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Detail any other information that is relevant about your sustainability record. Reference any public information, industry guides/publications, etc., as well as engagement initiatives with important stakeholders such as suppliers, local communities and NGOs. 9

SCORING METHODOLOGY:

- > **Good Practice (GP)**—company exhibits industry leading qualities in managing sustainability issues
- > **Limited information (LI)**—company presents a commitment to managing sustainability issues but falls short of industry leading practice
- > **Insufficient (I)**—the company provides no information or does not consider sustainability issues to be material

1. BUSINESS OVERVIEW

- a. How many employees does your company have?
- b. Specify your industry; possibly refer to NAICS codes (<https://www.census.gov/eos/www/naics/>) or to NACE codes (http://ec.europa.eu/competition/mergers/cases/index/nace_all.html)
- c. Describe the nature of your business
- d. Confirm in which country is your HQ located and in which countries you have operational sites

2. SUSTAINABILITY COMMITMENTS

a. Does your company have policies that cover sustainability issues?

GP	<ul style="list-style-type: none"> > Provides a publicly available policies providing a commitment to manage all material risks related to Environmental, Social, Human Rights and Labour Issues (e.g. biodiversity, safety, community engagement etc.) > Policies signed by the CEO
LI	<ul style="list-style-type: none"> > Provides a generic commitment to manage Sustainability issues but does not go into depth on all material risks
I	<ul style="list-style-type: none"> > No policy available

b. Does your company commit to international conventions and or internationally recognized best practices? E.g. signatory to the UN Global Compact, member of the RSPO or committed to any other standard/certification scheme

GP	<ul style="list-style-type: none"> > Will be a signatory/member of industry leading groups (e.g. UNGC, RSPO, IPIECA, ICMM etc.) > Active participant that adheres to all reporting expectations dictated by the industry group
LI	<ul style="list-style-type: none"> > States that they are committed to alignment with applicable industry groups but is not a member
I	<ul style="list-style-type: none"> > No commitment

c. Does your company monitor performance against the commitments?

GP	<ul style="list-style-type: none"> > Provides details on all relevant key performance indicators (e.g. fatalities, injuries, environmental incidents) for the previous three years and related independent auditing arrangements > Reporting is in line with Global Reporting Initiative sustainability standards
LI	<ul style="list-style-type: none"> > Reports select key performance indicators but these may not be in line with GRI > Does not provide details of independent auditing arrangements
I	<ul style="list-style-type: none"> > No reporting available

d. Does your company have any commitments or requirements for independent certifications?

GP	<ul style="list-style-type: none"> > Provides details on assets, management systems that are independently certified by a recognised standard (e.g. ISO, OHSAS)
LI	<ul style="list-style-type: none"> > Provides a generic commitment to achieve independent certification but does not disclose detailed information
I	<ul style="list-style-type: none"> > No information available

3. SUSTAINABILITY CAPACITY

a. What are the resources available to execute the policies and implement the commitments on sustainability?

GP	<ul style="list-style-type: none">> Has dedicated internal capacity (e.g. a sustainability officer/team) responsible for sustainability issues that reports to senior management> Sustainability performance is discussed regularly at senior/board level (disclosed in sustainability/annual report or website)> Senior compensation may be linked to sustainability performance
LI	<ul style="list-style-type: none">> No dedicated internal capacity but sustainability does have senior level oversight
I	<ul style="list-style-type: none">> No capacity and limited senior oversight of sustainability issues

b. Does your company undertake any screening or auditing of suppliers against sustainability criteria?

GP	<ul style="list-style-type: none">> Has a responsible sourcing policy and relevant capacity (e.g. sustainability officer/team) to oversee the implementation of this> Has a system for auditing suppliers and controls to resolve any issues
LI	<ul style="list-style-type: none">> Does not disclose the controls or systems around suppliers but does present a high level commitment to source responsibly
I	<ul style="list-style-type: none">> No policy and/or information available

4. SUSTAINABILITY TRACK RECORD

a. Does your company publish any sustainability reporting information e.g. annual sustainability report / section in your annual report?

GP	> Has a dedicated sustainability section of an integrated annual report and/or a standalone sustainability report
LI	> Has high level commitments/ information related to sustainability issues within the annual report and/or detailed on the website
I	> No public reporting on sustainability

b. Has your company received any fines, notices, violations (e.g. from regulators) in relation to sustainability issues in the last 3 years?

