



SAMPLE AWARDS QUESTIONNAIRE 2023

CORPORATE EXCELLENCE - MANUFACTURING SECTOR

STRATEGY

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		Rainwater harvesting
2		Refurbishments in existing buildings to make them 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
ST 06		How has the pandemic Covid-19 impacted the business? (Details may include impact on operations, stakeholder engagement, employee turnover, sourcing issues, etc.)
a		Information available
b		No information available
c		Not applicable
		Please provide reasons for not applicable
ST 07	Leadership	Does the organization have any recovery plan due to impacts of Covid-19? If yes, please describe this recovery plan, including risks assessment, impact and analysis, time plan, resource deployment, etc.
a		Information available
b		No information available
c		Not applicable
		Please provide reasons for not applicable

CORPORATE GOVERNANCE

Q. No.	Attribute	Corporate Governance
CG 01	Leadership	Please describe the governance structure of the unit.
a		Unit governance structure:
b		No information available
c		Not applicable
		Please provide reasons for not applicable
CG 02	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 03	Process	How does the unit translate 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 04	Leadership	How does the organization focus on Sustainability issues?
a		A board level Sustainability committee is present (please name):
b		An advisory committee is present (not at board level)
c		Ad-hoc engagement on various issues with the relevant teams
d		No information available
e		Not applicable
		Please provide reasons for not applicable
CG 05	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 06	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 07	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 08	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 analyzed and used for learning and improvements
a		Description provided:

b		No information available
c		Not applicable
		Please provide reasons for not applicable

BUSINESS ETHICS

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, to whom does this policy apply?
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
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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
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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
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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 personnel who attended the ethics training during the past financial year?
a		Percentage indicated:
1		Board members
1.1		Code of Conduct/Ethics policy detailed course:
1.2		Refresher training:
1.3		ad-hoc information sessions:
2		Employees
2.1		Code of Conduct/Ethics policy detailed course:
2.2		Refresher training:
2.3		ad-hoc information sessions:

3		Workers
3.1		Code of Conduct/Ethics policy detailed course:
3.2		Refresher training:
3.3		ad-hoc information sessions:
b		No information available
c		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
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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 are 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
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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
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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 employee's 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
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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
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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

6		Conflict of interest
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
BE 19	Results	What was the amount of political contribution made in the past financial year?
a		Amount of political contribution made during the past financial year (please provide absolute figures in INR):
b		No information available
c		Not applicable
		Please provide reasons for not applicable

RISK MANAGEMENT

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 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
RM 10	Leadership	What strategies does the organization pursue to promote and enhance an effective risk 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

TRANSPARENCY AND DISCLOSURE

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
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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 KPI's 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
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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

TD 07	Process	What are the financial implications related with the identified material issues?
a		Financial implications for material issues provided
		First material issue
		Second material issue
		Third material issue
		Fourth material issue
		Fifth material issue
b		The organization does not measure financial implication of material issues
c		No information available
d		Not applicable
		Please provide reasons for not applicable
TD 08	L&I	Please elaborate how the organization receives/records feedback from various stakeholders about its transparency and how the feedback is used to improve overall transparency. Provide details on roles and responsibilities, frequency, output, etc.
a		Description provided:
b		No information available
d		Not applicable
e		Please provide reasons for not applicable

EMPLOYEE DEVELOPMENT

Q. No.	Attributes	Employee Development
ED 01	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
ED 02	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):
		Information available:
a		On-the-job training:
b		Leadership development training:
c		Life-skills training: (including creativity & innovation
d		No training programs in place
e		No information available
f		Not applicable

		Please provide reasons for not applicable
ED 03	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
ED 04	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
ED 05	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
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ED 06	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
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ED 07	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
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ED 08	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
ED 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
ED 10	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
<hr/>		
ED 11	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
<hr/>		
ED 12	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
ED 13	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

ED 14	Process	Provide details around how organisation manages to keep employee turnover rate within such limits to not let the same be a risk or significant costs?
		Information available:
		No information available
		Not applicable
		Please provide reasons for not applicable
ED 15		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

STAKEHOLDER ENGAGEMENT

Q. No.	Attributes	Stakeholder Engagement
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	
<hr/>			
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
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	
<hr/>			
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 is shared within the organisation using these approaches / tools
b		No, learning is shared selectively
c		No information
d		Not applicable
		Please provide reasons for not applicable

FINANCIAL PERFORMANCE

Q. No.	Attribute	Financial Performance
FP 01		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 & Amortization]
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 & Amortization]
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 & Amortization]
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 & Amortization]
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 & Amortization]
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	Results	Does the company identify any correlation between sustainability performance and financial performance?
a		Information available

1		Yes, correlation with top lines
2		Yes, correlation with bottom lines
3		Not known how to correlate the two
4		Never performed any such relevant study
b		No information available
c		Not applicable
		Please provide reasons for not applicable

