Dear Supplier,

Sustainability is at the heart of Xylem's business. Each year since 2013, we have disclosed our environmental performance through CDP, a global non-profit specialized in environmental reporting.

Since 2021, we are asking all Xylem's key suppliers to do the same. Our goal is to reduce environmental impact throughout our supply chain; this is a critical enabler for Xylem to achieve our commitment through the Science Based Targets initiative to be Net Zero by 2050.

Fortunately, many of our key suppliers already report their performance to CDP. And, if you don't, getting started is straight-forward, and we'll help.

In the near future, submitting **Climate Change** and **Water Security** questionnaires to CDP will be a requirement of all Xylem Preferred Suppliers.

In order to access your company's CDP dashboard and questionnaire,
please register by completing the Join an Organization form.

You must complete this form if your organization has not previously disclosed through CDP or if you require access to your organization's questionnaire(s). If you already had access to your organization's CDP dashboard and questionnaire(s) in previous years, you do not need to complete the form and can simply log in to your existing account. Your questionnaire(s) will become available mid-April when CDP's online response system opens.

If you are not the right contact for this request, please notify Xylem and forward the form to the appropriate person within your organization.

If you have not previously filed CDP disclosures: We know the prospect of a new disclosure obligation can be daunting. If this is your first time, you can opt into a shorter version of the CDP questionnaires. Plenty of help is available, and filing the disclosures costs you nothing.

The deadline to disclose to CDP is **July 27, 2022.**

More information and support resources are provided in the following pages. Please feel free to raise any questions with our Global Procurement Sustainability Manager, Andrea Montuori, at andrea.montuori@xylem.com, about this important step in advancing our sustainability, together.

Sincere thanks, in advance,

Alberto Bozzi
Vice President, Global Procurement

Austin Alexander
Vice President, Sustainability and CSR

Xylem Suppliers' CDP Environmental Disclosures 2022

How to get started

Please complete the ["Join an Organization" form](#) to register on CDP's website if you or your colleagues responsible for responding to this disclosure request do not yet have access to your organization's response dashboard.

Once the Online Response System (ORS) opens during the week of April 11, please activate the questionnaire(s) you have been requested to complete. If you face any technical difficulties or have any questions, please contact CDP's support team via the [Help Center](#).

What will you be asked?

The CDP **Climate Change Questionnaire** asks you to report information such as: your risks and opportunities associated with climate change, your emissions, details on your emissions management strategy such as targets, and actions you've taken to reduce your emissions.

The CDP **Water Security Questionnaire** asks you to report information such as: the water resources used in your direct operations and supply chain, the procedures and requirements in place for water risk assessments, and risk-related mitigation strategies and opportunities.

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 version of the questionnaires.

Xylem is not expecting perfection if you are just starting your sustainability journey. There is no minimum requirement and a partially filled-out questionnaire is preferred over no information.

Key dates

- **As soon as possible:** complete the ["Join an Organization" form](#) if this is your first time disclosing or if you require access to your organization's CDP response dashboard.
- **Mid-April:** CDP's Online Response System (ORS) will open, and you can begin working on your CDP questionnaire(s).
- **July 27th, 2022:** deadline to submit your response.

Please visit [CDP's website](#) for up-to-date information on the CDP timeline.

Support available to Xylem suppliers

To help you prepare for your disclosure, CDP provides the following resources:

- **Xylem webinars** – Please join Xylem and CDP for the upcoming webinar(s), to which you will receive the invite(s) shortly. Please feel free to join the webinars as it is most useful to you, and to forward the invite to other relevant contacts within your organization.
  - **May 5th:** [Xylem – CDP Supplier Support Webinar for new Disclosers (EN)](#)
  - **May 12th:** [Xylem – CDP Supplier Support Webinar for returning Disclosers (EN)](#)
  - **Date TBD:** Xylem – CDP Supplier Support Webinar in Chinese (CN)

- **1-1 Office Hours** – CDP offers office hours for Xylem Suppliers to ask questions throughout the disclosure cycle. Further details will be forthcoming.

