choose if you are submitting publicly or non-publicly.

Choose if you are submitting the Supply Chain module questions. This section will only be visible to the customer you are submitting to no matter the other sections are public or not.

Submitting Your Response

How to submit your response



Please see CDP's [Privacy Policy](#)

Please read CDP's [Terms for responding to Supply Chain Members \(2019 Climate Change\)](#)

* Please confirm below

I have read and accept the applicable Terms

When you have confirmed your selections please scroll up and click the submit button at the top of the page.

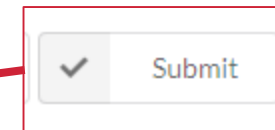
Submitting Your Response

How to submit your response (main user only)

* Please confirm below

I have read and accept the applicable Terms

When you have confirmed your selections please scroll up and click the submit button at the top of the page.



State: Draft

Save Share **Submit** Export Audit log

Questions answered 6 / 50

Navigation

- Welcome to your CDP Water Security Questionnaire 2019
- W0. Introduction
- W1. Current state
- W2. Business impacts
- W3. Procedures
- W4. Risks and opportunities
- W6. Governance
- W7. Business strategy
- W8. Targets
- W9. Linkages and trade-offs
- W10. Verification
- W11. Sign off
- SW. Supply chain module
- Submit your response

Submit your response

- Before you submit, please check the pre-submission checklist and user guidance in the submission guide.
- Your choice of public and non-public submissions impacts what CDP can do with your response and where it will be shared. Please refer to the Terms for full details. The Terms also include information on publication of scores.

* In which language are you submitting your response?

Please select...

Clear selection

Please confirm how your response should be handled by CDP

Submitting Your Response

Submitting your supply chain module

If you are ready to submit the additional Supply Chain module, before clicking 'Submit Supply Chain module', you have:

- Checked your Supply chain module answers
- Selected 'Yes, Submit Supply Chain Questions now'
- Saved your response

* In which language are you submitting your response?

English

Please confirm how your response should be handled by CDP

Your choice of public and non-public submissions impacts how CDP can handle your response and where it will be shared. Please refer to the Terms for full details. The Terms also include information on publication of scores

* I am submitting to

- Investors
 Customers

* Public or Non-Public Submission

- Public
 Non-public

* Are you ready to submit the additional Supply Chain Questions?

- Yes, submit Supply Chain Questions now
 No, Submit Supply Chain Questions Later

