

**Carbon Disclosure Project – Climate Change**

**TC Transcontinental 2015 response**



**Module: Introduction****Page: Introduction****CC0.1****Introduction**

Please give a general description and introduction to your organization.

Canada's largest printer, with operations in print and digital media, flexible packaging and publishing, TC Transcontinental's mission is to create products and services that allow businesses to attract, reach and retain their target customers.

Respect, teamwork, performance and innovation are strong values held by the Corporation and its commitment to all stakeholders is to pursue its business and philanthropic activities in a responsible manner.

Transcontinental Inc. (TSX: TCL.A TCL.B), known as TC Transcontinental, has over 8,000 employees in Canada and the United States, and revenues of C\$2.1 billion in 2014.

- See more at: <http://tctranscontinental.com/about/profile#sthash.gUSC0tN2.dpuf>

TC Transcontinental is headquartered in Montreal, Quebec. It operates in over 172 buildings, both owned and leased, ranging from offices, to large printing facilities, photocopy shops and warehouses.

**CC0.2****Reporting Year**

Please state the start and end date of the year for which you are reporting data.

The current reporting year is the latest/most recent 12-month period for which data is reported. Enter the dates of this year first.

We request data for more than one reporting period for some emission accounting questions. Please provide data for the three years prior to the current reporting year if you have not provided this information before, or if this is the first time you have answered a CDP information request. (This does not apply if you have been offered and selected the option of answering the shorter questionnaire). If you are going to provide additional years of data, please give the dates of those reporting periods here. Work backwards from the most recent reporting year.

Please enter dates in following format: day(DD)/month(MM)/year(YYYY) (i.e. 31/01/2001).

**Enter Periods that will be disclosed**

Fri 01 Nov 2013 - Fri 31 Oct 2014

**CC0.3****Country list configuration**

Please select the countries for which you will be supplying data. If you are responding to the Electric Utilities module, this selection will be carried forward to assist you in completing your response.

**Select country**

Canada

United States of America

**CC0.4****Currency selection**

Please select the currency in which you would like to submit your response. All financial information contained in the response should be in this currency.

CAD (\$)

**CC0.6****Modules**

As part of the request for information on behalf of investors, electric utilities, companies with electric utility activities or assets, companies in the automobile or auto component manufacture sub-industries, companies in the oil and gas sub-industries, companies in the information technology and telecommunications sectors and companies in the food, beverage and tobacco industry group should complete supplementary questions in addition to the main questionnaire.

If you are in these sector groupings (according to the Global Industry Classification Standard (GICS)), the corresponding sector modules will not appear below but will automatically appear in the navigation bar when you save this page. If you want to query your classification, please email [respond@cdp.net](mailto:respond@cdp.net).

If you have not been presented with a sector module that you consider would be appropriate for your company to answer, please select the module below. If you wish to view the questions first, please see <https://www.cdp.net/en-US/Programmes/Pages/More-questionnaires.aspx>.

## Module: Management

### Page: CC1. Governance

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#### CC1.1

**Where is the highest level of direct responsibility for climate change within your organization?**

Board or individual/sub-set of the Board or other committee appointed by the Board

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#### CC1.1a

**Please identify the position of the individual or name of the committee with this responsibility**

- Risks and opportunities, as well as environmental performance, are communicated through a quarterly environment report to the Executive Committee prepared by the corporate Vice President, Procurement and Technology in conjunction with the Director MRO Procurement, Energy and Environment, the company's Environment Coordinator, and external experts. The quarterly report is discussed at the various sector management team meetings.

- The Sustainable Development Steering Committee was put in place in fiscal 2009 with the primary objective of initiating a sustainable development report. Transcontinental's first Sustainability Report was released in February 2010, and was transferred to a Corporate Responsibility Report in 2014.

- The Sustainable Development Steering Committee for the fiscal year 2013/2014 was to release the 2013 Corporate Responsibility Report following the 2013-2015 Corporate Responsibility Plan. The 2013 Corporate Responsibility Report was released in March 2014 and features 15 objectives in the Social, Community and Environmental sectors.

