CII

Confederation of Indian Industry

CII-ITC Centre of Excellence for Sustainable Development

AWARDS QUESTIONNAIRE 2021

CORPORATE EXCELLENCE-SERVICE SECTOR

Q. No.	Attributes	Strategy
ST 01		How is sustainability incorporated in the long term strategy of the organisation?
a		Information available
b		No information available
ST 02	Process	How are the sustainability related parameters integrated in the product portfolio, investments, mergers & acquisitions, market expansions, etc. strategy related decisions?
a		Information available
b		No information available
c		Not applicable
		Please provide reasons for not applicable
ST 03		The organisation is a signatory to which of the following international commitment? Choose from the available options below.
a		Information available
1		United Nations Global Compact
2		RE100
3		EP100
3		Science-based Targets for GHG reduction
4		Responsible Care Global Charter
5		Alliance for Water Stewardship
6		Principles of Responsible Investment (PRI)
7		Equator Principles
8		Others
b		No information available
c		Not applicable
		Please provide reasons for not applicable
ST 04	Process	How are corporate level sustainability goals translated and percolated as KPIs to operational level within the organisation?
a		Information available
b		No information available
c		Not applicable
		Please provide reasons for not applicable
ST 05	Key Resources	Which of the following green infrastructure did the organisation invested in over the last 3 years?
a		Information available
1		Rain water harvesting

2		Refurbishments in existing buildings to make then green buildings
3		New green building facility
4		e-Vehicle fleet
5		Renewable energy
6		Recycling Units
b		No information available
c		Not applicable
		Please provide reasons for not applicable

Q. No.	Attribute	Corporate Governance
CG 01	Leadership	Board Structure (total of executive, non-executive and independent directors should be the total board size):
a		Information available:
1		Number of Executive Directors:
2		Number of Non-executive Directors:
3		Number of Independent Directors:
b		No information available
c		Not applicable
		Please provide reasons for not applicable
CG 02	Leadership	Is the organization's board chairman separate from its CEO/ MD?
a		Yes, the roles are separate
b		No, the role is joint
c		No information available
d		Not applicable
		Please provide reasons for not applicable
CG 03	Leadership	Is the Chairman of the Board independent?
a		Yes, the chairman is an independent director
b		No, chairman is non-executive but not independent
c		No, chairman is an executive director
d		No information available
e		Not applicable
		Please provide reasons for not applicable
CG 04	Process	How frequently do the independent directors meet separately?
a.		Annually
b.		Semi-annually
c.		Quarterly
d.		ad-hoc
e.		No information available
f.		Not Applicable
		Please provide reasons for not applicable
CG 05	Process	Are the board responsibilities well defined & documented? Please provide evidence for the following:
a		Yes, the organization has defined the:
1		Responsibilities of Board
2		Board committee charters including roles & responsibilities
3		Both these documents are publicly available
b		Organization is in the process of defining the board level responsibilities.

SAMPLE QUESTIONNAIRE

c		No information available
d		Not Applicable
		Please provide reasons for not applicable
CG 06	Process	Is there a Board committee for Audit?
a		Yes, the organization has a board level committee for Audit (please name):
b		No, there is no board level audit committee
c		No information available
d		Not applicable
		Please provide reasons for not applicable
CG 07	Leadership	If there is an audit committee, does it have:
a		Yes there is an audit committee with:
a1		An independent chairman
a2		More than 50% independent board members
b		There is no audit committee
c		No information available
d		Not applicable
		Please provide reasons for not applicable
CG 08	Process	Does the organization have a policy on rotation of auditors/firm?
a		Yes, auditor firm, once every five years
b		Yes, individual auditor is rotated once every three years
c		No, the organization has no policy on rotation of auditors/firms
d		No information available
e		Not applicable
		Please provide reasons for not applicable
CG 09	Process	Is there a Board Committee for remuneration?
a		Yes, the organization has a board level committee for remuneration (please name):
b		No, there is no board level remuneration committee
c		No information available
d		Not applicable
		Please provide reasons for not applicable
CG 10	Leadership	If there is a remuneration committee, does it have:
a		Yes there is an remuneration committee with:
1		An independent chairman
2		More than 50% independent board members
b		There is no remuneration committee
c		No information available
d		Not applicable

		Please provide reasons for not applicable
CG 11	Process	Does the executive remuneration policy include performance-based, long-term and short-term incentive components?
a		Yes, the executive remuneration framework has performance-based, long term and short-term incentive components
b		No, the remuneration of executives is not linked to their performance
c		No information available
d		Not applicable
		Please provide reasons for not applicable
CG 12	Process	Is there a Board committee for Nomination?
a		Yes, the organization has a board level committee for nomination (please name):
b		No, there is no board level nomination committee
c		No information available
d		Not applicable
		Please provide reasons for not applicable
CG 13	Leadership	If there is a nomination committee, does it have:
a		Yes there is an nomination committee with:
1		An independent chairman
2		More than 50% independent board members
b		There is no nomination committee
c		No information available
d		Not applicable
		Please provide reasons for not applicable
CG 14	Leadership	Does the organization have women on board
1		Yes, and all are related to promoter. Total number of women on board are:
2		Yes, some are related and others are not related to promoter. Total number of women on board are:
3		Yes, and none are related to promoter. Total number of women on board are:
b		The organization does not have any woman on board
c		No information available
d		Not applicable
		Please provide reasons for not applicable
CG 15	Process	Elaborate initiatives that have been taken by the nomination committee to improve gender diversity on the board:
a		Initiatives taken:
b		No initiatives taken
c		No information available

d		Not applicable
		Please provide reasons for not applicable
CG 16	Leadership	Is there a board level committee for Stakeholder Relationship management?
a		Yes, the organization has a board level committee for stakeholder relationship management (please name):
b		No, there is no board level committee for stakeholder relationship management.
c		No information available
d		Not applicable
		Please provide reasons for not applicable
CG 17	S/H E	Does the organization seek shareholders' approval on the following?
a		Yes, the organization seeks shareholders' approval on:
1		Executive remuneration (Say on Pay)
2		Related Party Transactions
3		Appointment of directors
b		No information available
c		Not applicable
		Please provide reasons for not applicable
CG 18	Results	Do all the directors have less than seven mandates/other board memberships?
a		Yes, all the directors have less than seven mandates
b		Not all the directors have less than seven mandates
c		No information available
d		Not applicable
		Please provide reasons for not applicable
CG 19	Process	Does the organization conduct performance evaluation of the board?
a		Information available:
1		Yes, an internal evaluation is conducted:
		I. Every Year
		ii. Once in 2/3 years
		Iii. Not regularly
2		Yes, an external evaluation is conducted:
		i. Every Year
		ii. Once in 2/3 years
		iii. Not regularly
b.		No performance evaluation process in place
c.		No information available
d.		Not Applicable
		Please provide reasons for not applicable
CG 20	Process	Please describe the process for board performance evaluation.

a			Information available:
1			Internal assessment process:
2			External assessment process:
b			No performance evaluation process in place
c			No information available
d			Not Applicable
			Please provide reasons for not applicable
CG 21	Process		Does the board have a policy to ensure conflicts of interest are avoided and managed?
a			Yes, the board has a policy to avoid any conflict of interest
b			No such policy exists but general discussion found on conflict of interest
c			No policy/no discussion
d			No information available
e			Not applicable
			Please provide reasons for not applicable
CG 22	Process		Does the organization have a succession planning process in place?
a			Yes, there is a process in place
b			No such process
c			No information available
d			Not applicable
			Please provide reasons for not applicable
CG 23	S/H E		Does the organization disclose education, experience and other board membership of its board members?
a			Yes, the organization discloses:
1			Education
2			Experience
3			Other board membership
b			No information available
c			Not applicable
			Please provide reasons for not applicable
CG 24	Results		Does the organization disclose the following:
a			Yes, the organization publicly discloses:
1			Number of board meetings
2			Attendance of each director at these meetings

3		Number of times each committee has met
4		Attendance of each director at committee meetings
b		No information available
c		Not applicable
		Please provide reasons for not applicable
CG 25	S/H E	Does the organization disclose all the related party transactions in the Annual Report or Directors' Report?
a		Yes, the organization discloses all the related party transaction in the Annual Report/Directors' Report
b		No disclosure
c		No information available
d		Not applicable
		Please provide reasons for not applicable
CG 26	S/H E	Does the organization publicly disclose the process to determine executives' and directors' remuneration?
a		Yes, the remuneration framework of Executives and directors is publicly disclosed
b		No public disclosure
c		No information available
d		Not applicable
		Please provide reasons for not applicable
CG 27	S/H E	Does the organization communicate the remuneration/ compensation of the board of directors/ supervisory board members and other highest paid directors / Key management personnel (e.g. CEO) externally?
a		Yes, on an individual level for each board member and CEO and additional highest paid key management personnel, please indicate web link:
b		Yes, on an individual level for each board member and CEO, please indicate web link:
c		Yes, on an aggregated level for non-executive directors and on aggregated level for executive directors, please indicate web link:
d		Yes, on an aggregated level only for the board/supervisory board, please indicate web link:
e		No, the organization do not communicate this information externally
f		Not applicable
		Please provide reasons for not applicable
g		No information available
CG 28	S/H E	Does the organization communicate what part of total compensation for key management personnel consist of variable pay and under what conditions payments are received?
a		Yes, the organization publicly disclose the ratio between fixed and performance based compensation (i.e. a clear indication of the share of total compensation which is "at risk" and performance-based). Please indicate web link:
b		Yes, the organization publicly discloses what performance metrics are relevant for performance based variable compensation. Please indicate web link:
c		Yes, the organization publicly discloses the weightings between performance metrics for performance based variable compensation. Please indicate web link:
d		Yes, the organization publicly discloses the performance targets that need to be met for performance based variable compensation. Please indicate web link:

e		No, the organization does not have performance based variable pay, but we disclose this publicly. Please indicate web link:
f		No, the organization do not communicate this information externally
g		Not applicable
		Please provide reasons for not applicable
h		No information available
CG 29	Process	Please state which all metrics are used by the organization to determine the variable compensation to be paid out to the key management personnel:
a		Information available:
1		Financial metrics:
2		Internal financial metrics (EPS, revenue, operating income, etc.)
3		External financial metrics (TSR, share price, etc.)
4		Perception/reputational metrics (NPS, consumer satisfaction, etc.):
5		Environmental metrics (emissions reduction, green investment, etc.):
6		People related metrics:
7		Health and Safety
8		Employee Development
9		Others:
10		CSR metrics (total donations, impact KPIs, etc.)
b		We do not have payout variable compensation
c		No information available
d		Not Applicable
		Please provide reasons for not applicable
CG 30	Process	Does the organization have a claw back/recoupment policy in place that covers ethical/conduct related aspects?
a.		Yes, claw back policy is in place. Please describe:
b.		No such policy in place
c.		No information available
d.		Not Applicable
		Please provide reasons for not applicable
CG 31	Results	Please indicate audit and non-audit fees paid to auditors in the past financial year (please provide absolute figures in INR).
a		Fees paid out for both audit and non-audit services:
1		Same organization provides Audit as well as other consulting services:
		Audit fees (including audit and related fees)
		Non-audit fees
2		Consulting services are provided by a different firm:
		Audit fees (including audit and related fees)
		Non-audit fees
b		No fees paid for non-audit services in the past financial year. The audit fees paid was:
c		No information available
d.		Not Applicable

		Please provide reasons for not applicable
CG 32	Leadership	How does the organization focus on Sustainability issues?
a		A board level Sustainability committee is present (please name):
b		Sustainability committee led by the top management
c		An advisory committee is present (not at board level)
d		Ad-hoc engagement on various issues with the relevant teams
e		No information available
f		Not applicable
		Please provide reasons for not applicable
CG 33	Process	How are sustainability elements reflected in the organization's vision, mission, strategies, and policies?
a		Description provided:
b		No information available
c		Not applicable
		Please provide reasons for not applicable
CG 34	L&I	Please elaborate the organization's process to review key sustainability performance (in line with the stated vision) at board/top management level. Elaborate on how outputs of the review are analysed and used for learning and improvements
a		Description provided:
b		No information available
c		Not applicable
		Please provide reasons for not applicable

Q. No.	Attributes	Business Ethics
BE 01	Leadership	Does the organization have a code of conduct/ethics policy?
a		Yes, the organization has a code of conduct/ethics policy
b		No, the organization does not have a code of conduct/ethics policy
c		No information available
d		Not applicable
		Please provide reasons for not applicable
BE 02	Process	Indicate the areas included in the code of conduct / Ethics policy:
a		The code of conduct / ethics policy covers:
1		Environmental protection
2		Insider trading
3		Anti-trust
4		Data privacy
5		Bribery and corruption
6		Conflict of interest
7		Health and safety
8		Discrimination
9		Corporate Communication & Media interaction
b		No code of conduct /ethics policy
c		No information available
d		Not applicable
		Please provide reasons for not applicable
BE 03	S/H I	If there is a code of conduct/ethics policy available, who does this policy apply to?
a		The code of conduct/ethics policy applies to:
1		Employees
2		Joint ventures
3		Suppliers
4		Consultants
5		NGOs
6		Subsidiaries
b		No code of conduct/ethics policy
c		No information available
d		Not applicable
		Please provide reasons for not applicable
BE 04	S/H I	Does the organization communicate its code of conduct/ethics policy to all relevant stakeholders?
a		Yes, through the following ways:
1		Communicated during employee orientation