Clear selection

CDP Climate Change Questionnaire 2020

State: Authorities pending

Save Share **✓ Submit Supply Chain module** Import Export Audit log

Questions answered

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> Navigation

Contents



▼ Disclosure 101 - Accessing and Navigating the Questionnaire

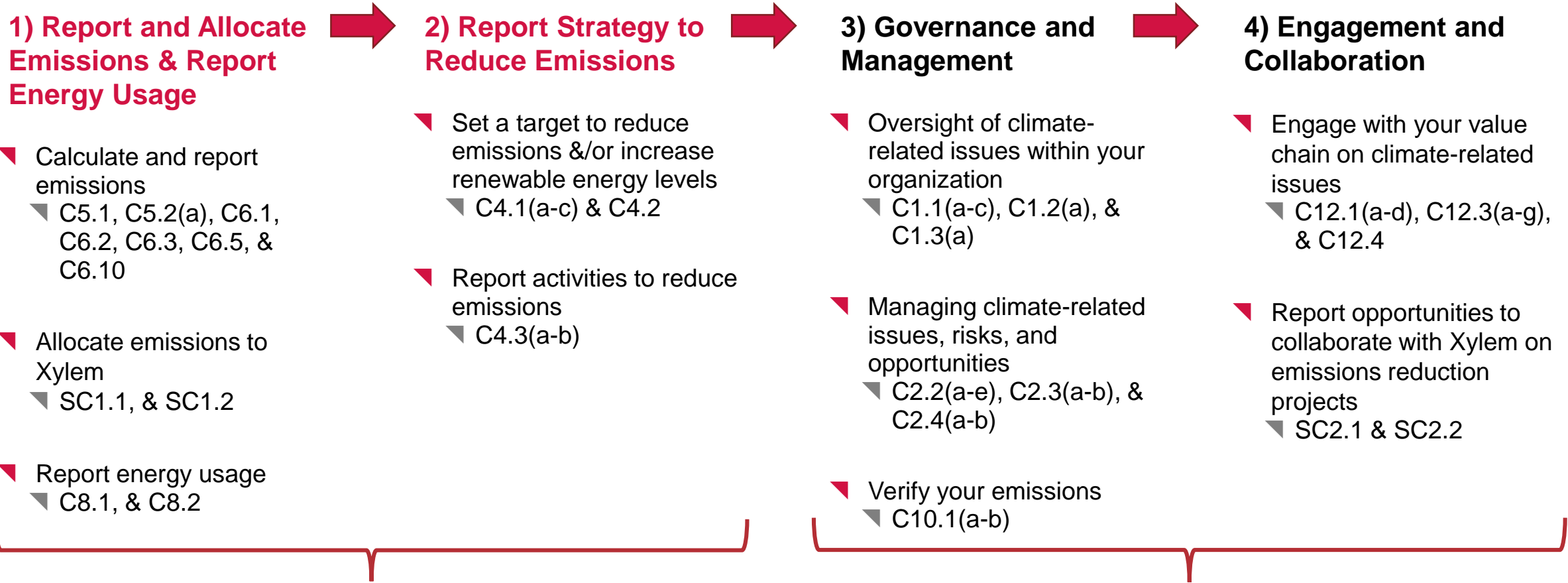
▼ Target Questions for Suppliers

Climate Change

Water Usage

Climate Change Questionnaire Target Questions

Climate Change Roadmap: Target and Encouraged Questions Overview



Target Questions

Encouraged Questions

Target Questions: Greenhouse Gas Emissions Data & Energy Usage

2021 MODULES
C0 Introduction
C1 Governance
C2 Risks and opportunities
C3 Business strategy
C4 Targets and performance
C5 Emissions methodology
C6 Emissions data
C7 Emissions breakdown
C8 Energy
C9 Additional metrics
C10 Verification
C11 Carbon pricing
C12 Engagement
C15 Signoff
SC Supply Chain

Scope 1 – Greenhouse gases that your company emits (C6.1)



Company Facilities



Company Vehicles

Scope 2 – Greenhouse gases that others emit due to your energy use (C6.2 & C6.3)



Purchased electricity, steam, heating & cooling, for own use

Scope 3 – Everything else (C6.5)



Supplier emissions



Product use



Employee commuting

Target Questions: Greenhouse Gas Emissions Data



2021 MODULES
C0 Introduction
C1 Governance
C2 Risks and opportunities
C3 Business strategy
C4 Targets and performance
C5 Emissions methodology
C6 Emissions data
C7 Emissions breakdown
C8 Energy
C9 Additional metrics
C10 Verification
C11 Carbon pricing
C12 Engagement
C15 Signoff
SC Supply Chain

Reporting emissions is **best practice** and a pre-requisite to understanding and reducing negative environmental impacts.

▼ Target Questions: C5.1 & C5.2(a)

- ▼ Provide your base year and base year emissions (scopes 1 and 2).
- ▼ Select the name of the standard, protocol, or methodology you have used to collect activity data and calculate scope 1 and scope 2 emissions.

▼ Target Questions: C6.1, C6.2, C6.3, C6.5, & C6.10

- ▼ Scope 1 and scope 2 GHG emissions
- ▼ Account for your scope 3 GHG emissions
- ▼ Provided an emissions intensity figure

Target Questions: Greenhouse Gas Emissions Allocation & Energy Usage



2021 MODULES
C0 Introduction
C1 Governance
C2 Risks and opportunities
C3 Business strategy
C4 Targets and performance
C5 Emissions methodology
C6 Emissions data
C7 Emissions breakdown
C8 Energy
C9 Additional metrics
C10 Verification
C11 Carbon pricing
C12 Engagement
C15 Signoff
SC Supply Chain

Emissions located in the supply chain are around four times as high as those from direct operations. **Allocating your emissions provides further context to buyers** regarding the procedures adopted and/or actions taken by their suppliers.

▼ Target Questions: C8.1 & C8.2

- ▼ Report the percentage of your total operational spend in the reporting year that was on energy
- ▼ Provide details on energy-related activities including energy consumption and energy generation by fuel type

▼ Target Questions: SC1.1 & SC1.2

- ▼ Allocate emissions to Xylem, describe challenges, and reporting capabilities
- ▼ Select the name of the standard, protocol, or methodology you have used to collect activity data and calculate scope 1 and scope 2 emissions.