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#### CC1.2

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

No

Page: CC2. Strategy

CC2.1

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

Integrated into multi-disciplinary company wide risk management processes

CC2.1a

Please provide further details on your risk management procedures with regard to climate change risks and opportunities

Frequency of monitoring	To whom are results reported?	Geographical areas considered	How far into the future are risks considered?	Comment
Six-monthly or more frequently	Board or individual/sub-set of the Board or committee appointed by the Board	Canada and the United States	1 to 3 years	Risks and opportunities, as well as environmental performance, are communicated through a quarterly environment report to the Executive Committee prepared by the corporate Vice President, Procurement and Technology in conjunction with the Director MRO Procurement, Energy and Environment, the company's Environment Coordinator, and external experts. The quarterly report is discussed at the various sector management team meetings.

CC2.1b

Please describe how your risk and opportunity identification processes are applied at both company and asset level

The company closely follows all legal requirements in all its businesses and a quarterly legal watch is done through a legal-watch program and in collaboration with an external firm.

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**CC2.1c****How do you prioritize the risks and opportunities identified?**

Stakeholder questionnaires help to prioritize what is considered as Corporate Responsibility objectives. Also, every legal requirement automatically considered as high priority.

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

Yes

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**CC2.2a****Please describe the process of how climate change is integrated into your business strategy and any outcomes of this process**

As a Canadian leader in the print and media industry, TC Transcontinental strives daily to implement best practices in sustainability from a social, environmental and community perspective - an approach that is directly connected to our vision of growth. We can say with renewed conviction that by delivering on our sustainability commitment on a day-to-day basis, we will continue to create value for our shareholders, employees, and customers and make a positive difference in the communities where we operate.

Transcontinental actively commits to sustainable development by integrating social, financial and environmental considerations into its day-to-day business operations and long-range planning

The focus on sustainable development will allow Transcontinental to evolve from a Corporation founded on care, integrity and making a difference to society, to one that places the same emphasis on social and environmental performance as it does on financial performance.

The core values that have allowed the Corporation to succeed over the years— creativity and innovation, entrepreneurship, judgment and discipline, leadership, professionalism and integrity, and respect for others— will continue to be guideposts along the path to sustainability

Communicating challenges and progress at each step of the way is crucial to maintaining employee ownership of sustainable development initiatives, as well as keeping shareholders and other external stakeholders substantively informed. Stakeholder feedback is crucial to this process.

Our strategy is focused on building on existing assets and developing the new. Our strategy is both to accompany our customers in their new marketing needs, and to continue offering them our traditional, yet proven, products and services to help them attract, reach and retain their target consumers. In other words, to be successful, we need to simplify our operations, encourage collaboration internally and develop a culture of innovation.

**CC2.2c**

**Does your company use an internal price of carbon?**

No, and we currently don't anticipate doing so in the next 2 years

**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)**

- Direct engagement with policy makers
- Trade associations
- Other

**CC2.3a**

**On what issues have you been engaging directly with policy makers?**

Focus of legislation	Corporate Position	Details of engagement	Proposed legislative solution
Other:	Support	Meetings with provincial governments	Protection of endangered forests, such as the Great Bear Rainforest and Boreal Forest, with Canopy, a Canadian non-for-profit environmental organization.

**CC2.3b**

**Are you on the Board of any trade associations or provide funding beyond membership?**

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?
AQII	Consistent	Created in November 2012, goal is to regroup professionals of the print communication of Quebec and our mission is to bring together the Quebec print industry and promote it to the public eye, the governments and the institutions particularly in reference to sustainable development, education, manpower training, health and safety at work.	TC Transcontinental has a member of on the Board of Directors.
AQME	Consistent	Catalyze all the Quebec strengths and knowledge to master energy in the context of a sustainable future.	By being a member of AQME, promoting energy efficiency projects and leadership.
EEQ	Mixed	Eco-Entreprise Quebec a private non-profit organization responsible for financing municipal services for the collection, sorting and conditioning of containers, packaging and printed matter in Quebec in a sustainable development perspective.	By taking part in group discussions about the fee structure for the waste collection of packaging and printed matter.
Recycle Médias	Mixed	RecycleMédias is a private, non-profit organization with the mission of representing newspapers, which are required to contribute to residual materials recycling and reclamation efforts in Québec.	Transcontinental's Vice-President , Local Solutions Québec and Ontario, is one of the member of the board of directors.