HUMAN RIGHTS

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, Salient Human Rights issues 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	Key resources	Does the organization have a focal point (Individual/ Committee) responsible for addressing human rights impacts or issues caused or contributed to by the business?
a		Designated individual looking into human rights at group level
b		Designated individual looking into human rights at department level
c		Human rights are looked either by human resource or sustainability or learning & development department
d		There is no focal point for human rights
e		No information available
f		Not applicable
		Please provide reasons for not applicable

HR 05	S/H E	To whom does the human rights policy apply?
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 06	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 07	Process	Does the organization conduct Human Rights Due Diligence (HRDD) in its operations? Please elaborate the process.
a		Yes, it conducts Human Rights Due Diligence (HRDD) in its operations

b		No, it does not conduct Human Rights Due Diligence (HRDD)
c		No information available
d		Not applicable
		Please provide reasons for not applicable
HR 08	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 09	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:
b		No information available
c		Not applicable
		Please provide reasons for not applicable
HR 11	Results	What percentage of employees are differently abled?

a		Percentage indicated:
b		No information available
c		Not applicable
		Please provide reasons for not applicable
HR 12	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 13	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 14	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 15	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 16	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 17	Results	What percentage of security personnel (owned and third party) receive 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 18	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 19	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 workforces.
a		Information available
		No information available
		Not applicable
		Please provide reasons for not applicable
HR 20	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 21	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 22	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 23	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 24		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

OCCUPATIONAL HEALTH AND SAFETY

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 were 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		Health/ accident/ life insurance
9		Maternity/ paternity benefits, day care facilities
10		Retirement benefits-PF, ESI, Gratuity
11		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	Please indicate percentage of health & safety complaints resolved out of total employee complaints received in the past financial year.
a		Percentage of complaints resolved:
b		No information available

c		Not applicable
		Please provide reasons for not applicable
HS 13	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 14	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 15	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 16	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 well-being of employees
c		No information available

d		Not applicable
		Please provide reasons for not applicable
HS 17	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
c		No information available
d		Not applicable
		Please provide reasons for not applicable
HS 18		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

CORPORATE SOCIAL RESPONSIBILITY

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
		Yes, the organization has a policy that highlights its focus areas:
a		
		There is no clear policy but focus areas are defined
b		No information available
c		Not applicable
d		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		How innovative are the organization's CSR projects?
a		Description provided:
1		Promoting Science, tech, innovation in the delivery of public goods and services
2		Education, employability & livelihoods enhancement
3		Environmental sustainability & Biodiversity conservation
4		Gender, equality, women empowerment, Elderly care & other vulnerable groups
5		Eradicating extreme hunger and poverty
6		Safety programs (e.g., Road safety)
7		Healthcare, water & sanitation
8		Heritage conservation/ promoting art, crafts & culture
9		Armed forces veteran welfare
		Sports
		Rural development including Aspirational districts
10		Animal welfare
11		Others
b		No information available

CC 04	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 05	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 06	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 (except MD or CEO)/CSR department
d		It is managed by another department (Please specify):
e		No separate person identified
f		No information available
g		Not applicable
		Please provide reasons for not applicable
<hr/>		
CC 07	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
<hr/>		
CC 08	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 09	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 10	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 11	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 12		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 13	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 14	Process	Does the organization conduct SROI 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 15	Process	Does the organization conduct impact studies 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 as they are not mandated to
f		Please provide reasons for not applicable
CC 16	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 17	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 18	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 19	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 20	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 21	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 22	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 23	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

SUPPLY CHAIN

Q. No.	Attributes	Supply chain
SC 01	Process	Please indicate if the organization is undertaking spend analysis of its supply chain as well as the scope of this analysis.
		Yes, the organization is undertaking spend analysis of supply chain
		Description provided
		No spend analysis is undertaken
		No information available
		Not applicable
		Please provide reasons for not applicable
SC 02	Process	Please provide the definition of critical suppliers. Has the organization defined a formal process to identify critical suppliers (e.g., high volume suppliers, suppliers of critical components, non-substitutable suppliers)? If yes, please provide a brief description of the process.
		Yes, the organization identifies critical suppliers
		Definition provided
		Description of process provided

		Percentage of suppliers identified as critical (please state in comment box if no critical suppliers were identified):
		No process in place to identify critical suppliers
		No information available
		Not applicable
		Please provide reasons for not applicable
SC 03	Results	How does the organisation ensures 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 04	Results	Does the organization track or publicly report supplier diversity (e.g., gender, disability, and Indigenous people). Please provide the data. Indigenous peoples: As per the United Nations organization Indigenous people are - "those which having a historical continuity with pre-invasion and pre-colonial societies that developed on their territories, consider themselves distinct from other sectors of societies now prevailing in those territories, or parts of them. They form at present non-dominant sectors of society and are determined to preserve, develop, and transmit to future generations their ancestral territories, and their ethnic identity, as the basis of their continued existence as peoples, in accordance with their own cultural patterns, social institutions and legal systems."
		Yes, the organization tracks data on supplier diversity:
		Percentage of female suppliers; supplier businesses owned by females