Your responses to the Supply Chain module are visible only to Xylem regardless of whether you elect to make your CDP response private or public

Formula for Allocating Emissions by Revenue

Allocate based on the proportion of total revenue represented by Xylem



Formula for allocating emissions to Xylem based on revenue


$$\text{Allocated GHG Emissions} = \frac{\text{Revenue of products/services purchased by Xylem}}{\text{Total revenue of products/services produced}} \times \text{Total GHG Emissions for Scope 1 or Scope 2}$$

Working example of allocating emissions to Xylem based on revenue

$$250 \text{ metric tons of CO}_2\text{e allocated to Xylem} = \frac{\text{US\$500,000 revenue from Xylem}}{\text{US\$200,000,000 total revenue}} \times 100,000 \text{ tons of CO}_2\text{e (Company-wide Scope 1 GHG emissions)}$$

Allocate GHG emissions to Xylem: Example of SC1.1

SC1.1

(SC1.1) Allocate your emissions to your customers listed below according to the goods or services you have sold them in this reporting period. 
Note that CDP's disclosure platform supports a file import for this question.
▶ [Click here for guidance for this question](#)

Step 1

Scope of emissions

Scope 1
 Scope 2
 Scope 3

Step 2

Allocation level

Company wide
 Business unit (subsidiary company)
 Facility
 Commodity

Step 3

Step 4

(range: 0 - 999,999,999,999)

Step 5

(range: 0 - 999,999)

Step 1: Select *Xylem* from dropdown.

Step 2: Choose which scope of emissions you are reporting. Please provide emissions for each scope on separate rows.

Step 3: Select *Allocation level*

Note: if allocating by subsidiary, facility, or commodity, provide emissions for each in separate rows.

Step 4: Provide allocated emissions in metric tonnes of CO₂e.

Step 5: Provide an uncertainty percentage (how uncertain are you in the accuracy of the allocated emissions).

Allocate GHG emissions to Xylem: Example of SC1.1

Major sources of emissions **Step 6**

Verified

- Yes
 No

Step 7

Clear selection

Allocation method **Step 8**

Please select...

Clear selection

Please explain how you have identified the GHG source, including major limitations to this process and assumptions made

Step 9

+ Add row

Step 10

Step 6: Provide the sources of emissions for which you have provided an emissions figure. For example, emissions from machinery used in production (scope 1).

Step 7: Was this allocation verified by an independent third-party organization?

Step 8: Select the *Allocation method* from the dropdown. For example, *allocation based on the market value of products purchased*.

Step 9: Provide an explanation about your methodology for collecting and calculating emissions.

Step 10: Add another row to provide emission data for an additional scope of emissions.

Target Questions: Targets and Performance



2021 MODULES
C0 Introduction
C1 Governance
C2 Risks and opportunities
C3 Business strategy
C4 Targets and performance
C5 Emissions methodology
C6 Emissions data
C7 Emissions breakdown
C8 Energy
C9 Additional metrics
C10 Verification
C11 Carbon pricing
C12 Engagement
C15 Signoff
SC Supply Chain

Target setting provides direction and structure to environmental strategy. Providing information on quantitative targets and qualitative goals, and progress made against these targets, can demonstrate your organization’s commitment to improving climate-related issues management at a corporate level. It also **helps Xylem understand your ambition levels for reducing your greenhouse gas emissions in the future.**

▼ **Target Questions: C4.1(a-c)**

- ▼ Details on GHG emissions targets (absolute and/or intensity)

▼ **Target Questions: C4.2**

- ▼ C4.2a: provide details of your target(s) to increase low-carbon energy consumption or production
- ▼ C4.2b: provide details of any other climate-related targets

▼ **Target Questions: C4.3(a-d)**

- ▼ Details on GHG emissions reduction initiatives

Overview of Emissions Targets



All targets have:

- ▼ Base year
- ▼ Target year
- ▼ % reduction you're trying to achieve
- ▼ Emission source you're going to impact

Types of Targets:

- ▼ Absolute: Tons CO₂e reduced
- ▼ Intensity: Kg CO₂e / (product/revenue) reduced

Example of a Target:

- ▼ *Company A* pledges to reduce operational emissions 35% by 2025, against a 2016 baseline.