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?**

All the discussions regarding Climate Change and the Environment are managed through the VP Procurement, Director MRO, Energy and Environment and the Corporate Environmental Coordinator. Their role across the company is well known and understood when discussing these matters.

CC2.4

**Would your organization's board of directors support an international agreement between governments on climate change, which seeks to limit global temperature rise to under two degree Celsius from pre-industrial levels in line with IPCC scenarios such as RCP2.6?**

No opinion



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**CC2.4a**

Please describe your board's position on what an effective agreement would mean for your organization and activities that you are undertaking to help deliver this agreement at the 2015 United Nations Climate Change Conference in Paris (COP 21)

N/A

**Page: CC3. Targets and Initiatives**

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**CC3.1**

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

No

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**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

i) TC Transcontinental set up an objective of increasing the scope of its GHG reporting, but decided not to have absolute targets, as the company is in the midst of structural changes. (ii) However, we do plan for our emissions to be lowered over the next five years, by reducing our use of fossil fuels and with multiple energy-efficiency projects.

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**CC3.2**

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

Yes

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**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**

Through the use of its Paper Procurement Policy, Transcontinental encourages its clients to select recycled paper and paper from sustainable forests, which generally have less associated GHG emissions. Also, many of Transcontinental's products and services are now provided on digital platforms. While a certain amount of GHG emissions are still generated when using digital platforms, these are generally less than a printed version. This is largely dependent on how electricity is generated in the region.

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**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)**

No

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**CC3.3d**

**If you do not have any emissions reduction initiatives, please explain why not**

The company is in the midst of structural changes and therefore has delayed its emissions reduction initiatives, except for manufacturing and energy efficiency projects.

**Page: CC4. Communication**

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**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)**

Publication	Status	Page/Section reference	Attach the document
In mainstream financial reports but have not used the CDSB Framework	Complete	3	<a href="https://www.cdp.net/sites/2015/05/19305/Climate%20Change%202015/Shared%20Documents/Attachments/CC4.1/2014_Annual_Report_12895.pdf">https://www.cdp.net/sites/2015/05/19305/Climate Change 2015/Shared Documents/Attachments/CC4.1/2014_Annual_Report_12895.pdf</a>
In voluntary communications	Complete	All document	<a href="https://www.cdp.net/sites/2015/05/19305/Climate%20Change%202015/Shared%20Documents/Attachments/CC4.1/2014_Social_Resp_Report_7481957.pdf">https://www.cdp.net/sites/2015/05/19305/Climate Change 2015/Shared Documents/Attachments/CC4.1/2014_Social_Resp_Report_7481957.pdf</a>

## Module: Risks and Opportunities

### Page: CC5. Climate Change Risks

#### CC5.1

**Have you identified any inherent climate change risks that have the potential to generate a substantive change in your business operations, revenue or expenditure? Tick all that apply**

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

#### CC5.1a

**Please describe your inherent risks that are driven by changes in regulation**

Risk driver	Description	Potential impact	Timeframe	Direct/ Indirect	Likelihood	Magnitude of impact	Estimated financial implications	Management method	Cost of management
Air pollution limits	Replacement of product and equipment to meet the new limits	Increased operational cost		Direct	More likely than not	Low-medium			
Emission reporting obligations	New reporting thresholds.	Increased operational cost		Direct	Likely	Low			
General environmental regulations, including planning	New regulations such as CCPSA and CPSIA requires expensive laboratory tests	Reduced demand for goods/services		Indirect (Client)	Unlikely	Low-medium			
Fuel/energy taxes and regulations	This tax affects our printing facilities as well as our transport costs	Increased operational cost		Indirect (Supply chain)	Likely	Medium			