		Percentage of differently abled suppliers; supplier businesses owned by differently abled
		Percentage of suppliers that are part of Indigenous groups
		The organization publicly discloses this data. Please specify where this data is publicly disclosed:
		No, the organisation does not track the data and therefore does not disclose
		No information available
		Not applicable
		Please provide reasons for not applicable
SC 05	S/H E	Does the organization take initiatives to improve capacity/capability of local vendors? Please elaborate.
		Yes, initiatives taken:
		No commitment
		No information available
		Not applicable
		Please provide reasons for not applicable
SC 06	Key Resources	Please indicate the percentage of procurement budget of significant locations of operations spent on local suppliers of that operation (such as percentage of products and services purchased locally) and targets for next 5 years.
		Information Available:
		Procurement Budget data:
		FY [#Year - 5]
		Local suppliers as % of procurement budget
		FY [#Year - 4]
		Local suppliers as % of procurement budget

		FY [#Year - 3]
		Local suppliers as % of procurement budget
		FY [#Year - 2]
		Local suppliers as % of procurement budget
		FY [#Year - 1]
		Local suppliers as % of procurement budget
		Next 5 years
		Please explain the trend for past years:
		Provide the organization’s geographical definition of ‘local’
		Provide the definition used for ‘significant locations of operations.
		The organisation does not source locally
		No information available
		Not applicable
		Please provide reasons for not applicable
SC 07	Leadership	How does the organization commit to sustainable sourcing?
a		Information Available:
	1	All the raw materials in use are sustainably sourced
	2	Some part of raw material is sustainably sourced (Pls specify)
	3	None of the raw materials is sustainably sourced but other materials like supporting materials, office supplies, etc. are sustainably sourced.
b		No information available
c		Not applicable
		Please provide reasons for not applicable

SC 08	Process	What are organization's sustainability related goals/ targets and action plan to reach these goals for its supply chain?
		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	Leadership	Does the organization have a policy/code of conduct for suppliers?
		Yes, it has a policy/code of conduct for suppliers, and it is publicly available
		Yes, it has a policy/code of conduct for suppliers, but it is not publicly available
		No, it does not have a formal policy/code of conduct for suppliers
		No information available
		Not applicable
		Please provide reasons for not applicable
SC 10	S/H E	To whom does the Policy/Code of conduct for suppliers apply?
		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 11	Process	Does the Policy/Code of Conduct cover follow aspects?
		Yes, the Policy/Code of conduct covers:
		Environmental issues (such as pollution, energy, GHG emissions, water, and waste)
		Child labour
		Forced labour
		Non-discrimination
		Right to freedom of association/collective bargaining
		Working hours
		Living wages
		Health and safety
		Corruption and bribery
		No formal policy/code of conduct for suppliers
		No information available
		Not applicable
		Please provide reasons for not applicable
SC 12	Process	Is the above code integrated into tier I suppliers' contract/ purchasing policy?
		Yes, the code is part of the contractual agreement with the tier I suppliers for following % of suppliers:
		No, it is communicated separately
		No formal policy/code of conduct for suppliers
		No information available
		Not applicable
		Please provide reasons for not applicable
SC 13	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 14	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 15	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 16	Process	Does the organization conduct audits at suppliers' sites?
		Yes, audit conducted at suppliers' sites on:
		Environmental issues
		Social issues
		No audits conducted
		No information available
		Not applicable
		Please provide reasons for not applicable
SC 17	Results	Please indicate the cumulative percentage of tier I suppliers (by total spent) that were audited.
		Information Available:

		FY [#Year - 5]
		Suppliers Audited %
		FY [#Year - 4]
		Suppliers Audited %
		FY [#Year - 3]
		Suppliers Audited %
		FY [#Year - 2]
		Suppliers Audited %
		FY [#Year - 1]
		Suppliers Audited %
		Next 5 years
		No information available
		Not applicable
		Please provide reasons for not applicable
SC 18	Results	Please indicate the percentage of suppliers identified as having a significant actual or potential negative impact on environment/labour practices/human rights, with which:
		Information Available:
		Negative environmental impact
		Improvements were agreed upon as a result of assessment
		Relationships were terminated as a result of assessment

		Negative labour practices / human rights impact
		Improvements were agreed upon as a result of assessment
		Relationships were terminated as a result of assessment
		No process in place
		No information available
		Not applicable
		Please provide reasons for not applicable
SC 19	Results	Please indicate the percentage of sites of the following category of suppliers that were audited.
		Percentage indicated:
		Tier II
		Tier III
		No information available
		Not applicable
		Please provide reasons for not applicable
SC 20	Process	Does the organization engage with suppliers for capacity building on sustainability-related issues (such as trainings, best practice sharing)? If yes, describe the key sustainability initiatives in the following areas.
		Yes, the organization engages with suppliers for capacity building
		Environmental initiatives

