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**NOTE: design this cover as per your own company guidelines**

**INSERT YOUR COMPANY NAME HERE**

**REPORTING REQUIREMENTS**

**FOR COP 27**

**ABOUT THIS TEMPLATE**

This reporting template is designed for RJC members\* to fulfil the annual reporting requirements for COP 27 Natural Resources within the RJC Code of Practices 2019.

\*This template is designed to fulfil all reporting requirements for non-mining RJC members, all members are welcome to use the templates provided but there are additional reporting requirements for mining members.

**HOW TO USE THIS TEMPLATE**

1. Complete contact information at the top of each section.
2. Using the reporting Requirement and Tip tables as a guide, complete the sections as applicable to your business, do this for each reporting template that you wish to use.
3. Once you have completed all required sections you need to prepare the report for publishing by removing the Requirement and Tip tables.
4. Once you have deleted the guidance ables you will be left with your final report.

### **COP 27: NATURAL RESOURCES**

Contact Information

COMPANY NAME: **[Insert company name]**

DATE: **[Insert Date]**

REPORTING PERIOD: **[Insert Reporting Period]**

CONTACT: **[Insert contact’s email address]**

BUSINESS PRACTICES & MATERIAL ISSUES

|  |  |
| --- | --- |
| **DELETE THIS TABLE ONCE COMPLETED** | |
| REQUIREMENT | TIP |
| Detail the relevant business practices and material issues you have identified that relate to COP 27, that are important to you and your business and are of interest to stakeholders. | Your use of water and energy, monitoring techniques and other related issues raised as concerns by affected stakeholders (if applicable). |

[Insert company name] have identified [insert findings and stakeholder raised issues] regarding our use of natural re-sources. As a business we monitor our use of energy and water throughout our supply chain by [detail monitoring techniques] and have found that we use [insert amount of water and energy used].

ACTIONS & OUTCOMES

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| **DELETE THIS TABLE ONCE COMPLETED** | |
| REQUIREMENT | TIP |
| Describe the policies you have in place or the position your company takes relating to COP 27. | How do you monitor your energy and water use? What solutions do you have in place to address these issues? (If affected stakeholders have raised a related specific issue your report should give enough information for these stakeholders to be able to properly assess your response.) |

[Insert company name] have the following policies in place to address our use of water and energy use including our supply chain (if applicable and where the information is available) [give details of your policies/procedures e.g. link to policy] these can be found [details on where they can be found e.g., website, via email]. In addition to monitoring our water and use of energy we have implemented the following systems [give details] to address [related issues].

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| **DELETE THIS TABLE ONCE COMPLETED** | |
| REQUIREMENT | TIP |
| Detail the actions you have taken relating to these issues or the actions you plan to take to save energy and water; or any significant natural resource use that you have identified within your business. | Actions within your control to save energy and water: minimising use of hot water (only boiling as much as you need); turning off lights and electrical equipment when not in use; dry cleaning techniques; printing less (using less paper); efficient lighting; timing systems; fixing leaking pipes and taps, switching to renewable energy sources. Have you identified any other significant use of natural resources in the business such as, paper products? |

Throughout our business we have taken the following steps to reduce our consumption of energy and water; [List all actions taken and where in your supply chain]

We have also identified the significant use of [natural re-source(s) identified] throughout our business and reduced this use by [detail how you reduced your use].

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| **DELETE THIS TABLE ONCE COMPLETED** | |
| REQUIREMENT | TIP |
| Describe the outcomes or the expected outcomes (quantitative or qualitative) of the actions you have taken. | How much has your water/energy consumption reduced as a result of the methods you have implemented? |

As a result of the reduction methods implemented, we have found that throughout our supply chain our water use has reduced by [give details] and our energy use has decreased by [give details].

In addition to this, we have also found that; [list details of any further expected or unexpected outcomes because of the methods implemented or targets set].

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| **DELETE THIS TABLE ONCE COMPLETED** | |
| REQUIREMENT | TIP |
| Identify the senior manager(s) appointed to review the business’s resources (water and energy consumption). | The senior manager or managers you have appointed to review your water and energy consumption and use of any other resources identified as significantly used i.e., paper. |

[Insert senior manager(s) name and position title is/are] responsible for reviewing [insert company name] water and energy consumption [and the use of] [detail any other applicable natural resources].

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| **DELETE THIS TABLE ONCE COMPLETED** | |
| REQUIREMENT | TIP |
| Detail your improvements against last year’s report, how have you progressed? What reductions have you made against these targets? Describe progress against efficiency targets and identifying cost savings. | Improvements against your previous years report which could include a % reduction on your water consumption or energy consumption. |

Following on from last year’s report we have identified the following areas where we have made progress and improvement, [give details] against targets set. In addition to this, we have made the following cost savings [give details] as a result of implementing these methods.

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| **DELETE THIS TABLE ONCE COMPLETED** | |
| REQUIREMENT | TIP |
| Detail any clean energy frameworks introduced, plans, and intended improvements for the future. | These are all clean energy frameworks you have introduced, targets and legislation that apply to your operations any related initiatives (whether in response to national frameworks or voluntary). How are you intending to improve on this going forward? Do you have any future plans relating to clean energy? |

[Insert company name] are committed to continuous improvement with regards to clean energy and natural resources, to aid this improvement we have committed the following clean energy frameworks [give details]. In the future we intend to implement the following [give details] with regards to our use of clean energy and natural resources.