**CC5.1b**

Please describe your inherent risks that are driven by change in physical climate parameters

Risk driver	Description	Potential impact	Timeframe	Direct/ Indirect	Likelihood	Magnitude of impact	Estimated financial implications	Management method	Cost of management
Induced changes in natural resources	As our primary resource is paper coming from wood, any changes of Climate Change which has an impact on forests will have an impact on our supply chain.	Other:		Indirect (Supply chain)	About as likely as not	Medium-high			

CC5.1c

Please describe your inherent risks that are driven by changes in other climate-related developments

Risk driver	Description	Potential impact	Timeframe	Direct/ Indirect	Likelihood	Magnitude of impact	Estimated financial implications	Management method	Cost of management
Changing consumer behaviour	People are interested in consuming environmentally friendly products and customers want to do business with corporation who takes care of the environment and has good practices. Paper is often seen as the cause for deforestation and demand for printed products is down year after year.	Reduced demand for goods/services		Direct	Very likely	High			

Page: CC6. Climate Change Opportunities

CC6.1

Have you identified any inherent climate change opportunities that have the potential to generate a substantive change in your business operations, revenue or expenditure? Tick all that apply

Opportunities driven by changes in regulation

CC6.1a

Please describe your inherent opportunities that are driven by changes in regulation

Opportunity driver	Description	Potential impact	Timeframe	Direct/Indirect	Likelihood	Magnitude of impact	Estimated financial implications	Management method	Cost of management
Fuel/energy taxes and regulations	Higher energy prices can lead to increased value in energy efficiency projects, and thus lower our energy costs.	Reduced operational costs		Indirect (Supply chain)	Likely	Medium			

**Module: GHG Emissions Accounting, Energy and Fuel Use, and Trading**

**Page: CC7. Emissions Methodology**

**CC7.1**

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

Scope	Base year	Base year emissions (metric tonnes CO2e)
Scope 1	Tue 01 Nov 2011 - Wed 31 Oct 2012	59200
Scope 2	Tue 01 Nov 2011 - Wed 31 Oct 2012	52600

**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

Please select the published methodologies that you use

The Greenhouse Gas Protocol: A Corporate Accounting and Reporting Standard (Revised Edition)

CC7.3

Please give the source for the global warming potentials you have used

Gas	Reference
CO2	IPCC Fourth Assessment Report (AR4 - 100 year)
CH4	IPCC Fourth Assessment Report (AR4 - 100 year)
N2O	IPCC Fourth Assessment Report (AR4 - 100 year)

Page: **CC8. Emissions Data - (1 Nov 2013 - 31 Oct 2014)**

CC8.1

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

Operational control

CC8.2

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

67200

**CC8.3**

Please provide your gross global Scope 2 emissions figures in metric tonnes CO<sub>2</sub>e

51900

**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?

No

**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	Uncertainty range	Main sources of uncertainty	Please expand on the uncertainty in your data
Scope 1	More than 2% but less than or equal to 5%	Data Gaps Assumptions Data Management	Assumptions are made for some smaller business units where data is not available. These assumptions shouldn't have a big impact on the final value.
Scope 2	More than 2% but less than or equal to 5%	Data Gaps Assumptions Extrapolation Data Management	Assumptions are made with respect to office spaces (kWh/sq. feet), as well as for some smaller business units where data is not available. These assumptions shouldn't have a big impact on the final value.