		Implementing EMS:
		Initiatives aimed at reducing emissions/waste generation:
		Initiatives aimed at reducing resource consumption:
		Any other initiative:
		Social initiatives
		Improving labour conditions:
		Engaging with employees:
		Improving health and safety:
		Any other initiative:
		No, the organization does not engage with suppliers for capacity building

		No information available
		Not applicable
		Please provide reasons for not applicable
SC 21	Results	Please provide the coverage of capacity building programs and targets for next 5 years.
		Information Available:
		FY [#Year - 5]
		Suppliers
		Distributors
		Franchises
		Retailers
		Others
		FY [#Year - 4]
		Suppliers
		Distributors
		Franchises
		Retailers
		Others
		FY [#Year - 3]
		Suppliers
		Distributors
		Franchises
		Retailers
		Others
		FY [#Year - 2]
		Suppliers
		Distributors

		Franchises
		Retailers
		Others
		FY [#Year - 1]
		Suppliers
		Distributors
		Franchises
		Retailers
		Others
		Next 5 years
		Please explain the trend for past years:
		No information available
		Not applicable
		Please provide reasons for not applicable
SC 22	Process	Please indicate the target (year, target value, and base year) for:
		Information available:
		Suppliers' audit
		Coverage of capacity-building programs
		No information available

		Not applicable
		Please provide reasons for not applicable
SC 23	Key Resources	How does the organization incentivize its staff to integrate sustainability factors in procurement decisions?
		The procurement staff is incentivized to integrate sustainability factors in everyday decisions in following ways:
		No, procurement staff is not incentivized to integrate sustainability factors in everyday decisions
		No information available
		Not applicable
		Please provide reasons for not applicable
SC 24	S/H I	Does the organization train and sensitize its staff at various supply chain stages to integrate sustainability into their practices?
		Yes, the organization provides training on sustainability issues relevant to procurement processes and decisions
		No formal training, but ESG issues communicated through regular emails
		No process in place, ad-hoc initiatives
		No information available
		Not applicable
		Please provide reasons for not applicable
SC 25	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 26	S/H I	Please indicate the percentage of employees who received trainings on sustainable supply chain and targets for next 5 years.
		Information Available:
		FY [#Year - 5]
		% Employees
		FY [#Year - 5]
		% Employees
		FY [#Year - 5]
		% Employees
		FY [#Year - 5]
		% Employees
		FY [#Year - 5]
		% Employees
		Next 5 years
		No information available
		Not applicable
		Please provide reasons for not applicable

SC 27	Process	Does the organization require its suppliers and associated partnerships to measure and disclose their sustainability performance (e.g., carbon emissions, impact on local communities, and labour practices) to it?
		Yes, the organization requires its suppliers to measure and disclose the sustainability performance on regular basis
		Yes, the organization requires its suppliers to measure sustainability performance, but disclose on requirement basis
		No such requirement
		No information available
		Not applicable
		Please provide reasons for not applicable
SC 28	Process	If yes, how does this information benefit the organization?
		Information available:
		No such requirement
		No information available
		Not applicable
		Please provide reasons for not applicable
SC 29	Results	Which aspects of the organization supply chain management approach is publicly reported on (on a consolidated basis)? Please provide weblink where the information can be found in the public domain.

		Yes, the organization publicly discloses supply chain management approach, weblink for the same is
		Standards for suppliers and/or sustainable purchasing policy
		Risk awareness (e.g., risk mapping)
		Risk management measures
		Key Performance Indicators (KPIs) for supply chain management (e.g., % of suppliers assessed or audited, scope 1, 2 & 3 emissions, % of procurement with preferred suppliers etc.
		No, supply chain management approach is not publicly reported
		No information available
		Not applicable
		Please provide reasons for not applicable
SC 30	Process	Does the organization have a whistle-blowing mechanism for its suppliers?
		Yes, whistle-blowing mechanism exists for suppliers
		Issues can be written to public affairs team/stakeholder relations team
		No separate mechanism for suppliers
		No information available
		Not applicable
		Please provide reasons for not applicable
SC 31	Process	What is the organization's approach to deal with non-compliance to the mentioned guidelines/policy/ code of conduct by its suppliers?
		The organization has the following approach:
		Termination of existing contract
		Corrective action
		Training
		Others:
		No approach defined
		No information available
		Not applicable
		Please provide reasons for not applicable

SC 32	L&I	How does the board/top management review the initiatives towards sustainable supply chain? How are the learnings used to make improvements?
		Description provided:
		No information available
		Not applicable
		Please provide reasons for not applicable
SC 33	New	Please provide Industry benchmarks for:
a		Information Available:
1		Percentage of tier II suppliers audited
1.1		Industry Benchmark (trend)
1.2		Source of Benchmark
1.3		List of companies benchmarked against
2		Percentage of tier II suppliers audited
2.1		Industry Benchmark
2.2		Source of Benchmark
2.3		List of companies benchmarked against
3		Percentage of tier I suppliers audited
3.1		Industry Benchmark
3.2		Source of Benchmark
3.3		List of companies benchmarked against
4		customer satisfaction
4.1		Industry Benchmark (trend)
4.2		Source of Benchmark
4.3		List of companies benchmarked against
b		No information available