Encouraged Questions: Governance and Management



2021 MODULES
C0 Introduction
C1 Governance
C2 Risks and opportunities
C3 Business strategy
C4 Targets and performance
C5 Emissions methodology
C6 Emissions data
C7 Emissions breakdown
C8 Energy
C9 Additional metrics
C10 Verification
C11 Carbon pricing
C12 Engagement
C15 Signoff
SC Supply Chain

Board-level oversight of climate-related issues is considered best practice and provides an indication of the importance of climate-related issues to the organization.

Evaluating exposure to **climate-related risks and opportunities** over a range of time horizons allows for a strategy for the transition to a low-carbon economy recognized in the Paris Agreement and UN SDGs.

Verification and assurance is best practice in environmental reporting as it ensures the quality of data and processes disclosed.

▼ **Encouraged Questions: C1.1(a-b), C1.2(a), & C1.3(a)**

- ▼ Details on the level of oversight of climate-related issues within your organization

▼ **Encouraged Questions: C2.2(a-e), C2.3(a-b), & C2.4(a-b)**

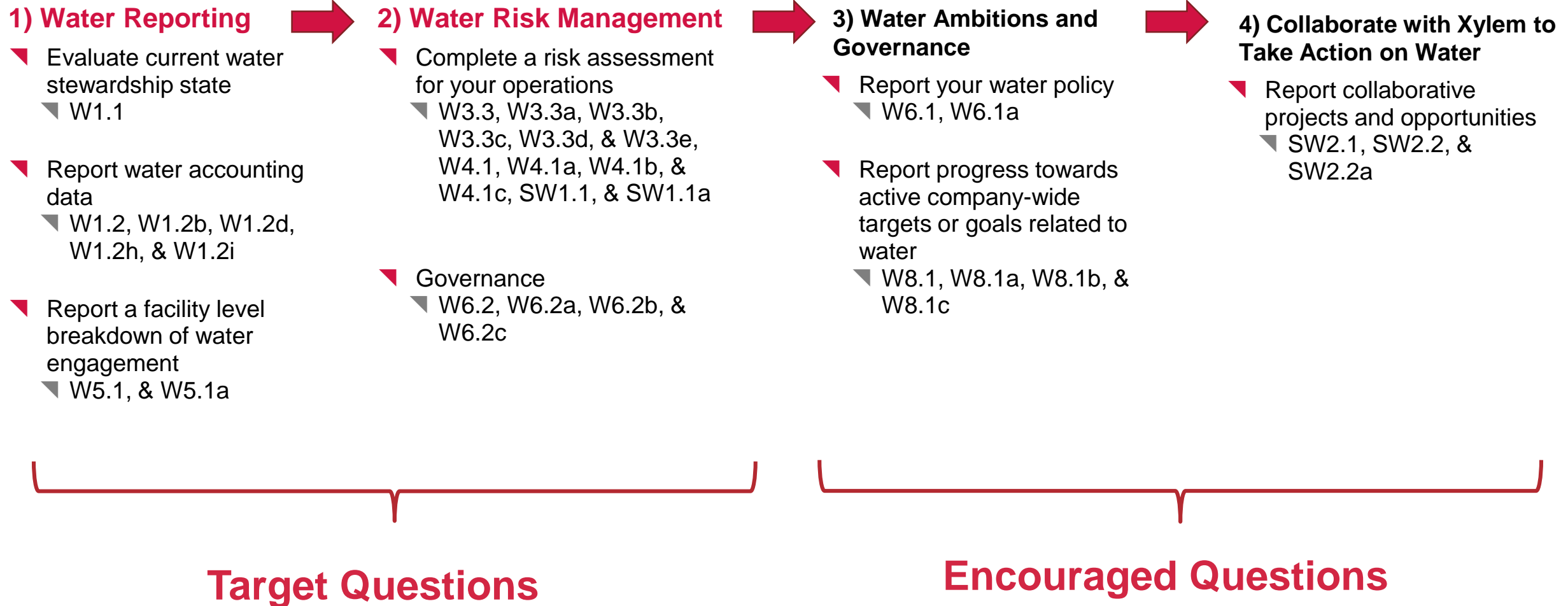
- ▼ Details on how your organization has identified the risks and opportunities around climate-related issues

