

| ESG Questionnaire Default Label | | Suggested Shortened Label For Custom Field |
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| Label | Type | Label |
| SUSTAINABILITY GOVERNANCE | | SUSTAINABILITY GOVERNANCE |
| Does your organisation have a distinct ESG approach clearly articulated in documentation that outlines your commitments to managing key ESG risks and opportunities? | Yes/No | ESG Approach |
| If so, provide details. | Multi-line text | ESG Approach Details |
| Please provide the specific measures taken by your organisation to address ESG risks and opportunities and how these are managed? e.g., adherence to relevant regulations, monitoring and reporting. | Multi-line text | ESG Measures |
| Has your organisation set objectives and targets to measure progress in achieving ESG goals? | Yes/No | ESG Objectives Set |
| What processes and procedures have been put in place to ensure that these targets are met? | Multi-line text | ESG Objectives Details |
| Please provide the steps/process taken to identify and prioritize key ESG topics relevant to your operations, and what strategies have been adopted to mitigate associated risks? Who was consulted? | Multi-line text | ESG Topic Prioritization |
| Does your organisation have a system in place to track and manage ESG risks? | Yes/No | ESG Risk Tracking |
| Provide details of key risks, control measures, and monitoring activities that are being undertaken to address them. | Multi-line text | ESG Risk Details |
| Does your organisation have specific performance indicators to measure progress in meeting ESG targets? | Yes/No | ESG Indicators Set |
| Provide details of these e.g., carbon emission, safety records, and other relevant metrics. | Multi-line text | ESG Indicators Details |
| Please provide the ESG-related standards you have applied, certificated and/or been a member of, e.g., IFC EHSG; International Labour Standards; GRI's G4; Carbon Disclosure Project. | Multi-line text | ESG Standards Applied |
| Do you audit/review your ESG systems/processes (internally or externally) and report results to your Board? | Yes/No | ESG Audit Review |
| If yes, provide details of type/frequency, who conducted & key issues in the last audit? | Multi-line text | ESG Audit Details |
| Has your organisation conducted external risk assessments of media, stakeholders, and other public sources to identify potential ESG risks? | Yes/No | ESG External Risk Assessment |
| Provide details of the assessment process, results, and actions. | Multi-line text | ESG Assessment Details |
| ENVIRONMENT | | ENVIRONMENT |
| Has your organisation conducted environmental risk/opportunity assessments? | Yes/No | Environmental Assessments |
| Provide details on key risks and opportunities identified, relevant control measures and any improvements implemented. | Multi-line text | Assessment Details |
| Please provide a list of the key environmental permits, licenses, and consents which your organisation is required to comply with and the data collection process undertaken to ensure compliance. | Multi-line text | Environmental Permits |
| Has your organisation conducted a baseline assessment of its carbon/GHG emissions footprint and implemented measures to reduce this? | Yes/No | Carbon Emissions Assessment |
| Provide details of the emissions, targets set, and initiatives taken. | Multi-line text | Emissions Details |
| Does your organisation often work with 3rd party specialists to help manage your environmental/sustainability requirements and performance? | Yes/No | Third-party Collaboration |
| Provide details of how such contractors are selected and monitored. | Multi-line text | Contractor Selection |
| Has management evaluated the possibilities to create its sources of energy/power on site? | Yes/No | On-site Energy Generation |
| Provide information about the energy source (e.g., solar) and explain the related energy, carbon and benefits. | Multi-line text | Energy Source Details |
| Provide details of key findings/recommendations from any resource efficiency (e.g., energy, waste, water) audits completed within the last 3 years. | Multi-line text | Resource Efficiency Audits |
| Provide details of the procedures and systems in place to respond to/manage any environmental and safety incidents e.g., oil/chemical/gas leaks and other environmental nuisances. | Multi-line text | Incident Response Procedures |
| Does your organisation take responsibility for the environmental impacts of its products throughout their entire lifecycle? | Yes/No | Product Lifecycle Responsibility |
| Provide details on how considerations such as waste disposal and product design are taken into account. | Multi-line text | Product Impact Details |
| Does your organisation consider sustainability performance when choosing vendors? | Yes/No | Vendor Sustainability |
| Provide details on the criteria used to evaluate vendors' sustainability performances. | Multi-line text | Vendor Criteria |