PRODUCT RESPONSIBILITY

Q. No.	Attribute	Product Responsibility
PR 01	Leadership	How does the organization demonstrate its commitment to sustainable products?
a		The organisation is committed to sustainable products, through
		Have realised and/ or projected revenues from sustainable products in the next few years: please specify % of total revenue realised and/ or projected to come from sustainable products along with specific timeframe
		Committed investments in R&D, product development, market development related to sustainable products: please specify % of total committed investments in these areas
		Have products certified by labels or standards: please specify % of products (not SKUs) that are certified by labels or standards
b		There is no product commitment, but it is committed toward doing business sustainably
c		No information available
d		Not applicable
		Please provide reasons for not applicable
PR 02	Process	Does the organization conduct LCA for its products/services?
a		Yes, the organization conducts LCA for its products/services and:
1		it is in accordance with:
1.1		ISO14040:2006 and ISO14044:2006
1.2		Any other international/national certification (please specify)

2		Coverage of the LCA in terms of % of products:
b		No LCAs are conducted.
c		No information available
d		Not applicable
		Please provide reasons for not applicable
PR 03	Process	What is the scope of LCA covered by the organization?
a		Information available
	1	Own operations (product/service within the premises of the organization)
	2	Upstream of product/service
	3	Downstream of product/service
	4	Full product/service life (Upstream and Downstream)
b		No LCAs are conducted.
c		No information available
d		Not applicable
		Please provide reasons for not applicable
PR 04	Results	Please indicate the benefits derived by conducting LCA.
a		Benefits derived by conducting LCA:

b		No information available
c		Not applicable
		Please provide reasons for not applicable
PR 05	Results	Please provide the percentage of significant product and service categories whose health and safety impacts are assessed for improvement.
a		Percentage of significant products:
b		Percentage of significant services:
c		No information available
d		Not applicable
		Please provide reasons for not applicable
PR 06	Results	Please list three products/services that are designed/modified to improve the environment characteristic (eco-friendly nature) or mitigate environmental impact during use and disposal. Please state the design/modification done to the product and benefits achieved.
a		Information available:
1		Product/Service 1
2		Product/Service 2
3		Product/Service 3
b		No information available
c		Not applicable

		Please provide reasons for not applicable
PR 07	Process	How does the organization display product information on the label?
a		Yes, the organization displays product information on the label over and above the regulatory requirement
b		The organization displays the product information on the label to the extent required by law
c		The organization does not display the product information on the label
d		No information available
e		Not applicable
		Please provide reasons for not applicable
PR 08	Process	Report whether the following information is required by the organization's procedures for product and service information and labeling:
a		The organization has set requirement for following information:
1		Sourcing of components of a product or service
2		Content, particularly with regards to substances that might have environmental or social impact
3		Safe product or service use
4		Product disposal and environmental/social impact
5		Others (explain):
b		No such requirement
c		No information available
d		Not applicable
		Please provide reasons for not applicable
PR 09	Results	Please provide total number of incidents of non-compliance with regulations and voluntary codes related to product and service information and labeling in the past five years.
a		Number of incidents:
b		No information available
c		Not applicable

		Please provide reasons for not applicable
PR 10	Results	Please provide total number of incidents of non-compliance with regulations and voluntary codes related to health and safety impact of products and services in the past five years.
a		Number of incidents:
b		No information available
c		Not applicable
		Please provide reasons for not applicable
PR 11	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 products and 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
PR 12	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
PR 13	Results	Please indicate percentage of reclaimed products and their packaging materials.
a		Information available:
1		Percentage of reclaimed products
2		Percentage of reclaimed packaging materials
b		No information available
c		Not applicable
		Please provide reasons for not applicable
PR 14	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
PR 15	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

ENVIRONMENT MANAGEMENT

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)
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 sites or subsidiaries certified with ISO 14001?
a		Percentage of sites certified with ISO 14001

b		Percentage of sites certified with an equivalent national/international standard (Please specify in the comment box below):
c		No sites 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
2.1		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?
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
EM 12	Results	What is the percentage of raw materials that were sourced sustainably (sourcing is done in environment friendly manner with consideration to human right issues as well)?
a		Percentage of raw materials sourced sustainably:
b		No information available
c		Not applicable
		Please provide reasons for not applicable
EM 13	Results	Please provide details of input raw materials used in the past five years (as per unit of production/sales) and targets for next 5 years.
a		Information available:
		Raw Material 1:
		Raw Material 2
		Raw Material 3
		Raw Material 4
		Raw Material 5
		Raw Material 6
		Raw Material 7
		Raw Material 8
		Raw Material 9
		Raw Material 10
b		The organization does not track this KPI.
c		No information available

d		Not applicable
		Please provide reasons for not applicable
EM 14	Results	What percentage of raw materials were recycled raw materials?
a		Percentage of raw materials that were recycled raw materials:
b		No information available
c		Not applicable
		Please provide reasons for not applicable
EM 15	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 16	Results	Please provide the specific energy consumption data and its breakup by source type: renewable and non-renewable and targets for next 5 years.
a		Information available:
1		Units
1.1		Renewable energy consumed
1.2		Nonrenewable energy consumed