2		Part of contractual agreement with relevant stakeholders	
3		Updates on the policy communicated regularly	
4		Policy refresher emails sent regularly	
b		No information available	
c		Not applicable	
		Please provide reasons for not applicable	
BE 05	S/H I	When are the employees trained on the Code of conduct/ethics policy?	
a		During induction as well as on regular basis after induction	
b		During induction only	
c		During Ad-hoc training sessions organized on code of conduct	
d		No training provided	
e		No information available	
f		Not applicable	
		Please provide reasons for not applicable	
BE 06	Key Resources	Who are the trainers?	
		internal	
		external	
		No information available	
		Not applicable	
		Please provide reasons for not applicable	
BE 07	Results	What is the percentage of employees who attended the ethics training during the past financial year?	
a		Percentage of employees who attended:	
1		Code of Conduct/Ethics policy detailed course:	
2		Refresher training:	
3		ad-hoc information sessions:	
c		No information available	
d		Not applicable	
		Please provide reasons for not applicable	
BE 08	Key Resources	Does the organization employ an ethics and compliance officer? If yes, please provide his/her name and designation.	
a		Yes, the organization has an ethics and compliance officer (Please give name and designation):	
b		It is managed by HR	
c		It is managed by another department (Please mention):	
d		No separate person identified	
e		No information available	
f		Not applicable	
		Please provide reasons for not applicable	

BE 09	Leadership	Does the board have an oversight on the following issues?
a		Yes, the board has an oversight on the following:
1		Ethics and compliance to code of conduct
2		Actions taken to address those issues
b		No, the board does not have an oversight on the stated issues
c		No information available
d		Not applicable
		Please provide reasons for not applicable
BE 10	Leadership	Are the code and ethics and compliance program reviewed at least annually by the senior management to determine if it needs to be updated due to business, legal, or regulatory changes?
a		Yes, the code and ethics and compliance program is reviewed by the senior management (at least once a year)
b		No defined timeline for review/reviewed after more than a year
c		No information available
d		Not applicable
		Please provide reasons for not applicable
BE 11	S/H I	Does the organization have mechanisms for seeking advice on code of conduct (ethical and lawful behavior and matter related to integrity) for both internal and external stakeholders? If yes, please elaborate
a		Yes, the organization has mechanisms in place
		Description provided
b		No, the organization does not have a mechanism for seeking advice on code of conduct from stakeholders
c		No information available
d		Not applicable
		Please provide reasons for not applicable
BE 12	Process	What measures are in place to ensure effective implementation of the code of conduct/ethics policy?
a		Following systems are in place to ensure effective implementation of Code of conduct/ethics policy:
1		Roles & responsibilities well defined
2		Investigation system and Warning system in place
3		Disciplinary actions (zero tolerance policy, termination, legal actions, etc.) taken in case of Non-compliance
4		Compliance considered in individual performance evaluation (promotions, hikes, etc.)
b		No information available
c		Not Applicable
		Please provide reasons for not applicable
BE 13	S/H E	Does the organization conduct ethical due diligence of candidates before hiring?
a		Yes
b		No

c		No information available	
d		Not applicable	
		Please provide reasons for not applicable	
BE 14	Process	Is due diligence of employees part of annual appraisal?	
a		Yes	
		The process is handled by:	
a.1		Internally	
a.1.1		The person responsible for is	
a.2		Outsourced to external agency	
a.2.1		Name the external agency	
b		No	
c		No information available	
d		Not applicable	
		Please provide reasons for not applicable	
BE 15	S/H I	Does the organization have a confidential or anonymous whistle-blowing mechanism to report on code of conduct/ethics policy breaches?	
a		Yes, the organization has a confidential or anonymous whistle-blowing mechanism, which is available to:	
1		Internal stakeholders	
2		External stakeholders	
b		No confidential or anonymous whistle-blowing mechanism	
c		No information available	
d		Not applicable	
		Please provide reasons for not applicable	
BE 16	Results	How many cases of breach of conduct were reported in the past financial year?	
a		Number of cases reported :	
b		No, the organization does not publicly report breaches but internally tracks the number	
c		The organization neither reports nor tracks breaches	
b		No information available	
d		Not applicable	
		Please provide reasons for not applicable	
BE 17	Results	Please provide the breakdown of such cases by:	
a		Information available:	
1		Corruption and bribery	
2		Human rights	
3		Health and safety	
4		Unfair trade practices/Antitrust	
5		Irresponsible advertising	
b		There were no cases of breach of conduct	

c		The organization neither reports nor tracks breaches
d		No information available
e		Not applicable
		Please provide reasons for not applicable
BE 18	Results	Please indicate fines/penalties imposed in cases of breach of conduct on which a conclusion has been reached (please provide absolute figures in INR).
a		Information available:
1		Corruption and bribery
2		Human rights
3		Health and safety
4		Unfair trade practices/Antitrust
5		Irresponsible advertising
b		There were no cases of breach of conduct.
c		The organization neither reports nor tracks breaches
d		No information available
e		Not applicable
		Please provide reasons for not applicable

Q. No.	Attributes	Risk Management
RM 01	Key Resources	Is there a senior person responsible for risk management besides the CEO/CFO/audit committee head?
a		Yes, there is a senior person responsible for risk management beside the CEO/CFO/audit committee head (Please provide name and designation).
b		No, it is headed by the CEO
c		No, it is headed by the CFO
d		No, it is headed by the audit committee head
e		No information available
f		
		Please provide reasons for not applicable
RM 02	L&I	Does the board review risk management process at least once every six months?
a		Yes, at least once every six months
b		Reviewed after more than six months
c		No defined timeline for review
d		No information available
e		Not applicable
		Please provide reasons for not applicable
RM 03	Process	Does the organization's risk management involve risk identification, assessment, and response?
a		Yes, it includes:
1		Risk identification
2		Risk assessment
3		Responding to risks (e.g., avoid, mitigate, or retain)
b		No comprehensive risk management framework
b		No information available
d		Not applicable
		Please provide reasons for not applicable
RM 04	Process	Does the organization assess its risks through various tools?
a		Yes, the organization uses:
1		Risk maps
2		Sensitivity and stress testing
3		Other tools:
b		No information available
c		Not applicable
		Please provide reasons for not applicable
RM 05	Process	Does the organization perform sensitivity analysis and stress testing?
a		Yes, the organization produces comprehensive scenarios on factors (in addition to financial risks; such as strategic business risks, market/business environment risks,

		operational risks, and compliance risks). Please specify which risks are included in the sensitivity analysis / stress testing:
b		Yes, the main focus is on changes in financial risks, such as exchange and interest rates
c		No, the organization do not perform sensitivity analysis and stress testing (at the group level)
d		No information available
e		Not applicable
		Please provide reasons for not applicable
RM 06	Process	Please indicate the types of risks identified by the organization.
a		Following are the types of risks identified:
		Strategic Risk
1		Strategic Risk identified
1.1		Particulars
1.1.1		Risk 1
1.1.2		Risk 2
1.1.3		Risk 3
1.2		Identified Risks
1.2.1		Risk 1
1.2.2		Risk 2
1.2.3		Risk 3
1.3		Impact on business including financial implication
1.3.1		Risk 1
1.3.2		Risk 2
1.3.3		Risk 3
1.4		Risk Response (select one for identified risk)
1.4.1		Risk 1
1.4.2		Risk 2
1.4.3		Risk 3
1.5		Mitigation Strategy
1.5.1		Risk 1
1.5.2		Risk 2
1.5.2		Risk 3
		Operational Risk
2		Operational Risks identified
2.1		Particulars
2.1.1		Risk 1
2.1.2		Risk 2
2.1.3		Risk 3
2.2		Identified Risks
2.2.1		Risk 1
2.2.2		Risk 2
2.2.3		Risk 3

2.3		Impact on business including financial implication
2.3.1		Risk 1
2.3.2		Risk 2
2.3.3		Risk 3
2.4		Risk Response (select one for identified risk)
2.4.1		Risk 1
2.4.2		Risk 2
2.4.3		Risk 3
2.5		Mitigation Strategy
2.5.1		Risk 1
2.5.2		Risk 2
2.5.3		Risk 3
		Compliance Risk
3		Compliance Risks Identified
3.1		Particulars
3.1.1		Risk 1
3.1.2		Risk 2
3.1.3		Risk 3
3.2		Identified Risks
3.2.1		Risk 1
3.2.2		Risk 2
3.2.3		Risk 3
3.3		Impact on business including financial implication
3.3.1		Risk 1
3.3.2		Risk 2
3.3.3		Risk 3
3.4		Risk Response (select one for identified risk)
3.4.1		Risk 1
3.4.2		Risk 2
3.4.3		Risk 3
3.5		Mitigation Strategy
3.5.1		Risk 1
3.5.2		Risk 2
3.5.3		Risk 3
		Financial & Reporting Risk
4		Financial & reporting Risks identified
4.1		Particulars
4.1.1		Risk 1
4.1.2		Risk 2
4.1.3		Risk 3
4.2		Identified Risks

4.2.1		Risk 1
4.2.2		Risk 2
4.2.3		Risk 3
4.3		Impact on business including financial implication
4.3.1		Risk 1
4.3.2		Risk 2
4.3.3		Risk 3
4.4		Risk Response (select one for identified risk)
4.4.1		Risk 1
4.4.2		Risk 2
4.4.3		Risk 3
4.5		Mitigation Strategy
4.5.1		Risk 1
4.5.2		Risk 2
4.5.3		Risk 3
b		No, the organization does not identify significant risks
c		No information available
d		Not applicable
		Please provide reasons for not applicable
RM 07	Key Resources	Please elaborate the investment made by the organization and the benefits derived after implementing the defined strategies to deal with the any three of the above risks.
a		Information Available:
1		Name of the Risk
1.1		Risk 1
1.2		Risk 2
1.3		Risk 3
2		Investments
2.1		Risk 1
2.2		Risk 2
2.3		Risk 3
3		Benefits
3.1		Risk 1
3.2		Risk 2
3.3		Risk 3
b		No information available
c		Not applicable
		Please provide reasons for not applicable
RM 08	Key Resources	Please select the relevant checkbox indicating the function accountable for each of the risks identified and reported in RM 06.
a.		Information available:

1		Strategic Risk
1.1		Corporate Internal Audit
1.2		Environment, Health & Safety
1.3		Finance
1.4		Security
1.5		IT Risk Management
1.6		Supply Chain
1.7		Quality
1.8		Human Resources- Talent management
1.9		Legal
2		Operational Risk
2.1		Corporate Internal Audit
2.2		Environment, Health & Safety
2.3		Finance
2.4		Security
2.5		IT Risk Management
2.6		Supply Chain
2.7		Quality
2.8		Human Resources- Talent management
2.9		Legal
3		Compliance Risk
3.1		Corporate Internal Audit
3.2		Environment, Health & Safety
3.3		Finance
3.4		Security
3.5		IT Risk Management
3.6		Supply Chain
3.7		Quality
3.8		Human Resources- Talent management
3.9		Legal
4		Financial & reporting Risk
4.1		Corporate Internal Audit
4.2		Environment, Health & Safety
4.3		Finance
4.4		Security
4.5		IT Risk Management
4.6		Supply Chain
4.7		Quality
4.8		Human Resources- Talent management
4.9		Legal
b		No information available
c		Not applicable
		Please provide reasons for not applicable