GP	> No fines or violations > If company has received fines or violations, has a declining rate of fines and violations, related to sustainability issues, over the past three years > If any issues, they provide a remediation plan and outline corrective actions
LI	> Stable or increasing level of fines with a commitment to addressing issues and a high level description of corrective actions
I	> High level of fines, notices and violation with no plans to implement corrective actions

c. Has your company had any licenses or certifications related to sustainability issues suspended or revoked in the last 3 years?

GP	> No instances of revoked licences/certificates
LI	> If any licences/certificates have been revoked, the company provides an explanation for this and steps to rectify the situation
I	> Licences/certificates have been revoked, the company outlines no plans to resolve any issues

5. SUPPLY CHAIN

a. Describe your company's role in the supply chain e.g. producer, trader, manufacturer, transporter, retailer etc

b. Describe your company policies about your suppliers. Does your company have a supplier's selection policy that includes sustainability as a precondition?

GP	<ul style="list-style-type: none"> > Publicly available responsible sourcing/supply chain policy signed by the CEO > Policy covers key supply chain risks (e.g. child labour, human rights) that the company seeks to mitigate
LI	<ul style="list-style-type: none"> > Provides a generic commitment to manage supply chain issues but does not go into depth on all material risks
I	<ul style="list-style-type: none"> > No policy available

c. Does your company have visibility of your top tier suppliers in relation to their practices on sustainability (environmental, health, safety, labor, human rights, security, social issues etc) and their track record (e.g. fines)?

GP	<ul style="list-style-type: none"> > Describes internal scoring mechanism to identify any issues with suppliers > Provides examples of issues with suppliers and any engagement/ exclusion
LI	<ul style="list-style-type: none"> > Provides a commitment to conduct an internal evaluation of suppliers but do not go into detail on scoring mechanism
I	<ul style="list-style-type: none"> > No information provided

d. Do you source from countries you consider high risk from a sustainability perspective?

GP	<ul style="list-style-type: none"> > Discuss specific processes for operating in high risk jurisdictions > Company provides details on how they classify high risk jurisdictions
LI	<ul style="list-style-type: none"> > Provides a commitment to consider country specific issues but provides no detail on processes.
I	<ul style="list-style-type: none"> > No information provided

6. COMMODITIES

- a. Which commodities is your company producing/trading/dealing with?
- b. Where are the commodities originally produced? Where do you directly source them from?
- c. What kind of checks do you perform on the supplier of the commodities in relation to sustainability (e.g. negative media, certifications, fines, Ngo attention etc)?
- d. Do you source from countries you consider high risk from a sustainability perspective?

GP	<ul style="list-style-type: none"> > Discuss specific processes for operating in high risk jurisdictions > Company provides details on how they classify high risk jurisdictions
LI	<ul style="list-style-type: none"> > Provides a commitment to consider country specific issues but provides no detail on processes.
I	<ul style="list-style-type: none"> > No information provided

- e. Does your company undertake any screening or auditing of commodity suppliers against sustainability criteria?

GP	<ul style="list-style-type: none"> > Periodically undertakes an internal audit of commodity suppliers. > In cases where high sustainability risks are present, the company may hire an independent consultant to conduct a review
LI	<ul style="list-style-type: none"> > Has undertaken internal audits of the commodity supply chain but these are done on an ad hoc basis.
I	<ul style="list-style-type: none"> > No information provided

- f. Does your company have any commitments or requirements for commodities to be independently certified (if applicable)?
- g. Do you have a supplier's code of conduct and is that signed by your suppliers?

7. OTHER INFORMATION

Detail any other information that is relevant about your sustainability record. Reference any public information, industry guides/publications, etc., as well as engagement initiatives with important stakeholders such as suppliers, local communities and NGOs.

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The International Chamber of Commerce (ICC) is the institutional representative of more than 45 million companies in over 100 countries. ICC's core mission is to make business work for everyone, every day, everywhere. Through a unique mix of advocacy, solutions and standard setting, we promote international trade, responsible business conduct and a global approach to regulation, in addition to providing market-leading dispute resolution services. Our members include many of the world's leading companies, SMEs, business associations and local chambers of commerce.



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