1.3		Total energy consumed
1.4		Data Coverage (%)
2		FY [#Year - 5]
2.1		Renewable energy consumed
2.2		Nonrenewable energy consumed
2.3		Total energy consumed
2.4		Data Coverage (%)
3		FY [#Year - 4]
3.1		Renewable energy consumed
3.2		Nonrenewable energy consumed
3.3		Total energy consumed
3.4		Data Coverage (%)
4		FY [#Year - 3]
4.1		Renewable energy consumed
4.2		Nonrenewable energy consumed
4.3		Total energy consumed
4.4		Data Coverage (%)
5		FY [#Year - 2]
5.1		Renewable energy consumed
5.2		Nonrenewable energy consumed
5.3		Total energy consumed
5.4		Data Coverage (%)
6		FY [#Year - 1]
6.1		Renewable energy consumed
6.2		Nonrenewable energy consumed
6.3		Total energy consumed
6.4		Data Coverage (%)
		Next 5 years
		Please explain the trend for past years:
b		The organization does not track energy consumption.
c		No information available
d		Not applicable

		Please provide reasons for not applicable
EM 17	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 building
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 building
c		No information available
d		Not applicable
		Please provide reasons for not applicable
EM 18	Results	Please indicate the percentage of grid electricity used out of the total energy consumption and targets for next 5 years.
a		Information available:
1		Units
1.1		Grid electricity as % of total energy consumed
2		FY [#Year - 5]
2.1		Grid electricity as % of total energy consumed
3		FY [#Year - 4]
3.1		Grid electricity as % of total energy consumed

4		FY [#Year - 3]
4.1		Grid electricity as % of total energy consumed
5		FY [#Year - 2]
5.1		Grid electricity as % of total energy consumed
6		FY [#Year - 1]
6.1		Grid electricity as % of total energy consumed
b		The organization does not track purchased electricity
c		Purchased electricity is not a relevant indicator for the organization's business.
d		No information available
e		Not applicable
		Please provide reasons for not applicable
EM 19	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 20	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 21	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 22	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
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
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
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
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
5.16		Other (upstream)
5.17		Other (downstream)
5.18		Total Scope 3 emissions
		Please explain the trend for past years:
b		No information available
c		Not applicable
		Please provide reasons for not applicable
EM 23	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 24	Process	Does the organization use an internal price on carbon. If yes, please provide details and examples.
a		Yes, the organization uses an internal pricing on carbon. Please find the details below:
1		Scope that the emissions pertain to (i.e., scope 1, Scope 2 and/or Scope 3)
2		Type of internal carbon pricing
3		Rationale for employing a price
4		Actual price(s) used and variance (e.g., by time or region, or by the way it is used across the business or in specific business units or corporate divisions)
5		Process to determine price(s) and business division responsible
6		Examples of how carbon pricing has affected your business (e.g., business strategy, risk assessment or evaluation, emissions reduction, investment decisions)
7		Challenges with this process
b		No, but we anticipate doing so in the next 2 years
c		No, and we do not currently anticipate doing so in the next 2 years
d		No information available
e		Not applicable
		Please provide reasons for not applicable
EM 25	Results	Five-year records of NOX emissions and targets for next 5 years.
a		Information available:
1		Units
1.1		NOX emissions
1.2		Data coverage (%)

2		FY [#Year - 5]
2.1		NOX emissions
2.2		Data coverage (%)
3		FY [#Year - 4]
3.1		NOX emissions
3.2		Data coverage (%)
4		FY [#Year - 3]
4.1		NOX emissions
4.2		Data coverage (%)
5		FY [#Year - 2]
5.1		NOX emissions
5.2		Data coverage (%)
6		FY [#Year - 1]
6.1		NOX emissions
6.2		Data coverage (%)
b		The organization does not track NOX emissions.
c		NOX emissions is not a relevant indicator for the organization's business.
		Next 5 years
d		No information available
e		Not applicable
		Please provide reasons for not applicable
EM 26	Results	Five-year records of SOX emissions stack emissions and targets for next 5 years.
a		Information available:
1		Units
1.1		SOX emissions
1.2		Data coverage (%)
2		FY [#Year - 5]