SAMPLE QUESTIONNAIRE

RM 09	Process	What are the top three important long-term (3-5 years+) emerging risks that the organization identifies as having the most significant impact on the business in the future, and indicate any mitigating actions that the organization has taken.
a		Yes, the organization identify significant risks and develop mitigation actions
b		No, the organization do not identify significant risks
c		No information available
d		Not applicable
		Please provide reasons for not applicable
RM 10	Leadership	What strategies does the organization pursue in order to promote and enhance an effective risk management culture throughout the organization?
a		Financial incentives which incorporate risk management metrics, please indicate for which employees this applies (Top/ senior management, middle level management, lower management)
b		Focused training throughout the organization on risk management principles, please specify these trainings:
c		Inclusion of risk management criteria in the HR review process for employee evaluations
d		Measures allowing individual employees proactively to identify and report potential risks throughout the organization, please specify such measures:
e		Measures allowing continuous improvement in risk management practices through involvement of employees in structured feedback process
f		Incorporating risk criteria in the product development or approval process
g		Other means of measuring or innovating for an effective risk culture, please specify:
h		No, the organization do not have any strategies to promote and enhance an effective risk culture
i		No information available
j		Not applicable
		Please provide reasons for not applicable
RM 11	Process	Does the organization have a process to deal with non-compliance with applicable

		regulations? Elaborate on roles and responsibilities, measures to deal with non-compliance, etc.
a		Yes, the organization has a process in place to deal with non-compliance cases:
b		No defined process available
c		No information available
d		Not applicable
		Please provide reasons for not applicable
RM 12	Results	Please indicate the total number of cases of non-compliance that were filed against the organization in the past five years.
a		Number of cases indicated:
b		No information available
c		Not applicable
		Please provide reasons for not applicable
RM 13	Results	Please indicate the fines/penalties that various courts/regulators/other stakeholders imposed on the organization in the past five years. (To be assessed in alignment with the next question)
a		Total amount of fines/penalties paid in the past five years (please provide absolute figures in INR):
b		No information available
c		Not applicable
		Please provide reasons for not applicable
RM 14		Please indicate the nature of non-compliance for which organization has paid fines as mentioned in RM 13.
a		Nature of non-compliance
b		No information available
c		Not applicable
		Please provide reasons for not applicable

Q. No.	Attributes	Transparency and Disclosure
TD01	Process	Which of the following does the organisation publicly report / publish?
a		Integrated report
b		Separate Reports
1		Sustainability report
2		Annual report
c		Combined report (sustainability & annual report bound as one document)
d		No information available
e		Not applicable
		Please provide reasons for not applicable
TD 02	Process	Please state the coverage of organization's sustainability reporting:
a		More than 50%
b		25–50%
c		Below 25%
d		No coverage mentioned
e		There is no sustainability reporting
f		No information available
g		Not applicable
		Please provide reasons for not applicable
TD 03	Process	Does the organization report sustainability issues in accordance with recognized standards?
a		Yes, the sustainability reporting is in accordance with:
1		IIRC's <IR> Framework
2		GRI G4 Guidelines / GRI Standard
3		SEBI guidelines on business responsibility reporting
4		Any other reporting standard:
b		There is no sustainability reporting
c		No information available
d		Not applicable
		Please provide reasons for not applicable
TD 04	Process	Who assures the sustainability report?
a.		The sustainability report is:
1		Internally assured
2		Externally assured in line with international standards (such as AA1000 and ISAE 3000)
		The assurance statement is publicly available and includes:
1		Standards used
2		Declaration of independence
3		Scope of the assurance (clear indication on which Kpis are assured)

4		A conclusion to the assurance process.
b.		No, the sustainability report is not assured
c.		No information available
d.		Not applicable
		Please provide reasons for not applicable
TD 05	Process	Does the organization conduct materiality analysis to identify the most relevant sustainability aspects to report on? Please elaborate on the process, identification and prioritization of issues and engagement with stakeholders.
a		Yes, the organization conducts materiality analysis:
		Description provided:
b		No, the organization does not conduct materiality analysis
c		There is no sustainability reporting
d		No information available
e		Not applicable
		Please provide reasons for not applicable
TD 06	Process	Please list the key material aspects identified by the organization through materiality analysis.
a		Key material aspects identified are:
1		Description
1.1		First material Issue
1.2		Second material issue
1.3		Third material issue
1.4		Fourth material issue
1.5		Fifth material issue
2		Strategy:
2.1		First material Issue
2.2		Second material issue
2.3		Third material issue
2.4		Fourth material issue
2.5		Fifth material issue
3		Key performance indicators/metrics
3.1		First material Issue
3.2		Second material issue
3.3		Third material issue
3.4		Fourth material issue
3.5		Fifth material issue

4		Long Term Target
4.1		First material Issue
4.2		Second material issue
4.3		Third material issue
4.4		Fourth material issue
4.5		Fifth material issue
b		Materiality analysis is not conducted
c		There is no sustainability reporting
d		No information available
e		Not applicable
		Please provide reasons for not applicable

Q. No.	Attribute	Financial Performance
FP 01	Result	Please fill in following details for the organization and targets for next 5 years (in Rs. Cr):
a		Information available
1		FY [#Year -5]
1.1		Turnover
1.2		Operating Profit [EBIDTA Earnings Before Interest, Depreciation, Tax & Amortisation]
1.3		Profit After Tax [PAT]
1.4		Cash & Cash Equivalent
1.5		Net Receivables
1.60		Inventory
1.7		Debt
1.8		Equity
1.9		Earnings per Share [EPS]
1.1		Taxes Paid [Excise Duty, Income Tax, etc.]
1.11		Turnover per Employee
1.12		Total Spend on CSR activities [refer Guidance Document]
1.13		Spend on CSR activities as % of net profit
2		FY [#Year -4]
2.1		Turnover
2.2		Operating Profit [EBIDTA Earnings Before Interest, Depreciation, Tax & Amortisation]
2.3		Profit After Tax [PAT]
2.4		Cash & Cash Equivalent
2.5		Net Receivables
2.6		Inventory
2.7		Debt
2.8		Equity
2.9		Earnings per Share [EPS]
3		Taxes Paid [Excise Duty, Income Tax, etc.]
3.1		Turnover per Employee
3.2		Total Spend on CSR activities [refer Guidance Document]
3.3		Spend on CSR activities as % of net profit
3		FY [#Year -3]
3.1		Turnover
3.2		Operating Profit [EBIDTA Earnings Before Interest, Depreciation, Tax & Amortisation]
3.3		Profit After Tax [PAT]
3.4		Cash & Cash Equivalent
3.5		Net Receivables
3.6		Inventory
3.7		Debt
3.8		Equity
3.9		Earnings per Share [EPS]
4		Taxes Paid [Excise Duty, Income Tax, etc.]

4.1		Turnover per Employee
4.2		Total Spend on CSR activities [refer Guidance Document]
4.3		Spend on CSR activities as % of net profit
4		FY [#Year -2]
4.1		Turnover
4.2		Operating Profit [EBIDTA Earnings Before Interest, Depreciation, Tax & Amortisation]
4.3		Profit After Tax [PAT]
4.4		Cash & Cash Equivalent
4.5		Net Receivables
4.6		Inventory
4.7		Debt
4.8		Equity
4.9		Earnings per Share [EPS]
5		Taxes Paid [Excise Duty, Income Tax, etc.]
5.1		Turnover per Employee
5.2		Total Spend on CSR activities [refer Guidance Document]
5.3		Spend on CSR activities as % of net profit
5		FY [#Year -1]
5.1		Turnover
5.2		Operating Profit [EBIDTA Earnings Before Interest, Depreciation, Tax & Amortisation]
5.3		Profit After Tax [PAT]
5.4		Cash & Cash Equivalent
5.5		Net Receivables
5.6		Inventory
5.7		Debt
5.8		Equity
5.9		Earnings per Share [EPS]
6		Taxes Paid [Excise Duty, Income Tax, etc.]
6.1		Turnover per Employee
6.2		Total Spend on CSR activities [refer Guidance Document]
6.3		Spend on CSR activities as % of net profit
1		Profit Margin Ratio
2		Debt/Equity Ratio
3		Working capital Ratio
4		Inventory turnover Ratio
5		Return on capital employed Ratio
6		Return on asset Ratio
7		Return on Equity Ratio
8		Earnings Per Share Ratio
9		Dividend Payout Ratio

b		No information available
c		Not applicable
		Please provide reasons for not applicable
FP 02	Process	What drives the investment decision of the company? (Illustrate indicating the selected choices)
a		Information available
1		Risk-free Returns
2		Payback Period
3		ESG Considerations
4		Necessary Diversifications
b		No information available
c		Not applicable
		Please provide reasons for not applicable
FP 03	Process	How is the organisation accounting for sustainability parameters in project finance?
a		The organisation is accounting for sustainability parameters in project finance in following manner:
1		Due diligence on ESG risks before financing a project
2		Project must create long term social or environmental value
3		Human rights risks assessment is a part of the project
4		Commitments towards reporting, transparency and disclosure based on the local legislation is adhered
b		No information available
c		Not applicable
		Please provide reasons for not applicable

Q. No.	Attributes	Stakeholder Engagement (includes questions from ED)
SE 01	Leadership	Is there a Stakeholder Engagement policy?
a		Yes, such a policy exists and covers:
1		all business operations
2		not all but some business operations
		Above policy is publicly available
b		There is no such policy
c		No information available
d		Not applicable
		Please provide reasons for not applicable
SE 02	Process	Does the organization have a well-defined approach for identification and selection of stakeholders with whom to engage?
a		Yes, a well-defined approach exists
b		There is no systematic approach
c		No information available
d		Not applicable
		Please provide reasons for not applicable
SE 03	Process	Please describe the following points with respect to the organization's stakeholder (both internal and external) engagement process.
a		Information available:
		Person responsible for stakeholder engagement at a group level
		Details on engagement with stakeholders:
1		Mechanism for engagement
1.1		Employees
1.2		Customers
1.3		Investors
1.4		Community
1.5		Government/Regulator
1.6		NGOs
1.7		Media
1.8		Others
2		Frequency of engagements
2.1		Employees

2.2		Customers	
2.3		Investors	
2.4		Community	
2.5		Government/Regulator	
2.6		NGOs	
2.7		Media	
2.8		Others	
3		Outcome of engagements	
3.1		Employees	
3.2		Customers	
3.3		Investors	
3.4		Community	
3.5		Government/Regulator	
3.6		NGOs	
3.7		Media	
3.8		Others	
4		Benefits derived from engagement	
4.1		Employees	
4.2		Customers	
4.3		Investors	
4.4		Community	
4.5		Government/Regulator	
4.6		NGOs	
4.7		Media	
4.8		Others	
b		No information available	
c		Not applicable	
		Please provide reasons for not applicable	
SE 04	Results	Please describe the key topics and concerns that have been raised through stakeholder engagement and how the organization has responded to them, including through reporting. Report the stakeholder groups that raised each of the key topics and concerns.	
a		Description provided:	
1		Issue identified	
1.1			1
1.2			2
1.3			3
2		Concerned stakeholder	
2.1			1
2.2			2
2.3			3

SAMPLE QUESTIONNAIRE

3		Response to the issue	
3.1			1
3.2			2
3.3			3
4		Reported publicly	
4.1			1
4.2			2
4.3			3
b		No information available	
c		Not applicable	
		Please provide reasons for not applicable	
SE 05	Results	Please indicate frequency, outcome and measures taken to achieve targets of stakeholder perception analysis.	
a		Information available	
1			
b		No, stakeholder perception analysis not undertaken	
d		Not applicable	
		Please provide reasons for not applicable	
		No information available	
SE 06	Process	What initiatives have been taken by the organization to engage with disadvantaged, vulnerable and marginalized stakeholders?	
a		Following are the initiatives taken:	

b		No, it has not identified disadvantaged, vulnerable, and marginalized stakeholders
c		No information available
d		Not applicable
		Please provide reasons for not applicable
SE 07	Process	Is there a grievance mechanism for local stakeholders to report to the headquarters or at group level?
a		Yes, the grievance mechanism is:
b		No such mechanism
c		No information
d		Not applicable
		Please provide reasons for not applicable
SE 08	L&I	Please elaborate how the organization evaluates its stakeholder engagement process and how the learnings are used to make improvements. Please provide details on roles and responsibilities, frequency, output, etc.
a		Description provided:
b		No information available
c		Not applicable
		Please provide reasons for not applicable
SE 09	L&I	How are the learning from good and bad experiences shared within the organisation?
a		Yes, learning are shared within the organisation using these approaches / tools

b		No, learning are shared selectively
c		No information
d		Not applicable
		Please provide reasons for not applicable
SE 10	Process	Does the organization have a process for identification and assessment of training & development needs of its employees? Please elaborate.
a		Yes, process in place:
b		No information available
c		Not applicable
d		Please provide reasons for not applicable
SE 11	Results	Please elaborate on the types of training programmes, including examples of such programmes from past 3 years (do not include basic compliance training, induction, health & safety training):
a		Information available:
1		On-the-job training: (internal and external instructors)
2		Leadership development training:
3		Life-skills training: (including creativity & innovation
4		Trainings on technology and developing technical skills
d		No training programs in place
e		No information available
f		Not applicable
		Please provide reasons for not applicable
SE 12	Key Resources	In what ways the organization promotes training & development among employees?
a		The organization promotes training and development among employees by:
1		Offering internal training courses
2		Funding support for external training or education
3		Providing sabbatical periods with guaranteed return to employment
b		No training programs in place
c		No information available
d		Not applicable
		Please provide reasons for not applicable