- **Technical support** – Suppliers with additional questions can contact CDP's dedicated support team directly through the **[Help Center.](#)**

- **Online resources**- CDP offers [free online guidance for suppliers](#) to help you disclose to the questionnaire. In addition, CDP offers [pre-recorded educational webinars](#) that are designed to help suppliers that are just beginning their environmental journey.
- **[CDP organizational guide for environmental action](#)** - The CDP roadmap provides a snapshot of actions companies are taking at each stage of this journey towards environmental excellence.
- **CDP webinars and events** – visit www.cdp.net/events for more information.

High-priority Questions

While we encourage you to respond to the questionnaires as completely as possible, the following are the questions we will be reviewing most closely:

CDP Climate Change questionnaire:

Key Environmental Performance Indicator	Related question	Why is this indicator valuable to Xylem
Report your climate-related risks and opportunities	C2.1	Companies with processes in place to identify, assess, and respond to climate-related risks and opportunities are more resilient and better equipped to manage the impacts of climate change on their business.
Set an emission reduction target, specifically a Science-Based Target	C4.1	Setting a target demonstrates your intention to act on emissions reductions, and the level of your ambition.
	C4.1a	Emissions reduction targets are not the only type of relevant targets that organizations use to drive change. Xylem is interested in understanding if you have climate goals separate from emissions reduction target.
	C4.3	Report the initiatives you have undertaken to reduce your emissions.
Report your Scope 1 and Scope 2 emissions. Verification of these emissions.	C6.1 & C6.3	What is measured can be managed. Reporting information on operational emissions can highlight areas of improvement and prepare you for any future legislation on emissions. We consider this the first step in a supplier's journey towards good climate change management.
	C10.1	Verifying your emissions footprint is vital to ensure you're correctly calculating your emissions footprint.
Report your Scope 3 emissions. Verification of these emissions.	C6.5	For many companies, the vast majority of their emissions lie in their supply chains or outside their direct operations. Calculating this footprint is the first step to driving action to reduce your impact.
	C10.1	Calculating scope 3 emissions can be a challenge and verifying those calculations builds confidence that they are conducted correctly.
Energy-related activities	C8.2a	Report your organization's energy consumption totals (excluding feedstocks) in MWh. Note: When added together, your total MWh of renewal + nonrenewal energy consumption reported must equal your 'total energy consumption' MWh reported.

Allocated emissions	SC1.1	By reporting your emissions intensity per revenue or by allocating emissions relevant to your business with us, we can model our supply chain (scope 3) emissions.
Suggest ways in which we can collaborate	SC2.1	Using SC2.1 you can suggest ways we can work together to implement mutually beneficial changes to the way we work.

CDP Water Security questionnaire:

Key Environmental Performance Indicator	Related question	Why is this indicator valuable to Xylem
Integrate water security into your business strategy	W7.1	Integrating water security into your business strategy allows us to know how you considered and acted upon water-related issues at a strategic level.
Evaluate current water security state	W1.1	To fully prepare for the impacts water scarcity could have in our supply chain, undertaking an evaluation of your current water related risks and opportunities is essential.
Report your water policy	W6.1/a	Reporting a water policy, preferably publicly and with scope and context, helps us to manage exposure to reputational water risk.
Report basic water accounting data	W1.2b	What is measured is managed. Understanding water withdrawn, consumed and discharged helps us to manage and monitor progress on reducing exposure to water risk.
Provide water, sanitation and hygiene services to your employees	W1.2	This indicates whether the organization reports on its monitoring of the provision of water, sanitation, and hygiene (WASH) services to all its workers. This is also an important metric for alignment to SDG6
Suppliers report a complete risk assessment for their operations	W3.3 & SW1.1	Facilities at risk from water impacts could potentially affect your operations and reputation. It could also affect your business ability to grow in the future. These risks need to be actively managed.
Report progress towards active company-wide targets or goals related to water	W8.1a/b	We want our suppliers to report goals and targets, as they are demonstrating commitment to improve their water security.
Suggest ways in which we can collaborate	SW2.1	You can suggest ways we can work together to improve our own or your water security. This collaboration could result in mutually beneficial changes to the way we work.