2.1		SOX emissions
2.2		Data coverage (%)
3		FY [#Year - 4]
3.1		SOX emissions
3.2		Data coverage (%)
4		FY [#Year - 3]
4.1		SOX emissions
4.2		Data coverage (%)
5		FY [#Year - 2]
5.1		SOX emissions
5.2		Data coverage (%)
6		FY [#Year - 1]
6.1		SOX emissions
6.2		Data coverage (%)
b		The organization does not track Sox emissions.
c		SOX emissions is not a relevant indicator for the organization's business.
		Next 5 years
d		No information available
e		Not applicable
		Please provide reasons for not applicable
EM 27	Results	Please provide the records of volatile organic compounds (VOC) stack emissions and targets for next 5 years.
a		Information available:
1		Units
1.1		VOC emissions
1.2		Data coverage (%)
2		FY [#Year - 5]

2.1		VOC emissions
2.2		Data coverage (%)
3		FY [#Year - 4]
3.1		VOC emissions
3.2		Data coverage (%)
4		FY [#Year - 3]
4.1		VOC emissions
4.2		Data coverage (%)
5		FY [#Year - 2]
5.1		VOC emissions
5.2		Data coverage (%)
6		FY [#Year - 1]
6.1		VOC emissions
6.2		Data coverage (%)
b		The organization does not track VOC emissions.
c		VOC emissions is not a relevant indicator for the organization's business.
		Next 5 years
d		No information available
e		Not applicable
		Please provide reasons for not applicable
EM 28	Results	Please provide the records of Particulate Matter (PM) stack emissions and targets for next 5 years.
a		Information available:
1		Units

1.1		PM emissions
1.2		Data coverage (%)
2		FY [#Year - 5]
2.1		PM emissions
2.2		Data coverage (%)
3		FY [#Year - 4]
3.1		PM emissions
3.2		Data coverage (%)
4		FY [#Year - 3]
4.1		PM emissions
4.2		Data coverage (%)
5		FY [#Year - 2]
5.1		PM emissions
5.2		Data coverage (%)
6		FY [#Year - 1]
6.1		PM emissions
6.2		Data coverage (%)
b		The organization does not track PM emissions.
c		PM emissions is not a relevant indicator for the organization's business.
		Next 5 years
d		No information available
e		Not applicable
		Please provide reasons for not applicable
EM 29	Results	Please provide the records of Persistent Organic Pollutants (POP) stack emissions and targets for next 5 years.
a		Information available:

1		Units
1.1		POP emissions
1.2		Data coverage (%)
2		FY [#Year - 5]
2.1		POP emissions
2.2		Data coverage (%)
3		FY [#Year - 4]
3.1		POP emissions
3.2		Data coverage (%)
4		FY [#Year - 3]
4.1		POP emissions
4.2		Data coverage (%)
5		FY [#Year - 2]
5.1		POP emissions
5.2		Data coverage (%)
6		FY [#Year - 1]
6.1		POP emissions
6.2		Data coverage (%)
b		The organization does not track POP emissions.
c		POP emissions are not a relevant indicator for the organization's business.
		Next 5 years

d		No information available
e		Not applicable
		Please provide reasons for not applicable
EM 30	Results	Please provide the records of Hazardous Air Pollutants (HAP) stack emissions and targets for next 5 years.
a		Information available:
1		Units
1.1		HAP emissions
1.2		Data coverage (%)
2		FY [#Year - 5]
2.1		HAP emissions
2.2		Data coverage (%)
3		FY [#Year - 4]
3.1		HAP emissions
3.2		Data coverage (%)
4		FY [#Year - 3]
4.1		HAP emissions
4.2		Data coverage (%)
5		FY [#Year - 2]
5.1		HAP emissions
5.2		Data coverage (%)
6		FY [#Year - 1]
6.1		HAP emissions

6.2		Data coverage (%)
b		The organization does not track HAP emissions.
c		HAP emissions is not a relevant indicator for the organization's business.
		Next 5 years
d		No information available
e		Not applicable
		Please provide reasons for not applicable
EM 31	Process	Please select the option that best describes the procedures for assessing water risks and provide an explanation of why this option is suitable for the organization.
a		Water is integrated into a comprehensive, company-wide risk assessment process incorporating both direct operations and supply chain
b		Water is integrated into a comprehensive, company-wide risk assessment process incorporating direct operations only
c		Water is integrated into a comprehensive, company-wide risk assessment process incorporating the supply chain only
d		Water risk assessments undertaken independent of other risk assessments incorporating both direct operations and supply chain
e		Water risk assessments undertaken independent of other risk assessments across some direct operations
f		Water risk assessments undertaken independent of other risk assessments across some stages of the supply chain
g		Water risks are not assessed
h		Other (Please specify):
i		No information available
j		Not applicable
		Please provide reasons for not applicable
EM 32	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 33	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 34	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 35	Results	Please indicate the percentage of discharged water/effluents treated before disposal.
a		Percentage of discharged water/effluents treated before disposal:
b		The entire water is recycled and reused, and none is disposed
c		No information available
d		Not applicable
		Please provide reasons for not applicable
EM 36	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 37		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 38	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 39	Process	Please describe the plastic waste collection process. Is it in line with Extended Producer Responsibility (EPR)?
a		Information available:
b		No information available
c		Not applicable
		Please provide reasons for not applicable
EM 40	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 41	Process	Please indicate the third-party verification/assurance/ audit status that applies to the following along with auditing party details and standards used.
a		Information available:
		Energy usage data
		Grid electricity data
		SOx emissions data