SE 13	Process	Describe the process of designing and implementation of employee development programs. (Provide details around training programs, coverage of such programs, performance review, etc.)
a		Yes, process in place:
b		No information available
c		Not applicable
d		Please provide reasons for not applicable
SE 14	Results	Please define the types of indicators used by the organization to measure the execution of employee training & development programs (do not include basic compliance training, induction, health & safety training):
		Following indicators are used to measure the execution of employee training & development programs:
a		Financial Indicators (e.g. Training cost per employee)
b		Non-financial Indicators (e.g. Average training hours)
c		Value-based Indicators (e.g. EVA, EDROI, etc.)
d		Others
e		No such indicators used
f		No information available
g		Not applicable
		Please provide reasons for not applicable
SE 15	Results	Please provide the percentage of employees who attended training & development programs in the reporting period under the following categories:
		Information Available:
a		Top management:
		Middle management:
		Lower management:
		Other employees:
b		The organization does not track this KPI
c		No information available
		Not applicable
		Please provide reasons for not applicable
SE 16	Results	Do you measure the benefit of the training programs to the organization?
a		Yes, we measure the benefit of training programs using following indicators:
		Increase in % of vacant positions filled internally
		Reduction in employee turnover

		Increase in EDROI
		Increase in customer satisfaction
		Increase in revenue
		Others
b		No such indicators used
c		No information available
d		Not applicable
e		Please provide reasons for not applicable
SE 17	Process	Does the organization have a well-defined performance evaluation process in place covering all employees?
a		Yes, there is a process in place for all employees
b		There is a process in place, but it does not cover all employees
c		The organization is currently developing a performance evaluation process
d		No formal process in place
e		No information available
f		Not applicable
		Please provide reasons for not applicable
SE 18	Results	What is the percentage of total employees (by level) who received a regular performance and career development review during the reporting period?
a		Percentage of employees who received performance & career development review:
		Top management:
		Middle management:
		Lower management:
		Other employees:
b		There is no formal process in place
c		No information available
d		Not applicable
		Please provide reasons for not applicable
SE 19	Leadership	Does the board/top management monitor/review the effectiveness of employee development practices /initiatives (trainings and performance evaluation)?
a		Yes, regularly
b		No, it lies within the HR department
c		No information available
d		Not applicable
		Please provide reasons for not applicable
SE 20	Process	Does the organization conduct employee satisfaction surveys?
		Information Available:
a		Yes, it is conducted

	1	Every year
	2	Once in two/three years
	3	on Ad-hoc basis
b		And, is conducted by:
	1	Internal group
	2	External agent
c		No employee satisfaction surveys conducted
d		No information available
e		Not applicable
		Please provide reasons for not applicable
SE 21	Results	Please provide the results of the employee satisfaction survey conducted in the past five years and targets for next 5 years.
		Information Available:
		FY [#Year - 5]
		satisfied employees as % of total employees
		Coverage
		FY [#Year - 4]
		satisfied employees as % of total employees
		Coverage
		FY [#Year - 3]
		satisfied employees as % of total employees
		Coverage
		FY [#Year - 2]
		satisfied employees as % of total employees
		Coverage
		FY [#Year - 1]
		satisfied employees as % of total employees
		Coverage
		Next 5 future years
		No employee satisfaction surveys conducted
		No information available
		Not applicable
		Please provide reasons for not applicable
SE 22	Results	Please indicate the percentage of employee turnover.
		Percentage indicated:
		Total employee turnover rate

		Industry benchmark of total turnover rate (also provide source of the data)
		Voluntary employee turnover rate
		Industry benchmark of voluntary turnover rate (also provide source of the data)
		No information available
		Not applicable
		Please provide reasons for not applicable
SE 23	Process	Provide details around how organisation manages to keep employee turnover rate within such limits so as to not let the same be a risk or significant costs?
		Information available:
		No information available
		Not applicable
		Please provide reasons for not applicable
SE 24		Please provide Industry benchmarks for:
a		Information available
1		employee satisfaction
1.1		Industry Benchmark (trend)
1.2		Source of Benchmark
1.3		List of companies benchmarked against
b		No information available

Q. No.	Attributes	Human Rights
HR 01		Is the organization aware of its human rights issues? (Salient issues pertaining to human rights). Please list the salient issues.
a		Yes, Following salient issues are identified:
b		No information available
c		Not applicable
		Please provide reasons for not applicable
HR 02	Process	Does the organization have a policy on human rights?
a		The organization is publicly committed to human rights by:
a1		The organization has a human rights policy in place, and it is publicly available
a2		The organization has publicly committed to support the Universal Declaration of Human Rights
b		The organization is committed to human rights, but not publicly:
b1		The organization has a human rights policy in place, but it is not publicly available
b2		The organization has not publicly committed to support the Universal Declaration of Human Rights
c		The organization neither has a human rights policy, nor is it committed to support the Universal Declaration of Human Rights
d		No, the organization does not have a formal human rights policy but the human rights issues are addressed in either of the ways: code of conduct, process, part of a different policy (give details of policy):
e		No information available
d		Not applicable
		Please provide reasons for not applicable
HR 03	Process	Does the policy cover/Is there a separate policy for following aspects?
a		Yes, there is a policy for:
1		Child labour, forced labour, sexual harassment
2		Equal opportunity (no discrimination based on age, sex, race, disability, nationality, sexuality)/Diversity
3		Right to freedom of association
4		Right to collective bargaining
5		Elimination of excessive working hours
6		Right to minimum wage
b		No, the organization does not have a formal human rights policy in place/No separate policies for the above issues
c		No information available
d		Not applicable
		Please provide reasons for not applicable
HR 04	S/H E	Who does the human rights policy apply to?
a		The policy applies to:
1		Employees
2		Joint ventures

	3		Suppliers (vendors and distributors, among others)
	4		Contractors
	5		NGOs
	6		Subsidiaries
b			No formal human rights policy is in place
c			No information available
d			Not applicable
			Please provide reasons for not applicable
HR 05		Leadership	Does the board/top management have an oversight over organizational approach towards human rights?
a			Yes, the board/top management has an oversight of the organization's approach towards human rights
	1		Ethics and compliance to Human Rights policies
	2		Actions taken to address those issues
b			No, it lies with the Human Rights department
c			No information available
d			Not applicable
			Please provide reasons for not applicable
HR 06		Process	Does the organization conduct due diligence on human rights risks in its operations? Please elaborate the process.
a			Yes, it conducts due diligence on human rights risks in its operations
b			No, it does not conduct due diligence
c			No information available
d			Not applicable
			Please provide reasons for not applicable
HR 07		Results	Please indicate the percentage of employees covered by independent trade union organizations/collective bargaining agreements.
a			Percentage indicated:
	1		Management cadre employees
	2		Non-management cadre employees
	3		Workers/Contract Workers/Consultants
b			No collective bargaining agreements/independent trade union organizations
c			No information available
d			Not applicable
			Please provide reasons for not applicable

HR 08	Results	What is the percentage of women in the total workforce?
a		Percentage indicated:
1		Women as % of total employees:
2		Women as % of total workers/Contract Workers/Consultants:
b		No information available
c		Not applicable
		Please provide reasons for not applicable
HR 09	Results	Please indicate the % of women who attended training & development program and received a performance and career development review in the past fiscal year.
		Following % of women:
		who attended training & development program
		received performance and career development review
		No information available
		Not applicable
		Please provide reasons for not applicable
HR 10	Results	What percentage of employees is differently abled?
a		Percentage indicated:
b		No information available
c		Not applicable
		Please provide reasons for not applicable
HR 11	Results	Please indicate the percentage of cases that were resolved out of the total complaints received in the past financial year relating to the following:
a		Percentage of cases resolved:
1		Child labour/Forced labour
1.1		Data Available
1.2		No Cases
1.3		No information available.
2		Sexual harassment
2.1		Data Available
2.2		No Cases
2.3		No information available.
3		Discrimination
3.1		Data Available
3.2		No Cases
3.3		No information available.
4		Any other case (Please specify)….
4.1		Data Available
4.2		No Cases
4.3		No information available.
b		No complaints on human rights issues were received in the past financial year
c		No information available.

d		Not applicable
		Please provide reasons for not applicable
HR 12	Process	What are the systems in place to ensure effective communication & implementation of HR policies?
a		Following systems are in place to ensure effective communication & implementation of HR Policies:
1		Human rights part of the induction program for new employees.
2		Refresher emails sent out to employees regularly
3		Policy document available to employees over intranet
4		Compliance to HR Policies part of the contract of employment
5		Compliance considered in the performance evaluation of employees.
b		No such systems in place
b		No information is available.
c		Not applicable
		Please provide reasons for not applicable
HR 13	Process	What is the remedy-mechanism in place to report violations or concerns on human rights issues?
a		Yes, there is a remedy mechanism:
1		It is for use for both Internal and External Stakeholders
2		Complaint escalation rests solely on one department or depending on nature of complaints other departments are involved
3		Remedy provided is acceptable to both affected and affecting party
4		Effectiveness and trend-analysis performed for reported concerns/ violations
b		No, the organization does not have a ready remedy-mechanism in place but is currently working on framing the same
c		No, the organization does not have a remedy-mechanism in place
d		No information available
e		Not applicable
		Please provide reasons for not applicable
HR 14	L&I	Please elaborate how the organization evaluates its approach for human rights and how the learnings are used to make improvements. Please provide details on roles and responsibilities, frequency, output, etc.
a		Description provided:
b		No information available
c		Not applicable
		Please provide reasons for not applicable

HR 15	Process	Describe the complaint receiving mechanism in place pertaining to human rights violation. Provide details on its availability, authority/ function in charge of receiving and resolving complaints and complaint closure mechanism.
a		Information available
b		No information available
c		Not applicable
		Please provide reasons for not applicable
HR 16	Results	What percentage of security personnel (owned and third party) receives formal training on human rights policies and specific procedures?
a		Information available
1		Percentage of security personnel receiving such training
b		No information available
c		Not applicable
		Please provide reasons for not applicable
HR 17	Process	How does the organisation ensure responsible recruitment of employees?
a		Information available
b		Organisation does not ensure responsible recruitment
e		No information available
f		Not applicable
		Please provide reasons for not applicable
HR 18	S/H I	How does the organisation ensure to create the workplace diverse and inclusive? Also enumerate upon the perceived benefits from maintaining a healthy diversity among the workforce.
a		Information available
		No information available
		Not applicable
		Please provide reasons for not applicable
HR 19	Process	What constitutes the process for determining fair remuneration?
a		Information Available:

	1		Process as per remuneration policy is followed
	2		Independent remuneration consultants determine part of remuneration
	3		Internal as well as external equity is maintained in deciding the remuneration
	4		Well defined guidelines for merit bonuses
	5		Pay audits are conducted
b			No process for determining fair remuneration
c			No information available
d			Not applicable
			Please provide reasons for not applicable
HR 20		Leadership	Does the organisation commit to maintaining remuneration parity across gender and report the same?
a			The organisation is committed to maintain remuneration parity across gender and reports the same
b			The organisation is committed to maintain remuneration parity across gender but does not report the same
c			The organisation does not have a commitment but ensures remuneration parity across gender
d			The organisation is not committed and does not ensure remuneration parity across gender
e			No information available
f			Not applicable
			Please provide reasons for not applicable
HR 21		S/H I	What are the infrastructural changes/ adaptation done by the organisation to accommodate Differently Abled People (PWD)?
a			Information available
b			No such infrastructural adaptation done
c			No information available
d			Not applicable
			Please provide reasons for not applicable
HR 22		Results	Does the organisation conduct training programs for PwDs? If yes, what is the focus of those trainings?
a			Information available
	1		Training aimed at building skills
	2		Trainings aimed at improving productivity
	3		Rehabilitation ensuring integration with workforce
b			No such trainings conducted
c			No information available
d			Not applicable
			Please provide reasons for not applicable

HR 23		Please provide Industry benchmarks for:
a		Information available
1		Percentage of Women in total workforce
1.1		Industry Benchmark
1.2		Source of Benchmark
1.3		List of companies benchmarked against
2		Percentage of employees covered by independent trade union
2.1		Industry Benchmark
2.2		Source of Benchmark
2.3		List of companies benchmarked against
b		No information available

Q. No.	Attributes	Occupational Health & Safety
HS 01	Leadership	How does the organization demonstrate its commitment to occupational health and safety?
a		The organization commits to OHS through:
		National or international standard, please specify
		Formal policy approved by board
b		Sub-part of another policy: please name the policy
c		The organization does not have commitment via any policy
c		No information available
d		Not applicable
		Please provide reasons for not applicable
HS 02	Key Resources	Who has the ultimate responsibility for health and safety issues in the organization?
a		A board member
b		A senior management team member
d		It is managed by HR
c		It is managed by another department (Please mention):
e		No separate person identified
f		No information available
g		Not applicable
		Please provide reasons for not applicable
HS 03	Results	Does the organization get audited for health and safety?
a		Information Available:
1		FY [#Year - 5]
1.1		Sites Audited%
2		FY [#Year - 4]
2.1		Sites Audited%
3		FY [#Year - 3]
3.1		Sites Audited%
4		FY [#Year - 2]
4.1		Sites Audited%
5		FY [#Year - 1]
5.1		Sites Audited%
6		Next 5 years
b		No audit process for health and safety.
c		No information available
d		Not applicable
		Please provide reasons for not applicable