▼ **Encouraged Questions: C10.1(a-b)**

- ▼ Indicate the verification/assurance status that applies to your reported emissions

Water Security Questionnaire Target Questions

Tracking Supplier Progress in Water Security: Roadmap for Alphabet Suppliers



Target Questions: Water Reporting

2021 MODULES
W0 Introduction
W1 Current state
W2 Business impacts
W3 Procedures
W4 Risks & opportunities
W5 Facility accounting
W6 Governance
W7 Business strategy
W8 Targets
W9 Verification
W10 Sign off
SW Supply chain module

Google's Supplier Code of Conduct articulates expectations on resource efficiency and waste mitigation, including water management and seeking ways to reduce consumption of water.

❖ **Target Questions: W1.1**

- Evaluate current water stewardship state

❖ **Target Questions: W1.2, W1.2b, W1.2d, W1.2h, & W1.2i**

- Withdrawals from stressed basins
- Water recycled and reused
- Water intensity & value chain engagement

❖ **Target Questions: W5.1, & W5.1a**

- Monitoring water information at a facility level
- Geolocation data is requested for each facility at risk

Target Questions: Water Risk Assessment



2021 MODULES
W0 Introduction
W1 Current state
W2 Business impacts
W3 Procedures
W4 Risks & opportunities
W5 Facility accounting
W6 Governance
W7 Business strategy
W8 Targets
W9 Verification
W10 Sign off
SW Supply chain module

Provide Alphabet with information on the procedures in place to manage water-related issues and inherent risk exposure. Facilities at risk from water impacts could potentially affect your operations, reputation and business ability to grow in the future. These risks need to be actively managed.

❖ **Target Questions: W3.3, W3.3a, W3.3b, W3.3c, W3.3d, & W3.3e**

➤ Undertaking a water-related risk assessment

❖ **Target Questions: W4.1, W4.1a, W4.1b, & W4.1c**

➤ Assessing water related risks

❖ **Target Questions: W6.2, W6.2a, W6.2b, & W6.2c**

➤ Organizational oversight of water-related issues

❖ **Target Questions: SW1.1 & SW1.1a**

➤ Have you identified if any of your facilities reported in W5.1 could have an impact on Alphabet?

Encouraged Questions: Water Ambitions and Governance

2021 MODULES
W0 Introduction
W1 Current state
W2 Business impacts
W3 Procedures
W4 Risks & opportunities
W5 Facility accounting
W6 Governance
W7 Business strategy
W8 Targets
W9 Verification
W10 Sign off
SW Supply chain module

Provide Alphabet with information on water policy in your organization and setting and monitoring water-related targets and goals.

❖ **Encouraged Questions: W6.1 & W6.1a**

➤ Distinguishes between a publicly available and an internal policy

❖ **Encouraged Questions: W8.1, W8.1a, W8.1b, & W8.1c**

➤ Approach to setting and monitoring water-related targets and/or goals

Encouraged Questions: Collaborate with Xylem to Take Action on Water



2021 MODULES
W0 Introduction
W1 Current state
W2 Business impacts
W3 Procedures
W4 Risks & opportunities
W5 Facility accounting
W6 Governance
W7 Business strategy
W8 Targets
W9 Verification
W10 Sign off
SW Supply chain module

Propose ways you can work together with Alphabet to reduce water risk and achieve mutually beneficial changes.

❖ **Encouraged Questions: SW2.1**

- Suggested ideas how Alphabet could collaborate with you on mutually beneficial water-related projects

❖ **Encouraged Questions: SW2.2 & SW2.2a**

- Indicate if Alphabet's engagement has contributed to water-related projects



Useful Resources

Tips for Best Practice Reporting



- ▼ Triple check your response to **avoid blank cells, errors and inconsistencies**
- ▼ **Go through the questionnaire with the scoring methodology and reporting guidance** at hand to ensure you meet all possible criteria for each question
- ▼ For qualitative responses, **provide clear explanations, rationales, company specific responses**
- ▼ **Review peer companies' CDP responses** (publicly disclosing companies)
- ▼ **Identify and designate teammates** for stakeholder outreach and questionnaire response

Example of company specific response:

C2.3a - Provide details of risks identified with the potential to have a substantive financial or strategic impact on your business.