| Has your organisation recognized any financial provisions in the accounts to cover environmental liabilities e.g., contaminated land/environmental restoration etc.? | Yes/No | Environmental Liabilities |
| Provide further details. | Multi-line text | Liability Details |
| SOCIAL | | SOCIAL |
| Has management conducted a safety culture review across your organisation? | Yes/No | Safety Culture Review |
| Provide details of key findings from the assessment and any improvement actions which have been implemented in response. | Multi-line text | Safety Assessment Details |
| What steps have you taken to identify, evaluate and mitigate risks in regards to human rights, labor practices, and modern slavery wherever they may exist in your organisation and supply chain? | Multi-line text | Human Rights & Labor Practices |
| Please confirm the insurance policies in place and the extent of coverage for employee industrial injury claims. | Multi-line text | Employee Injury Insurance |
| Is your organisation involved in any community investment or stakeholder engagement activities, such as engaging with the NGO sector? | Yes/No | Community Engagement |
| Provide details of the NGOs involved, type of activities, amount of time/resources invested, and level of engagement. | Multi-line text | NGO Engagement |
| What form of worker representation is in place at your organisation? Are all staff able to freely share their views and concerns, and are these taken into account when making decisions? | Multi-line text | Worker Representation |
| Are workers free to join unions and engage in collective bargaining? | Yes/No | Union & Collective Bargaining |
| Please provide details of the relevant unions, their activities, and the level of engagement between them and your company. | Multi-line text | Union Details |
| Does your organisation comply with International Labour Organisation (ILO) standards? | Yes/No | ILO Standards Compliance |
| Provide details on how this is stated within HR policies and any other relevant documentation. | Multi-line text | ILO Policy Details |
| Does your organisation have a policy in place to identify and address labor issues among vendors in countries/regions that have experienced such issues in the past? | Yes/No | Vendor Labor Issues Policy |
| Provide details on the policy, implementation process, and any measures taken to address the identified issues. | Multi-line text | Vendor Policy Details |

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| What measures are in place to ensure the health and safety of consumers when using your organisation's products or services? | Multi-line text | Consumer Health & Safety |
| Please provide details of any formal programs in place to promote your organisation's involvement with the community, such as volunteering and philanthropic activities. | Multi-line text | Community Programs |
| GOVERNANCE | | GOVERNANCE |
| Does your organisation have a code of ethics that outlines its values and standards of conduct? | Yes/No | Code of Ethics |
| Provide details on the code and confirmation of how it is disseminated to staff. | Multi-line text | Code Details & Dissemination |
| How is compensation between individuals within your organisation structured to take into consideration performance and pay ratio? | Multi-line text | Compensation Structure |
| Provide details of your organisation's code of conduct, how is this communicated to staff and any measures taken to ensure that all employees understand and adhere to the code. | Multi-line text | Code of Conduct Details |
| Provide details of your organisation's gifts/corporate entertaining policy. How is this regulated and monitored? Have there been any recorded breaches of the policy, and what action has been taken? | Multi-line text | Gifts/Entertainment Policy |
| Does your organisation have an audit committee that is responsible for monitoring and reviewing your organisation's financial reporting processes and internal controls? | Yes/No | Audit Committee |
| Provide details of its composition, Terms of Reference, and associated policies. | Multi-line text | Audit Committee Details |
| Does your organisation have a whistle-blowing policy in place? | Yes/No | Whistle-blowing Policy |
| Provide details on how this service is independently managed and whether it allows for anonymity. Is the policy available at all times of the year? | Multi-line text | Whistle-blowing Details |
| Who is responsible for addressing the grievances reported through the whistle-blowing service? Are these incidents reported to the Board? Please provide further details. | Multi-line text | Grievance Handling |
| Please provide details of your organisation's Anti-bribery or anti-corruption (ABC) policy, including how many employees have received ABC training to date. | Multi-line text | Anti-bribery/Corruption Policy |
| Does your organisation have a process in place to conduct Anti-bribery or anti-corruption (ABC) due diligence on new vendors, contractors, etc.? | Yes/No | ABC Due Diligence |
| Provide details of the process, as well as how it is implemented and monitored. | Multi-line text | ABC Due Diligence Details |