HS 04	Process	Please elaborate on the following:
a		Description provided:
1		Process of identification of health and safety risks and strategies to deal with them:
2		Method of communication of health and safety risks to employees:
3		Instances where the risk was reduced/health and safety performance was improved:
b		No information available
c		Not applicable
		Please provide reasons for not applicable
HS 05	Results	What is the percentage of employees who attended health and safety trainings in the past financial year?
a		Percentage indicated:
1		Percentage of permanent employees
2		Percentage of contract employees (fixed-term contract as well as third-party contract)
b		No information available
c		Not applicable
		Please provide reasons for not applicable
HS 06	S/H I	Does the organization offer the following to its employees?
a		Yes, the organization offers:
1		Work-related stress management advice and assistance
2		Fitness facilities (such as a gymnasium and yoga classes)
3		Ergonomically designed workplace, light, noise, indoor air quality, humidity, and temperature
4		Flexible working hours for child and elderly care
5		Work-from-home facility
6		Regular health check-ups
7		Healthy lifestyles - inputs, assistance, support
8		In-house doctor or medical representative
b		No information available
c		Not applicable
		Please provide reasons for not applicable

HS 07	Process	Does the organization have an emergency preparedness response plan for all identified potential emergencies?
a		Yes, the organization has an emergency preparedness response plan
1		Training on use of equipment like fire extinguisher in situations of emergency
2		Training on First Aid
3		Mock drills
4		Appointment of emergency response team
b		The organization is currently developing an emergency preparedness response plan
c		No, the organization does not have an emergency preparedness response plan
d		No information available
e		Not applicable
		Please provide reasons for not applicable
HS 08	Results	Please indicate the lost time injury frequency rate for past five years and targets for next 5 years and targets for next 5 years.
a		Permanent Employees LTIFR
b		Contract Employees LTIFR (includes fixed-term contract as well as third party contract)
		Next 5 years
c		No information available
d		Not applicable
		Please provide reasons for not applicable
HS 09	Results	Please indicate the occupational illness frequency rate (OIFR) for past five years and targets for next 5 years.
a		Information Available:
a		Permanent Employees OIFR
b		Contract Employees OIFR (includes fixed-term contract as well as third party contract)
b		No information available
c		Not applicable
		Please provide reasons for not applicable
HS 10	Results	Please indicate the near miss for past five years and targets for next 5 years.

		Information Available:
		Permanent Employees near miss
		Contract Employees near miss (includes fixed-term contract as well as third party contract)
		Next 5 years
		No information available
		Not applicable
		Please provide reasons for not applicable
HS 11	Results	Please indicate the number of fatalities in the reporting period.
		Number of fatalities provided:
		Permanent Employees fatalities
		Contract Employees fatalities (includes fixed-term contract as well as third party contract)
		No information available
		Not applicable
		Please provide reasons for not applicable
HS 12	Process	Has the organization set health and safety performance targets? Please indicate the targets.
a		Yes, the organization has set targets
b		No, the organization has not set any target
c		No information available
d		Not applicable
		Please provide reasons for not applicable
HS 13	L&I	Please elaborate the process in place to measure the effectiveness of health and safety management systems and how the learnings are used to make improvements. Please provide details on roles and responsibilities, frequency, output, etc.
a		Description provided:

b		No information available
c		Not applicable
		Please provide reasons for not applicable
HS 14	Leadership	Does the organisation have a board level health and safety committee? If yes, what is the percentage representation of various levels of management?
a		The organisation has a health and safety committee with following representation
		a. Senior management
		b. Middle management
		c. Junior management
b		The organisation does not have a health and safety committee
c		No information available
d		Not applicable
		Please provide reasons for not applicable
HS 15	Process	How does the organisation focus on mental well-being of the employees?
a		Information available:
-	-	-
-	-	-
-	-	-
b		No, the organisation does not have a particular focus on psychological wellbeing of employees
c		No information available
d		Not applicable
		Please provide reasons for not applicable
HS 16	Process	How does the organisation manage overtime work done by the employees?
a		Information available
	1	Overtime work is governed by rules and policies available
	2	Overtime rules and policy apply to both permanent and temporary employees
	3	Employee's written consent taken prior to assigning overtime work
	4	An hourly rate of pay for overtime which includes retention pay, in addition to dearness and basic allowance
	5	Productivity during overtime monitored
b		Adhoc measures to manage overtime work
b		No information available
c		Not applicable
		Please provide reasons for not applicable
HS 17		Please provide Industry benchmarks for:
a		Information Available:
	1	percentage of sites audited for health and safety

1.1		Industry Benchmark	
1.2		Source of Benchmark	
1.3		List of companies benchmarked against	
2		Lost Time Injury Frequency Rate	
2.1		Industry Benchmark (trend)	
2.2		Source of Benchmark	
2.3		List of companies benchmarked against	
3		Occupational Illness Frequency Rate	
3.1		Industry Benchmark (trend)	
3.2		Source of Benchmark	
3.3		List of companies benchmarked against	
4		Fatalities	
4.1		Industry Benchmark	
4.2		Source of Benchmark	
4.3		List of companies benchmarked against	
b		No information available	

Q. No.	Attributes	Corporate Social Responsibility
CC 01	Leadership	Does the organization have a CSR policy that highlights the organization's focus areas/priorities? Please elaborate
a		Yes, the organization has a policy that highlights its focus areas:
b		There is no clear policy but focus areas are defined
c		No information available
d		Not applicable
		Please provide reasons for not applicable
CC 02		What are the focus areas that the organisation has prioritised?
		Focus area 1:
		Focus area 2:
		<add focus area>
CC 03	Process	Describe the process the organisation follows to decide on the focus areas.
a		Description provided:
b		No information available
c		Not applicable
d		Please provide reasons for not applicable
CC 04	Leadership	Are the focus areas/priorities aligned to the organization's business strategy? Please describe.
a		Yes, focus areas are aligned to the organization's business strategy:
b		No, priorities are not linked to the organization's business strategy
c		Focus areas have not been identified
d		No information available
e		Not applicable
		Please provide reasons for not applicable
CC 05	Key resources	Who has the ultimate responsibility for CSR activities in the organization?
a		A board-level CSR committee with at least one independent director, as mandated by Sec 135 of the Companies Act 2013
b		A board member, or the MD / CEO
c		A member of the senior management other than the MD / CEO

d		It is managed by CSR department
e		It is managed by another department (Please specify):
f		No separate person identified
g		No information available
h		Not applicable
		Please provide reasons for not applicable
CC 06	Results	How many times in the reporting year has the Board-level CSR Committee met?
a		=> 4 times
b		3 times
c		2 times
d		once
e		never
f		Not applicable
		Please provide reasons for not applicable
CC 07	Leadership	Please elaborate how the board/top management is involved in decision making and monitoring of CSR
a		Description provided:
b		No information available
c		Not applicable
		Please provide reasons for not applicable
CC 08	Process	How are the CSR activities / projects identified?
a		Description provided:
b		No information available
c		Not applicable
		Please provide reasons for not applicable
CC 09	Process	Describe the process to conceptualise projects.
a		The process includes:

		1	Needs of target beneficiaries are assessed
		2	Project goals and key outputs and impacts are estimated
		3	Theory of change is determined
		4	Budgets are detailed out
		5	Milestones for monitoring progress are defined
		6	Risk factors and mitigation options are identified & documented
b			Ad-hoc process in place
c			No information available
d			Not applicable
e			Please provide reasons for not applicable
CC 10	Process		Does the organization conduct due diligence of the implementation partners? Please elaborate the process
a			Yes, the organization conducts due diligence of its implementation partners
b			The organization is currently developing a system to conduct due diligence of its implementation partners
c			No, the organization does not conduct due diligence of its implementation partners
d			No information available
e			Not applicable
			Please provide reasons for not applicable
CC 11			Please provide the details of spends made by the organization in various CSR initiatives and targets for next 5 years.
a			
		1	Education
		2	Public health
		3	Child rights
		4	Women empowerment/Gender equality/Empowering women
		5	Generating employment/youth employment/employment enhancing vocational skills
		6	Eradicating extreme hunger and poverty
		7	Any other:
		8	Total
b			Of the above total contributions, please indicate the amount invested:
		1	Through NGOs
		2	Through the organization's own foundation
		3	Directly by the organization
c			It does not track the breakup but only the total amount invested over the years
			Next 5 years

d		No information available
c		Not applicable
		Please provide reasons for not applicable
CC 12	Results	Please illustrate results achieved from three CSR activities in the reporting period.
a		Information available:
1		Activity 1
2		Activity 2
3		Activity 3
b		The organization is currently developing a system
c		No, there is no system in place to measure the results of CSR activities
d		No information available
c		Not applicable
		Please provide reasons for not applicable
CC 13	Process	Does the organization conduct social capital valuation for its CSR projects? If yes, please describe the methodology that includes theory of change, impacts for different stakeholders, financial proxies used & their sources, attribution to the organisation, & if it is 3rd-party assured / audited. Please present the report during site assessment.

a		Methodology description:
b		The organization does not calculate any such value
c		No information available
d		Not applicable
		Please provide reasons for not applicable
CC 14	Process	Does the organization conduct non-financial audit of CSR projects
a		Yes, the organization conducts 3rd party audit for the CSR projects
b		Yes, the organization conducts internal audit for the CSR projects
c		No, there is no process in place for audit
d		No information available
e		Not applicable
f		Please provide reasons for not applicable
CC 15	L&I	Please elaborate on how the organization has used the learnings and recommendations from the audits to make further improvements. Also, if these are communicated internally to the senior management/ CSR committee.
a		Description provided:
b		No information available
c		Not applicable
d		Please provide reasons for not applicable
CC 16	S/h E	Describe the external stakeholder engagement process in CSR projects
a		Description provided:
b		No information available
c		Not applicable

		Please provide reasons for not applicable
CC 17	S/h E	Describe the process for community complaints?
a		
b		No information available
c		Not applicable
d		Please provide reasons for not applicable
CC 18	Results	Using illustrations, please demonstrate sustainability of key projects
a		Description provided:
b		Projects are not sustainable
c		No information available
d		Not applicable
		Please provide reasons for not applicable
CC 19	S/H I	Does the organization have systems in place to encourage employee participation in CSR activities?
a		No employee volunteering, only financial contributions on a need basis
b		Structured & mandatory system linked to KRAs / performance appraisals
c		Structured & mandatory system but not linked to KRAs / performance appraisals
d		Structured but voluntary system, & not linked to KRAs / performance appraisals
e		Structured but voluntary system linked to performance appraisals / incentives
f		No structure, left to employees to volunteer

g		The organization is currently developing systems
h		There are no systems in place
i		No information available
j		Not applicable
		Please provide reasons for not applicable
CC 20	Results	Does the organization measure the benefits of encouraging employee participation in CSR activities? If yes, please mention the benefits realized along with the indicators chosen to measure them.
a		Yes, the benefits are measured:
		1: Co-relation or cause-effect of volunteering & employee retention is established through employee satisfaction surveys (data to be validated during site assessments
		2: Impact on job related skills such as communications, teamwork or leadership skills are tracked
		3: Impact on personal development is tracked
		4: Others, please mention
b		No, the impacts are not measured
c		No information available
d		Not applicable
		Please provide reasons for not applicable
CC 21	S/H E	How does the organization disclose its CSR information publicly?
a		Information available:
		Yes, in the integrated report
		Yes, in the Annual Report
		Yes, in the Sustainability Report
		Yes, on its website
		Through other channels (such as brochures, mailers, flyers, and pamphlets)
b		No public reporting
c		No information available
d		Not applicable
		Please provide reasons for not applicable
CC 22	Results	Does the organization conduct aggregate community satisfaction survey? If yes, please provide the survey results.
a		Information Available:
		FY [#Year - 5]
		Please provide the result of the community satisfaction survey
		Please provide the absolute value of the population in the community
		Please provide the absolute value of the sample size
		FY [#Year - 4]
		Please provide the result of the community satisfaction survey
		Please provide the absolute value of the population in the community

		Please provide the absolute value of the sample size
		FY [#Year - 3]
		Please provide the result of the community satisfaction survey
		Please provide the absolute value of the population in the community
		Please provide the absolute value of the sample size
		FY [#Year - 2]
		Please provide the result of the community satisfaction survey
		Please provide the absolute value of the population in the community
		Please provide the absolute value of the sample size
		FY [#Year - 1]
		Please provide the result of the community satisfaction survey
		Please provide the absolute value of the population in the community
		Please provide the absolute value of the sample size
b		No community satisfaction surveys conducted
c		No information available
d		Not applicable
e		Please provide reasons for not applicable