- A 'unique' company specific description in column 'Company specific description' – 1 point

Poor response – 0 points	Average response – 0 points	Good response – 1 point
Rising mean temperatures have the potential to negatively affect our operations.	Due to a rise in mean temperatures, there is a risk that the energy consumption needed for air conditioning and refrigeration will increase, leading to an increase in costs. There is a particular risk of energy consumption increasing at our shops, offices, and distribution centers.	60% of our plants are located in central America, an area that has been identified as likely being subject to large increases in mean temperatures. Such increases in temperature may lead to an increase in the energy consumption required for air conditioning and refrigeration to remain effective. This will lead to increased operational costs across our business.

Guidance and Support



CDP reporting guidance 2020

Need help?



Climate change
Reporting guidance for companies disclosing to the 2020 climate change request.



Forests
Reporting guidance for forests disclosing to the 2020 forests request.



Water security
Reporting guidance for water security disclosing to to the 2020 water security request.

Jump to...

- [Respond to investors and customers](#)
- [Questionnaires](#)
- [Reporting guidance](#)
- [Questionnaire changes](#)
- [Technical materials](#)
- [Scoring](#)

Hub for all available guidance documents.

Resources

▼ Resources for Disclosure in 2021:

- ▼ [CDP Guidance and scoring methodology for companies](#)
- ▼ [FAQs – Find answers to common queries](#)
- ▼ [CDP Supply Chain Report: Changing the Chain](#)
- ▼ [2021 CDP Supplier Support Webinars](#)

▼ GHG Emissions Accounting and Science-Based Targets:

- ▼ [GHG Protocol Corporate Standard](#)
- ▼ [GHG Protocol Calculation Tools](#)
- ▼ [CDP Technical Note on Science-Based Targets](#)
- ▼ [FAQs- The Science Based Targets Initiative](#)

▼ Water Accounting and Risk Assessment:

- ▼ [Global Water Footprint Assessment Standard](#)
- ▼ [WRI Water Risk Atlas](#)

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Further Useful Resources



▼ Technical Support

- ▼ If you are based in Japan, contact japan@cdp.net
- ▼ If you are based in a different Asian country, contact asia@cdp.net
- ▼ If you are based in Latin America, contact reporteCDPLA@cdp.net
- ▼ For all other geographic regions, contact respond@cdp.net

▼ Free Webinars & Events (Multiple Languages)

▼ Xylem specific questions Contact the CDP Commit-To-

- ▼ please email andrea.montuori@xylem.com

- ▼ **Action team (commit@cdp.net) if your customer asks you to set a science-based target**

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FAQs

Common Questions



What if I don't have resources to complete a CDP disclosure?

Free to submit to Customers

Free resources available

Minimum tier response



What if we haven't started collecting environmental information yet?

Provide partial/qualitative response

Use questionnaires to guide your internal strategy



What if we already disclose environmental information elsewhere?

Alignment with DJSI/TCFD/SDGs

Use information from CSR report



What if we're concerned about receiving a score?

Fully transparent scoring methodologies

Xylem is not ranking by score

Frequently Asked Questions

Confidentiality and Contact Changes



▼ I am concerned about data protection and confidentiality.

- ❖ Data and information reported in the *Supply Chain Module* are assigned specifically to the requesting company. No other company has access to that information.
- ❖ Supplier scores are never publicly shared
- ❖ CDP is GDPR-compliant
- ❖ Our *terms & conditions* for the questionnaires can be found at [CDP.net/guidance](https://cdp.net/guidance)

▼ How do I change the contact name/email associated with CDP?

- ❖ If you have identified a new contact or email address, please contact respond@cdp.net.

Frequently Asked Questions

Questionnaire



▼ What if we are a small business and cannot complete the full questionnaire?

- ❖ If this is the first time you are responding to CDP or you are a company with an annual revenue of less than €/\$250 million, you can opt into a shorter, minimum version of the questionnaire.

▼ What if we are based in a non-English speaking country? Can CDP still support us?

- ❖ CDP has global staff willing to help suppliers understand the CDP information request. To request local support or learn about workshops and webinars in a particular country, you should email respond@cdp.net
- ❖ CDP also produces multiple guidance documents to support suppliers completing the questionnaire.

▼ Where can I find questionnaire guidance?

- ❖ All questionnaires and guidance materials are freely available at <https://www.cdp.net/en/guidance/guidance-for-companies>