**CC8.6**

**Please indicate the verification/assurance status that applies to your reported Scope 1 emissions**

No third party verification or assurance

**CC8.7**

**Please indicate the verification/assurance status that applies to your reported Scope 2 emissions**

No third party verification or assurance

**CC8.8**

**Please identify if any data points have been verified as part of the third party verification work undertaken, other than the verification of emissions figures reported in CC8.6, CC8.7 and CC14.2**

Additional data points verified	Comment
No additional data verified	

**CC8.9**

**Are carbon dioxide emissions from biologically sequestered carbon relevant to your organization?**

No

Page: CC9. Scope 1 Emissions Breakdown - (1 Nov 2013 - 31 Oct 2014)

CC9.1

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

Yes

CC9.1a

Please break down your total gross global Scope 1 emissions by country/region

Country/Region	Scope 1 metric tonnes CO2e
Canada	63644
United States of America	4303

CC9.2

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

By facility  
By GHG type

## CC9.2b

Please break down your total gross global Scope 1 emissions by facility

Facility	Scope 1 emissions (metric tonnes CO2e)	Latitude	Longitude
Transcontinental Halifax	2100	44.62	-63.66
Transcontinental St-Hyacinthe	8900	45.63	-72.97
Transcontinental Acme Direct	1100	45.58	-73.62
Transcontinental de la Capitale	200	46.82	-71.31
Transcontinental Interglobe	2900	46.22	-70.78
Transcontinental Interweb Montréal	3500	45.56	-73.40
Transcontinental Québec	100	46.82	-71.31
Transcontinental Métropolitain	200	45.65	-73.52
Transcontinental Qualimax	20	45.45	-75.73
Transcontinental Ross-Ellis	200	45.42	-73.63
Transcontinental Transmag	400	45.61	-73.58
Transcontinental PLM	3100	43.84	-79.31
Transcontinental Brampton	7200	43.17	-79.68
Transcontinental Vaughan	3900	43.76	-79.62
Transcontinental RBW Graphics	7300	44.58	-80.90
Transcontinental LGM-Coronet	2100	49.89	-97.26
Transcontinental Saskatoon	100	52.18	-106.65
Transcontinental Calgary	6700	51.00	-114.05
Transcontinental Vancouver	4300	49.19	-122.96
Transcontinental Northern California	4300	37.47	-121.92
Transcontinental Concord	5000	43.81	-79.49
Transcontinental Edmonton	2500	53.56	-113.63
Transcontinental Dartmouth	800	44.71	-63.60

CC9.2c

Please break down your total gross global Scope 1 emissions by GHG type

GHG type	Scope 1 emissions (metric tonnes CO2e)
CO2	50706
CH4	250
N2O	300

Page: **CC10. Scope 2 Emissions Breakdown - (1 Nov 2013 - 31 Oct 2014)**

CC10.1

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

Yes

CC10.1a

Please break down your total gross global Scope 2 emissions and energy consumption by country/region

Country/Region	Scope 2 metric tonnes CO2e	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)
Canada	43127	241628	136736
United States of America	5090	15243	3446

**CC10.2**

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

By facility

**CC10.2b**

Please break down your total gross global Scope 2 emissions by facility

Facility	Scope 2 emissions (metric tonnes CO2e)
Transcontinental St.John's	35.72
Transcontinental Dartmouth	1275.12
Transcontinental Halifax	5508.35
Transcontinental St-Hyacinthe	40.47
Transcontinental Acme Direct	14.07
Transcontinental de la Capitale	4.46
Transcontinental Interglobe	33.87
Transcontinental Interweb Montréal	35.04
Transcontinental Québec	5.67
Transcontinental Métropolitain	16.88
Transcontinental Qualimax	1.49
Transcontinental Ross-Ellis	6.74
Transcontinental Transmag	15.18
Transcontinental PLM	2081
Transcontinental Brampton	2114
Transcontinental Vaughan	1472
Transcontinental RBW Graphics	3177
Transcontinental LGM-Coronet	21
Transcontinental Saskatoon	552

Facility	Scope 2 emissions (metric tonnes CO2e)
Transcontinental Calgary	18580
Transcontinental Vancouver	167
Transcontinental Northern California	5094
Transcontinental Concord	1178
Transcontinental Edmonton	6643

**Page: CC11. Energy**

**CC11.1**

**What percentage of your total operational spend in the reporting year was on energy?**

More than 0% but less than or equal to 5%

**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	285696
Electricity	256872
Heat	
Steam	
Cooling	

**CC11.3**

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

Fuels	MWh
Natural gas	9530
Propane	276166

**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

Basis for applying a low carbon emission factor	MWh associated with low carbon electricity, heat, steam or cooling	Comment
Supplier specific, not backed by instruments	140181	

**Page: CC12. Emissions Performance**

**CC12.1**

How do your gross global emissions (Scope 1 and 2 combined) for the reporting year compare to the previous year?