Q. No.	Attributes	Supply Chain
SC 01	Leadership	Does the organization have a policy/code of conduct for suppliers?
a		Yes, it has a policy/code of conduct for suppliers and it is publicly available
b		Yes, it has a policy/code of conduct for suppliers but it is not publicly available
c		No, it does not have a formal policy/code of conduct for suppliers
d		No information available
e		Not applicable
		Please provide reasons for not applicable
SC 02	S/H E	Who does the Policy/Code of conduct for suppliers apply to?
		The Policy/Code of conduct for suppliers applies to:
		Tier I Suppliers
		Tier II Suppliers
		Tier III Suppliers
		Vendors
		Distributors
		Franchises
		Retailers
		Contracting Agency (includes security staff, housekeeping staff)
		Others:
		No formal policy/code of conduct for suppliers
		No information available
		Not applicable
		Please provide reasons for not applicable
SC 03	Key Resources	Please indicate the percentage of procurement budget spent on local suppliers (for both products and services purchased locally) and targets for next 5 years.
		Information Available:
		Procurement Budget data:
		FY [#Year - 5]
		% of procurement budget spent on local suppliers
		FY [#Year - 4]
		% of procurement budget spent on local suppliers
		FY [#Year - 3]
		% of procurement budget spent on local suppliers
		FY [#Year - 2]
		% of procurement budget spent on local suppliers
		FY [#Year - 1]
		% of procurement budget spent on local suppliers
		Next 5 years

		Please explain the trend for past years:
		Provide the organization's geographical definition of 'local'
		The organisation does not source locally
		No information available
		Not applicable
		Please provide reasons for not applicable
SC 04	Process	Describe the due diligence done by organisation while selecting new suppliers?
a		Yes, the organization conducts due diligence on following matters while selecting new suppliers:
1		Business registrations and accreditations
2		National/International sanctions
3		Ongoing litigations
4		Financial crimes
5		Environmental and social performance
b		No due diligence while selecting new suppliers
c		No information available
d		Not applicable
		Please provide reasons for not applicable
SC 05	Process	Does the organization conduct comprehensive risk assessment of its existing/ potential suppliers to identify sustainability risks? Please elaborate.
		Yes, the organization conducts a comprehensive risk assessment
		No, it does not conduct any risk assessment
		No information available
		Not applicable
		Please provide reasons for not applicable
SC 06	S/H E	Elaborate upon the capacity building initiatives undertaken by the organisation in order to build suppliers' requisite capacities to mitigate sustainability issues.
a		Information Available:
b		No capacity building initiatives for suppliers
c		No information available

SAMPLE QUESTIONNAIRE

d		Not applicable
		Please provide reasons for not applicable
SC 07	Key Resources	Is the organisation integrating use of digital technology to manage the sustainability performance across its supply chain? If yes, please provide a description on the same.
a		Yes, the organisation is integrating digital technology to manage sustainability performance across supply chain
b		No, the organisation does not use digital technology across supply chain to manage sustainability performance
c		No information available
d		Not applicable
		Please provide reasons for not applicable
SC 08	Process	Has the organisation set sustainability-related goals/targets in supply chain? If yes, please provide details.
		Organization has set following sustainability-related goals/targets in supply chain:
		Sustainability Goal/target 1
		Description
		Action Plan
		Sustainability Goal/target 2
		Description
		Action Plan
		Sustainability Goal/target 3
		Description
		Action Plan
		Sustainability Goal/target 4
		Description
		Action Plan
		Sustainability Goal/target 5
		Description
		Action Plan

		No goals/targets set.
		No information available
		Not applicable
		Please provide reasons for not applicable
SC 09	S/H E	Does the organisation conduct human rights risk assessment for its suppliers? Provide further details around the process of risk assessment and mitigating strategies.
a		Yes, the organisation conducts human rights risk assessment of its suppliers
b		No human rights risk assessment conducted for suppliers
c		No information available
d		Not applicable
		Please provide reasons for not applicable
SC 10	Process	Does the organization conduct suppliers' audits for social, environmental and governance issues?
a		Yes, audit conducted at suppliers' sites on:
	1	Environmental issues
	2	Social issues, including labour practices and human rights
	3	Governance issues
b		No audits conducted
c		No information available
d		Not applicable
		Please provide reasons for not applicable
SC 11	S/H I	Does the organization train and sensitize its procurement staff to identify sustainability risks along their supply chain? Sustainability related risks pertain to environmental risks, compliance risks, human rights risk, etc.
a		Yes, the organization provides adequate training to procurement staff to identify sustainability risks along the supply chain
b		No formal training, but relevant issues communicated through regular emails
c		No process in place, ad-hoc initiatives
d		No information available
e		Not applicable
		Please provide reasons for not applicable
SC 12	Process	What are the various disclosures demanded by the organisation from all its suppliers?
a		The organisation demands disclosures from all suppliers on following matters made on a regular basis:
	1	Tracking, monitoring and mitigating the environmental impacts of the suppliers
	2	Disclosures around human rights issues and labour practices
	3	Organisational and governance structure of their supplier

4		Regular disclosures on health & safety parameters
5		Matters relating to conflict of interest
b		No disclosures demanded from suppliers
c		No information available
d		Not applicable
		Please provide reasons for not applicable
SC 13	Results	How does the organisation ensure maintaining diversity among its suppliers? What benefits accrue due to supplier diversity?
a		Information available:
b		Organisation does not ensure diversity among its suppliers
c		No information available
d		Not applicable
		Please provide reasons for not applicable
SC 14	S/H E	Does the organisation have a grievance redressal mechanism for suppliers?
a		Separate dedicated grievance redressal mechanism in place for suppliers
b		Suppliers raise their grievances through common grievance redressal mechanism for all stakeholders
c		No grievance redressal mechanism
d		No information available
e		Not applicable
		Please provide reasons for not applicable

Q. No.	Attribute	Responsible Services
RS 01	Leadership	How does the organization commit to sustainability/ ESG in its service portfolio?
a		The organisation is committed in following ways:
b		There is no commitment to integration of sustainability/ ESG parameters in service portfolio, but overall the organisation is committed to conduct its business sustainably in following manner:
c		No information available
d		Not applicable
		Please provide reasons for not applicable
RS 02	Results	Please provide the percentage of significant service categories whose health and safety impacts are assessed for improvement.
a		Percentage of significant services:
b		No information available
c		Not applicable
		Please provide reasons for not applicable
RS 03	Results	Please list three services that are conceptualised/modified with the goal of making them sustainable in line with the sustainability commitments detailed in RS 01. Please state the conceptualisation/modification done to the service and associated benefits achieved.
a		Information available:
1		Service 1
2		Service 2
3		Service 3
b		No information available
c		Not applicable
		Please provide reasons for not applicable
RS 04	Results	Please provide total monetary value of significant fines imposed on the organization for non-compliance with laws and regulations on the provision and use of services over the past five years.
a		Total amount of fines/penalties paid in past five years (please provide absolute figures in INR):
b		No cases of non-compliance in the past five years
c		No information available
d		Not applicable
		Please provide reasons for not applicable

RS 05	Results	Please indicate percentage of cases resolved out of total customer complaints received in the past financial year.
a		Percentage of cases resolved:
b		No information available
c		Not applicable
		Please provide reasons for not applicable
RS 06		What is the nature of customer complaints received over the last one year?
		Information available
		Nature of customer complaints
RS 07	Process	How frequently does the organization conduct customer satisfaction survey?
a		Yes, it is conducted once in two years
b		Yes, it is conducted once in three years
c		Yes, it conducts customer satisfaction surveys, but timeline is not defined/ad-hoc
d		No customer satisfaction surveys conducted
e		No information available
f		Not applicable
		Please provide reasons for not applicable
RS 08	Results	Please provide results of customer satisfaction surveys conducted in the past five years and targets for next 5 years.
a		Information Available:
1		FY [#Year - 5]
1.1		% of satisfied customers
1.2		Coverage
2		FY [#Year - 4]
2.1		% of satisfied customers
2.2		Coverage
3		FY [#Year - 3]
3.1		% of satisfied customers
3.2		Coverage
4		FY [#Year - 2]
4.1		% of satisfied customers
4.2		Coverage
5		FY [#Year - 1]
5.1		% of satisfied customers
5.2		Coverage
6		Next 5 future years
b		No customer satisfaction surveys conducted
c		No information available
d		Not applicable

			Please provide reasons for not applicable
RS 09	L&I		Please elaborate how the organization evaluates its service responsibility, brand management and customer satisfaction initiatives. Also mention how the learnings made w.r.t. to delivering services responsibly, brand management and customer satisfaction are used to make improvements. Please provide details on roles and responsibilities, frequency of evaluation, output, etc.
a			Description provided:
	1		Responsible services and solutions
	2		Brand management:
	3		Customer satisfaction:
b			No information available
c			Not applicable
			Please provide reasons for not applicable
RS 10	Process		Describe the process of client/customer data due diligence.
a			Client/customer data due diligence includes:
	1		Objective of due diligence defined
	2		Collection of essential data of customers
	3		Screening the customer data for generating risk profile
	4		Accurate checks, treatment and controls applied for customers based on their risk profile
	5		Monitoring of the customers in accordance to their risk profiles
	6		Record-keeping for future references of the customer
b			No client/customer due diligence undertaken
c			No information available
d			Not applicable
			Please provide reasons for not applicable
RS 11	S/H I		Does the organisation give training to its employees on conducting client/customer due diligence?
a			Yes, the organisation has in-house as well as external trainings for employees on client/customer due diligence
b			The organisation has external trainings for employees on client/customer due diligence
c			The organisation has in-house trainings for employees on client/customer due diligence
d			There are no trainings for employees on client/customer due diligence
e			No information available
f			Not applicable
			Please provide reasons for not applicable
RS 12	Leadership		Does the organisation have a data protection and privacy policy? If yes, who does it apply to?

a			Yes, data protection and privacy policy exists and is applicable to:
	1		Employees
	2		Suppliers
	3		Third-party Agents or Contractors
	4		Subsidiaries
	5		Joint ventures
b			No information available
c			Not applicable
			Please provide reasons for not applicable
RS 13		Results	Provide details of cases of breach of data protection and privacy policy in the last financial year.
a			Information available
			Details of breaches (if any)
b			There has been no breach of data protection and privacy policy in the last financial year
b			No information available
c			Not applicable
			Please provide reasons for not applicable
RS 14		Key Resources	How does the organisation ensure protection of data and intellectual property?
a			Information available
	1		Organisation is compliant with data/information management certifications like ISO 27001 or ISO 27701
	2		Company has a designation data protection officer
	3		Every department has internal data protection mechanism
	4		Specific rules governing handling of data by third party
b			No information available
c			Not applicable
			Please provide reasons for not applicable
RS 15		S/H E	How does the organisation ensure privacy of customer data?
a			Information available
	1		Prior permission of customer on collecting and storing any personal data
	2		Personal data collected is used for specific and explicit purposes only
	3		Accuracy of stored customer data is maintained by regularly updating changes and deleting/rectifying the old data
	4		Transparency is maintained on use and security of data
b			No information available
c			Not applicable
			Please provide reasons for not applicable
RS 16		S/H I	Does the organisation conduct trainings and workshops for its employees on data privacy?

a		Yes, the training is mandatory for all employees
b		Yes, the training is for selected employees
c		No such training in place
d		No information available
e		Not applicable
		Please provide reasons for not applicable
RS 17	Results	What is the total number of cases identified by the organisation as cases of leak or theft of customer data?
a		There have been no cases of leak or theft of data
b		Number of cases
d		No information available
e		Not applicable
		Please provide reasons for not applicable
RS 18		Provide details around the nature of customer data leaks including fines paid by the organisation due to incidents of data theft or leaks.
a		Information available:
		Nature of data theft or leak incidents
		Total fines paid due to data theft and leaks
b		There have been no cases of leak or theft of data
c		No information available
d		Not applicable
		Please provide reasons for not applicable
RS 19	Leadership	With reference to cyber-security risks, what are the business continuity/contingency plans in case organisation faces a cyber-attack or data breach.
a		Information available:
b		No information available
c		Not applicable
		Please provide reasons for not applicable
RS 20	L&I	How is the board or senior management involved in the drafting and review of cyber-security strategy?
a		Information available:
b		Board or senior management is not involved in the drafting and review of cyber-security

		strategy
c		No information available
d		Not applicable
		Please provide reasons for not applicable
RS 21	Results	Has there been incidents of breaches of cyber-security in the last financial year? If yes, mention the nature of breach and financial liability accrued/paid by organisation against the breach.
a		Information available:
		There have been incidents of breach of cyber-security
b		There were no incidents of breach of cyber-security
c		No information available
d		Not applicable
		Please provide reasons for not applicable

Q. No.	Attribute	Environment Management
EM 01	Leadership	Does the organization have a policy on environment management describing the approach on following aspects?
a		Yes, policy in place for:
1		Climate change/Emissions
2		Energy use
3		Water consumption
4		Resource efficiency (excluding energy and water; including materials used and packaging material)
5		Waste management (including single-use plastic waste)
6		Species Conservation
b		There is no formal policy
c		No information available
d		Not applicable
		Please provide reasons for not applicable
EM 02	S/H E	Does the organization disclose its environmental policies/processes/initiatives publicly?
a		Yes, in the integrated report
b		Yes, in a separate section in the Annual Report
c		Yes, in the Sustainability Report
d		Yes, on its website
e		Through other channels (such as brochures, mailers, flyers, and pamphlets)
f		No public reporting
g		No information available
h		Not applicable
		Please provide reasons for not applicable
EM 03	Leadership	Where does the highest level of direct responsibility for environmental management (including climate change) lie in the organization?
a		A board member/board level committee
b		A senior management team member
c		Any other manager
d		No separate person identified
e		No information available
EM 04	Process	Does the organization have an environmental management system in place?
a		Yes, the organization has an environmental management system in place
b		The organization is currently developing a system
c		No, the organization does not have an environmental management system
d		No information available
e		Not applicable
		Please provide reasons for not applicable
EM 05	Results	What is the percentage of the organization's facilities/campuses or subsidiaries certified with ISO 14001?

a		Percentage of facilities/campuses certified with ISO 14001
b		Percentage of facilities/subsidiaries certified with an equivalent national/international standard (Please specify in the comment box below):
c		No facilities/campuses certified with any standards
d		No information available
e		Not applicable
		Please provide reasons for not applicable
EM 06	Process	Please select the option that best describes risk management procedures with regards to environmental management (including climate change) risks and opportunities.
a		Integrated into multidisciplinary company-wide risk management processes
b		A specific environmental (including climate change) risk management process
c		No documented processes for assessing and managing risks and opportunities arising from environment (including climate change).
d		No information available
e		Not applicable
		Please provide reasons for not applicable
EM 07	Process	Please specify which risks and opportunities posed by environment (including climate change) have the potential to generate substantive changes in operations, revenue, or expenditure, including:
a		Information available:
1		Describe the risk or opportunity and its classification as either physical, regulatory, or other
2		Describe the impact associated with the risk or opportunity
3		Financial implications of the risk or opportunity before action is taken
4		Methods used to manage the risk or opportunity
5		Cost of actions taken to manage the risk or opportunity
b		No information available
c		Not applicable
		Please provide reasons for not applicable
EM 08	Process	Please elaborate on the organization's emergency preparedness plan (evaluation of probability of occurrence, impact, and mitigation plan).
a		Description provided:
b		No information available
c		Not applicable
		Please provide reasons for not applicable
EM 09	S/H I	Please indicate the percentage of employees who attended trainings on environmental aspects in the past financial year.

a		Percentage of employees who attended trainings on environmental aspects:
b		No information available
c		Not applicable
		Please provide reasons for not applicable
EM 10	Process	Has the organization set targets for the following?
a		Information available:
1		Target set
1.1		Reduce operational GHG emissions
1.2		Reduce energy consumption
1.3		Reduce water consumption
1.4		Reduce resource consumption (excluding energy and water; including materials used)
1.5		Reduce packaging material
1.6		Reduce waste
1.7		Increase recycling
1.8		Increase use of renewable energy mix in total energy consumption
1.9		Reducing use of plastics in all forms
1.10		Carbon Sequestration
2		Target Value
2.1		Reduce operational GHG emissions
2.2		Reduce energy consumption
2.3		Reduce water consumption
2.4		Reduce resource consumption (excluding energy and water; including materials used)
2.5		Reduce packaging material
2.6		Reduce waste
2.7		Increase recycling
2.8		Increase use of renewable energy mix in total energy consumption
2.9		Reducing use of plastics in all forms
2.10		Carbon Sequestration
3		Target Year
3.1		Reduce operational GHG emissions
3.2		Reduce energy consumption
3.3		Reduce water consumption
3.4		Reduce resource consumption (excluding energy and water; including materials used)
3.5		Reduce packaging material
3.6		Reduce waste
3.7		Increase recycling
3.8		Increase use of renewable energy mix in total energy consumption
3.9		Reducing use of plastics in all forms
3.10		Carbon Sequestration
4		Base Year
4.1		Reduce operational GHG emissions
4.2		Reduce energy consumption

4.3		Reduce water consumption
4.4		Reduce resource consumption (excluding energy and water; including materials used)
4.5		Reduce packaging material
4.6		Reduce waste
4.7		Increase recycling
4.8		Increase use of renewable energy mix in total energy consumption
4.9		Reducing use of plastics in all forms
4.10		Carbon Sequestration
b		No, the organization has not set any environmental targets
c		No information available
d		Not applicable
		Please provide reasons for not applicable
EM 11	Leadership	Is the organization committed to sustainable sourcing/green procurement/biodegradable products?
a		Yes, the organization is committed to green sourcing
b		No formal commitment, but the organization prefers suppliers with responsible environmental practices
c		There is no such commitment or consideration
d		No information available
e		Not applicable
		Please provide reasons for not applicable
EM 12	Results	Please indicate renewable energy as a percentage of energy consumption.
a		Renewable energy as % of total energy consumption:
b		No information available
c		Not applicable
		Please provide reasons for not applicable
EM 13	Results	Is the energy data verified/assured/audited by a third party?
a		Yes, all the above data has been verified by (please specify name):
b		Yes, but only total energy consumption data has been verified by (please specify name):
c		Data is not verified by third party
d		The organization does not track energy consumption
e		No information available
f		Not applicable
		Please provide reasons for not applicable
EM 14	Results	What is the highest level of green building certification the organisation currently possesses for its buildings?
a		For new buildings:
1		LEED Platinum
2		IGBC Platinum

3			GRIHA 5-star
4			Any other rating
5			No building is a certified green buildings
b			For old buildings:
1			LEED Platinum
2			IGBC Platinum
3			GRIHA 5-star
4			Any other rating
5			No building is a certified green buildings
c			No information available
d			Not applicable
			Please provide reasons for not applicable
EM 15	Results		Please provide gross global scope 1 emissions figures in metric tons CO2e and targets for next 5 years.
a			Information available:
1			FY [#Year -5]
1.1			Total Scope 1 emissions
2			FY [#Year -4]
2.1			Total Scope 1 emissions
3			FY [#Year -3]
3.1			Total Scope 1 emissions
4			FY [#Year -2]
4.1			Total Scope 1 emissions
5			FY [#Year -1]
5.1			Total Scope 1 emissions
			Please explain the trend for past years:
b			The organization does not track Direct GHG emissions (scope 1 emissions)
c			No information available
d			Not applicable
			Please provide reasons for not applicable
EM 16	Process		Please indicate the verification/assurance/ audit status that applies to the reported scope 1 emissions.
a			No emissions data provided
b			No third-party verification or assurance
c			Biennial process in place but no third-party verification or assurance of reported emissions

d		Triennial process in place but no third-party verification or assurance of reported emissions
e		Third-party verification or assurance underway for the reporting year but not yet complete; previous statement of biennial process attached
f		Third-party verification or assurance underway but not yet complete; previous statement of triennial process attached
g		Third-party verification or assurance underway but not yet complete; this is the first year it has taken place
h		Third-party verification or assurance underway but not yet complete; past year's statement attached
i		Third-party verification or assurance complete
j		No information available
k		Not applicable
		Please provide reasons for not applicable
EM 17	Results	Please provide gross global scope 2 emissions figures in metric tons CO2e and targets for next 5 years.
a		Information available:
1		FY [#Year - 5]
1.1		Total Scope 2 emissions
2		FY [#Year - 4]
2.1		Total Scope 2 emissions
3		FY [#Year - 3]
3.1		Total Scope 2 emissions
4		FY [#Year - 2]
4.1		Total Scope 2 emissions
5		FY [#Year - 1]
5.1		Total Scope 2 emissions
b		The organization does not track scope 2 emissions
		Please explain the trend for past years:
c		No information available
d		Not applicable
		Please provide reasons for not applicable
EM 18	Process	Please indicate the verification/assurance/audit status that applies to the reported scope 2 emissions.
a		No emissions data provided
b		No third-party verification or assurance
c		Biennial process in place but no third-party verification or assurance of reported emissions
d		Triennial process in place but no third-party verification or assurance of reported emissions

e		Third-party verification or assurance underway for the reporting year but not yet complete; previous statement of biennial process attached
f		Third-party verification or assurance underway but not yet complete; previous statement of triennial process attached
g		Third-party verification or assurance underway but not yet complete; this is the first year it has taken place
h		Third-party verification or assurance underway but not yet complete; past year's statement attached
i		Third-party verification or assurance complete
j		No information available
k		Not applicable
		Please provide reasons for not applicable
EM 19	Process	Are there any sources (e.g. facilities, specific GHGs, activities, geographies etc.) of Scope 1 and Scope 2 emissions that are within the organization's selected reporting boundary which are not included in the disclosure? Describe.
a		Yes, there are such sources that have not been included in the disclosure:
b		No such sources that have not been included in the disclosure
c		No information available
d		Not applicable
		Please provide reasons for not applicable
EM 20	Results	Please account for the organization's scope 3 emissions in metric tons and targets for next 5 years.
a		Information available:
1		FY [#Year -5]
1.1		Purchased goods and services
1.2		Capital goods
1.3		Fuel- and-energy-related activities (not included in scope 1 or 2)
1.4		Upstream transportation and distribution
1.5		Waste generated in operations
1.6		Business travel
1.7		Employee commuting
1.8		Upstream leased assets
1.9		Downstream transportation and distribution
1.10		Processing of sold products
1.11		Use of sold products
1.12		End of life treatment of sold products
1.13		Downstream leased assets
1.14		Franchises
1.15		Investments and Lending
1.16		Other (upstream)
1.17		Other (downstream)
1.18		Total Scope 3 emissions
2		FY [#Year -4]
2.1		Purchased goods and services

2.2		Capital goods
2.3		Fuel- and-energy-related activities (not included in scope 1 or 2)
2.4		Upstream transportation and distribution
2.5		Waste generated in operations
2.6		Business travel
2.7		Employee commuting
2.8		Upstream leased assets
2.9		Downstream transportation and distribution
2.10		Processing of sold products
2.11		Use of sold products
2.12		End of life treatment of sold products
2.13		Downstream leased assets
2.14		Franchises
2.15		Investments and Lending
2.16		Other (upstream)
2.17		Other (downstream)
2.18		Total Scope 3 emissions
3		FY [#Year -3]
3.1		Purchased goods and services
3.2		Capital goods
3.3		Fuel- and-energy-related activities (not included in scope 1 or 2)
3.4		Upstream transportation and distribution
3.5		Waste generated in operations
3.6		Business travel
3.7		Employee commuting
3.8		Upstream leased assets
3.9		Downstream transportation and distribution
3.10		Processing of sold products
3.11		Use of sold products
3.12		End of life treatment of sold products
3.13		Downstream leased assets
3.14		Franchises
3.15		Investments and Lending
3.16		Other (upstream)
3.17		Other (downstream)
3.18		Total Scope 3 emissions
4		FY [#Year -2]
4.1		Purchased goods and services
4.2		Capital goods
4.3		Fuel- and-energy-related activities (not included in scope 1 or 2)
4.4		Upstream transportation and distribution
4.5		Waste generated in operations
4.6		Business travel