Increased

**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

Reason	Emissions value (percentage)	Direction of change	Comment
Emissions reduction activities	0.5	Decrease	Energy Efficiency Projects have been implemented across our printing facilities, lowering Scope 2 emissions.
Divestment			
Acquisitions			
Mergers	0.5	Decrease	Multiple merges happened in Fiscal 2014 which led to reduced electricity consumption.
Change in output			
Change in methodology			
Change in boundary			
Change in physical operating conditions	1	Increase	Lower temperatures and increased production led to an increase use of natural gas and increase in Scope 1 emissions.
Unidentified			
Other			

**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

Intensity figure	Metric numerator	Metric denominator	% change from previous year	Direction of change from previous year	Reason for change
55.32	metric tonnes CO2e	unit total revenue	0	No change	Revenues are higher, Scope 2 emissions decreased, but Scope 1 emissions increased due to colder winter and increased production.



**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

Intensity figure	Metric numerator	Metric denominator	% change from previous year	Direction of change from previous year	Reason for change
13.67	metric tonnes CO2e	FTE employee	1.5	Increase	Lower number of employees, but more automatized production and increase in Scope 1 emissions.

**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 CO2e				

**Page: CC13. Emissions Trading**

**CC13.1**

**Do you participate in any emissions trading schemes?**

No, and we do not currently anticipate doing so in the next 2 years

CC13.2

Has your organization originated any project-based carbon credits or purchased any within the reporting period?

No

Page: CC14. Scope 3 Emissions

CC14.1

Please account for your organization’s Scope 3 emissions, disclosing and explaining any exclusions

Sources of Scope 3 emissions	Evaluation status	metric tonnes CO2e	Emissions calculation methodology	Percentage of emissions calculated using data obtained from suppliers or value chain partners	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	Relevant, calculated	10400	Includes all air travel, car location and personal cars used for professional travel.	100%	
Employee commuting					
Upstream leased assets					
Downstream transportation and distribution					
Processing of sold products					
Use of sold products					
End of life treatment of sold products					
Downstream leased assets					
Franchises					
Investments					

Sources of Scope 3 emissions	Evaluation status	metric tonnes CO2e	Emissions calculation methodology	Percentage of emissions calculated using data obtained from suppliers or value chain partners	Explanation
Other (upstream)					
Other (downstream)					

**CC14.2**

**Please indicate the verification/assurance status that applies to your reported Scope 3 emissions**

No third party verification or assurance

**CC14.3**

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

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**

Sources of Scope 3 emissions	Reason for change	Emissions value (percentage)	Direction of change	Comment
Business travel	Other: Use of telecommunications	10	Decrease	Webinars and phone calls have been promoted instead of employee travel.

**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

**CC14.4a**

**Please give details of methods of engagement, your strategy for prioritizing engagements and measures of success**

Our supplier side, we work with our paper suppliers to ensure that they fit the requirements of our Paper Purchasing Policy, as well as check their environmental reporting.

On customer side, we educate and encourage our customers to choose recycled paper and paper made with certified fiber with chain-of-custody certification.

**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
16	50%	50% of our expenses are linked to paper purchasing, with 16 suppliers involved.

**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
Identifying GHG sources to prioritize for reduction actions	We learn from our suppliers' sustainability projects. It helps us to find new initiative throughout our business units.

**Module: Sign Off**

**Page: CC15. Sign Off**

**CC15.1**

Please provide the following information for the person that has signed off (approved) your CDP climate change response

Name	Job title	Corresponding job category
Charles David Mathieu-Poulin	Corporate Environmental Coordinator	Environment/Sustainability manager