4.7		Employee commuting
4.8		Upstream leased assets
4.9		Downstream transportation and distribution
4.10		Processing of sold products
4.11		Use of sold products
4.12		End of life treatment of sold products
4.13		Downstream leased assets
4.14		Franchises
4.15		Investments and Lending
4.16		Other (upstream)
4.17		Other (downstream)
4.18		Total Scope 3 emissions
5		FY [#Year -1]
5.1		Purchased goods and services
5.2		Capital goods
5.3		Fuel- and-energy-related activities (not included in scope 1 or 2)
5.4		Upstream transportation and distribution
5.5		Waste generated in operations
5.6		Business travel
5.7		Employee commuting
5.8		Upstream leased assets
5.9		Downstream transportation and distribution
5.10		Processing of sold products
5.11		Use of sold products
5.12		End of life treatment of sold products
5.13		Downstream leased assets
5.14		Franchises
5.15		Investments and Lending
5.16		Other (upstream)
5.17		Other (downstream)
5.18		Total Scope 3 emissions
b		No information available
c		Not applicable
		Please provide reasons for not applicable
EM 21	Process	Please indicate the verification/assurance/audit status that applies to the reported scope 3 emissions.
a		No emissions data provided
b		No third-party verification or assurance
c		Biennial process in place but no third-party verification or assurance of reported emissions
d		Triennial process in place but no third-party verification or assurance of reported emissions
e		Third-party verification or assurance underway for the reporting year but not yet complete; previous statement of biennial process attached

f		Third-party verification or assurance underway but not yet complete; previous statement of triennial process attached
g		Third-party verification or assurance underway but not yet complete; this is the first year it has taken place
h		Third-party verification or assurance underway but not yet complete; past year's statement attached
i		Third-party verification or assurance complete
j		No information available
k		Not applicable
		Please provide reasons for not applicable
EM 22	Process	Please disclose and explain any exclusions to the scope 3 reporting.
a		Yes, there are exclusions to the scope 3 reporting
b		No exclusions to the scope 3 reporting
c		No information available
d		Not applicable
		Please provide reasons for not applicable
EM 23	Process	Please select the option that constitutes the procedures for assessing water risks to the organization.
a		Information available:
a		Water is integrated into a comprehensive, company-wide risk assessment process undertaken at the corporate level by corporate risk function in collaboration with the campus/facility
b		Water risks are assessed only at the corporate level integrating it with the companywide risk assessment process
c		Water risks are assessed only at each owned and leased facility level integrating it with other risk assessments
d		Water risks are assessed only at each owned and leased facility level independent of other corporate level risks
g		Water risks are not assessed
i		No information available
j		Not applicable
		Please provide reasons for not applicable
EM 24	Process	Is the organization exposed to water risks, either at present and/or in the future, which could lead to a substantive change in the business, operations, revenue, or expenditures?
a		Yes, direct operations and supply chain
b		Yes, supply chain only
c		Yes, direct operations only
d		No, the organization is not exposed to any water-related risks
e		No information available
f		Not applicable
		Please provide reasons for not applicable
EM 25	Results	Please indicate the specific water use data and targets for next 5 years.
a		Information available:

1		Units
1.1		Water consumed
1.2		Data coverage (%)
2		FY [#Year - 5]
2.1		Water consumed
2.2		Data coverage (%)
3		FY [#Year - 4]
3.1		Water consumed
3.2		Data coverage (%)
4		FY [#Year - 3]
4.1		Water consumed
4.2		Data coverage (%)
5		FY [#Year - 2]
5.1		Water consumed
5.2		Data coverage (%)
6		FY [#Year - 1]
6.1		Water consumed
6.2		Data coverage (%)
		Next 5 years
b		The organization does not track water consumption.
c		No information available
d		Not applicable
		Please provide reasons for not applicable
EM 26	Process	Is the water data verified by a third party?
a		Yes
b		Data not verified by third party
c		The organization does not track water consumption
d		No information available
e		Not applicable
		Please provide reasons for not applicable
EM 27	Results	Please indicate recycled/reused water as a percentage of total water consumption.
a		Recycled/reused water as % of total water consumption:
b		No information available
c		Not applicable
		Please provide reasons for not applicable
EM 28	Process	Please mention waste disposal methods that were used by the organization in the past financial year and respective waste quantities:

a		Information available:
1		Landfill
2		Discharges to water
3		Recycled waste
4		Incinerated waste
5		Composted waste
6		Waste to Energy
7		other (please specify)
b		No information available
c		Not applicable
		Please provide reasons for not applicable
EM 29	Results	Please indicate the specific amount of waste generated (hazardous, non-hazardous, recycled, and non-recycled) and targets for next 5 years.
a		Information available:
1		Units
1.1		Total waste generated
1.2		Hazardous
1.3		Non - hazardous
1.4		Recycled
1.5		Non - recycled
		Single-use plastics
1.6		Data coverage (%)
2		FY [#Year - 5]
2.1		Total waste generated
2.2		Hazardous
2.3		Non - hazardous
2.4		Recycled
2.5		Non - recycled
		Single-use plastics
2.6		Data coverage (%)
3		FY [#Year - 4]
3.1		Total waste generated
3.2		Hazardous
3.3		Non - hazardous
3.4		Recycled
3.5		Non - recycled
		Single-use plastics
3.6		Data coverage (%)
4		FY [#Year - 3]
4.1		Total waste generated
4.2		Hazardous
4.3		Non - hazardous

4.4		Recycled
4.5		Non - recycled
		Single-use plastics
4.6		Data coverage (%)
5		FY [#Year - 2]
5.1		Total waste generated
5.2		Hazardous
5.3		Non - hazardous
5.4		Recycled
5.5		Non - recycled
		Single-use plastics
5.6		Data coverage (%)
6		FY [#Year - 1]
6.1		Total waste generated
6.2		Hazardous
6.3		Non - hazardous
6.4		Recycled
6.5		Non - recycled
		Single-use plastics
6.6		Data coverage (%)
		Next 5 years
b		The organization does not track waste generated.
c		No information available
d		Not applicable
		Please provide reasons for not applicable
EM 30	Process	Is the waste data verified/assured/audited by a third party?
a		Yes
b		Data not verified by third party
c		The organization does not track waste generated
d		No information available
e		Not applicable
		Please provide reasons for not applicable
EM 31		Is the organisation aware of the applicable national and state-level plastic waste management regulations?
		Yes, aware of plastic waste management regulations
		No, not aware of plastic waste management regulations
		Plastic waste management regulations are not applicable to the organisation

EM 32	Leadership	What are the measures that organisation is taking to phase out/ban single use plastics (SUP)?
a		The organisation has taken measures to phase out/ban SUP
		1. Publicly committed to become SUP free
		2. Policies and Procedures in place for becoming SUP free
		3. Set yearly targets on phasing out SUP
		4. Works with suppliers to phase out SUP from value chain
b		The organisation has not taken measures to phase out/ban SUP
c		No information available
d		Not applicable
		Please provide reasons for not applicable
EM 33	Process	What is process to track non-compliance with applicable environment laws and regulatory permits in the organization?
a		Information available:
b		No information available
c		Not applicable
		Please provide reasons for not applicable
EM 34	results	Please provide total monetary value of significant environmental fines paid for an act of violation, omission or negligence by which the community at large was affected due to pollution damage to land, water and air.
a		Amount of environmental fines in past financial year (please provide absolute figures in INR):
b		No environmental fines paid
c		No information available
d		Not applicable
		Please provide reasons for not applicable
EM 35	results	Please indicate the percentage of cases resolved out of the total complaints on environmental impact in the past financial year.
a		Percentage of cases resolved:
b		No information available
c		Not applicable
		Please provide reasons for not applicable
EM 36	L&I	Please describe how the top management reviews the organization's environmental performance for its continual improvement and how the learnings are used to make further improvements?
a		Description provided:

b		No information available
c		Not applicable
		Please provide reasons for not applicable
EM 37	Results	Please provide a few initiatives taken by the organization (benefits and impact, quantified in terms of cost saving, or revenue generating) to:
a		Information available:
1		Reduce emissions/energy consumption
2		Reduce water use
3		Increase resource efficiency (excluding energy and water; including materials used, and packaging material)
4		Reduce waste (hazardous/non-hazardous)
5		Land restoration

SAMPLE QUESTIONNAIRE

b		No initiatives taken
c		No information available
d		Not applicable
		Please provide reasons for not applicable
EM 38	Key Resources	Please provide the total expenditure on environmental protection (please provide absolute figures in INR).
a		Information available:
1		Waste disposal, emissions treatment, and remediation costs
2		Prevention and environmental management costs
b		No information available
c		Not applicable
		Please provide reasons for not applicable
EM 39	Process	How does organisation demonstrate its commitment towards biodiversity management and conservation?
a		Information available
	1	Leadership is committed and engaged in matters related to biodiversity
	2	Biodiversity policy in place or Biodiversity is addressed in Environment policy
	3	Governance system in place to address biodiversity
	4	Resources (financial and human) invested in study, management and conservation of biodiversity
b		No information available
c		Not applicable
		Please provide reasons for not applicable
EM 40	Results	Does the direct or indirect operations of the organisation fall near a biodiversity sensitive zone?
a		None of the direct or indirect operations of the organisation fall in biodiversity sensitive zone
b		The organisation has its direct or indirect operations in biodiversity sensitive zones
c		No information available
d		Not applicable
		Please provide reasons for not applicable
EM 41	Results	If any of the direct or indirect operations of your organisation lie near biodiversity sensitive zone, how is the organisation measuring its impact and what measures are taken to reduce the impact?
a		The organisation in no way impacts biodiversity in nearby areas while it has some/all facilities/operations/campuses in protected or biodiversity sensitive areas. (state reasons

		for no impacts)
b		Yes, the organisation has such impacts. However, the organisation study, quantifies and take mitigation measures for their direct and indirect impacts (mention some of those measures in text area)
c		Yes, the organisation has such impacts and takes adhoc measures to mitigate the impact (mention some of those measures in text area)
d		Yes, the organisation has such impacts
e		No information available
f		Not applicable
		Please provide reasons for not applicable
EM 42	Process	Consider the following and choose the option that best suits your organisation regarding study of biodiversity in and around the office premise.
a		Organisation periodically conducts baseline study of nearby areas for biodiversity. Such study includes study of flora & fauna, endangered & critical species and ecosystem services
b		Organisation conducted a baseline study of biodiversity once before commencing operations in the area in concern
c		Organisation is considering to perform such a baseline study of biodiversity
d		Organisation has never performed such a study and nor does it plan to do in the next 2 years
e		No information available
f		Not applicable
		Please provide reasons for not applicable
EM 43	Process	Does the organization's biodiversity and ecosystem services impact assessments cover organisation location and surrounding area? (for both owned and leased offices)
a		The organization conducts impact assessment on site and surrounding area (up to 10km)
b		The organization conducts impact assessment on site and surrounding area (less than 5 km)
c		The organization conducts impact assessment only at site
d		The organization has a specific plan to introduce a mechanism to conduct impact assessments considering biodiversity
e		No information available
f		Not applicable
		Please provide reasons for not applicable
EM 44	Results	Describe organisation's impacts and dependencies on biodiversity and ecosystem services from the undertaken assessment.
a		Information available:
b		No information available
c		Not applicable
		Please provide reasons for not applicable

EM 45	Results	Describe three biodiversity conservation & management initiatives undertaken by the organisation in the last five years.
a		Information available
b		No such initiatives undertaken
c		No information available
d		Not applicable
		Please provide reasons for not applicable
EM 46	Results	Are there any fines or penalties paid by the organisation against destruction of local biodiversity & ecosystem services? Please provide details
a		Yes, there are fines/penalties
		No, there are no fines/penalties
b		No information available
c		Not applicable
		Please provide reasons for not applicable
EM 47		Please provide Industry benchmarks for:
a		Information available:
1		sustainably sourced raw materials
1.1		Industry Benchmark
1.2		Source of Benchmark
1.3		List of companies benchmarked against
2		recycled raw materials
2.1		Industry Benchmark
2.2		Source of Benchmark
2.3		List of companies benchmarked against
3		renewable energy as % of total energy
3.1		Industry Benchmark (trend)
3.2		Source of Benchmark
3.3		List of companies benchmarked against
4		total energy consumption
4.1		Industry Benchmark (trend)
4.2		Source of Benchmark
4.3		List of companies benchmarked against
5		grid electricity as % of total energy
5.1		Industry Benchmark (trend)
5.2		Source of Benchmark
5.3		List of companies benchmarked against
6		Scope 1 emissions
6.1		Industry Benchmark (trend)

6.2		Source of Benchmark
6.3		List of companies benchmarked against
7		Scope 2 emissions
7.1		Industry Benchmark (trend)
7.2		Source of Benchmark
7.3		List of companies benchmarked against
8		Scope 3 emissions
8.1		Industry Benchmark (trend)
8.2		Source of Benchmark
8.3		List of companies benchmarked against
9		NOx emissions
9.1		Industry Benchmark (trend)
9.2		Source of Benchmark
9.3		List of companies benchmarked against
10		SoX emissions
10.1		Industry Benchmark (trend)
10.2		Source of Benchmark
10.3		List of companies benchmarked against
11		VOC emissions
11.1		Industry Benchmark (trend)
11.2		Source of Benchmark
11.3		List of companies benchmarked against
12		Water consumption
12.1		Industry Benchmark (trend)
12.2		Source of Benchmark
12.3		List of companies benchmarked against
13		Percentage of discharged water/effluents treated before disposal
13.1		Industry Benchmark
13.2		Source of Benchmark
13.3		List of companies benchmarked against
14		Waste generated
14.1		Industry Benchmark (trend)
14.2		Source of Benchmark
14.3		List of companies benchmarked against
15		recycled/reused water as a percentage of total water consumption
15.1		Industry Benchmark
15.2		Source of Benchmark
15.3		List of companies benchmarked against
b		No information available

SAMPLE QUESTIONNAIRE