		NOx emissions data
		VOC emissions data
		PM emissions data
		POP emissions data
		HAP emissions data
		Scope 1 emissions data
		Scope 2 emissions data
		Scope 3 emissions data
		Water usage data
		Waste generated data
b		No verification or assurance of environmental data is done
c		The organization does not track environmental data
d		No information available
e		Not applicable
		Please provide reasons for not applicable

EM 42	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 43	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		Number 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 44	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 45	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 46	L&I	Please elaborate how the organization evaluates its environment management process and uses the learnings 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
EM 47	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

b		No initiatives taken
c		No information available
d		Not applicable
		Please provide reasons for not applicable
EM 48	Results	Please list three improvements/innovations in processes or products that have led to environmental benefits during sourcing/production/distribution. Also elaborate on environmental benefits achieved
a		Information available:
1		Process improvement/innovation 1
2		Process improvement/innovation 2
3		Process improvement/innovation 3
b		No information available
c		Not applicable
		Please provide reasons for not applicable
EM 49	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 50	Process	How does the organization deal with ecological and human-made disasters?

a		Information available:
b		No information available
c		Not applicable
		Please provide reasons for not applicable
EM 51		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

BIODIVERSITY

Q. No.	Attributes	Biodiversity
BD 01	Leadership	Does the organization have a policy/commitment statement on biodiversity management?
a		Biodiversity policy in place with measurable commitment to reduce biodiversity impacts and dependencies of businesses operations and supply chain
b		Biodiversity conservation is included in environmental policies.
d		Policies and/or guidelines on biodiversity conservation are under consideration
e		No such policy/ commitment available
d		Not applicable
		Please provide reasons for not applicable
BD 02	Leadership	If yes, does the organization have a governance structure and a system in place to follow the policy?
a		If yes, please elaborate the governance structure and its mechanism and involvement of key executives
b		No formal governance structure in place
c		No information available
d		Not applicable
		Please provide reasons for not applicable
BD 03	Key Resources	Does the organization have a designated biodiversity champion?
a		Yes, the organization has a designated person responsible for looking after work related to biodiversity
b		New suggestion: No, the organisation has designated person looking after work related to biodiversity

c		No one responsible for biodiversity
d		Not applicable
		Please provide reasons for not applicable
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BD 04	Process	Does the organization have a long-term biodiversity management plan? Please elaborate
a		Yes, the organization has a long-term biodiversity management plan:
b		No, the organization does not have a long-term biodiversity management plan in place
c		No information available
d		Not applicable
		Please provide reasons for not applicable
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BD 05	Process	Is biodiversity addressed in ISO 14001 or EMS, certified environmental management system?
a		Yes, the organization has a certified environmental management system in place. Biodiversity is addressed
b		Yes, the organization has a certified environmental management system in place. Biodiversity is however not addressed
c		Yes, the organization has certified environmental management system in place, however biodiversity will be considered in future
d		No certified environmental management system is at place
e		Not applicable
		Please provide reasons for not applicable
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BD 06	Process	Please list the applicable legal/statutory/internal/global requirements to which organisation subscribes to, related to biodiversity aspects
a		Information Available

b		No information available
c		Not applicable
		Please provide reasons for not applicable
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BD 07	S/H I	Does the organization train its employees on biodiversity and ecosystem services?
a		Yes, all employees are trained on biodiversity & ecosystem services
b		Only those employees are trained who are associated with the project that might have biodiversity linkages
c		Employees are provided training on biodiversity as a part of environment training
d		No formal training is provided to the employees on biodiversity
e		Not applicable
		Please provide reasons for not applicable
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BD 08	S/H I	If yes, please describe the type and scope of programs implemented and assistance provided to create greater awareness on biodiversity and ecosystem services among employees
a		Information available
b		No information available
c		Not applicable
		Please provide reasons for not applicable
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BD 09	Process	Is the organization aware that its product or components of product may lead to an impact on biodiversity during the use phase? For example: -Fertilizers may end up in surface water, leading to eutrophication -Electronic equipment will use energy, contributing to climate change -Hazardous substances in a semi-conductor may emit to the soil when the electronic appliance ends up in landfill -Garments will be washed, using water and detergents

a		No, the organization never assessed how the use of our product / the product in which our component of the product is used might impact on biodiversity during the use phase
b		The organization has assessed the environmental impacts of the product or components of the product. However, never looked at this impact from the viewpoint of biodiversity
c		Yes, the organization has assessed how its product or product in which its component of the product is used might impact on biodiversity during the use phase
d		Not applicable
		Please provide reasons for not applicable
BD 10	S/H E	Does the organization gather and understand information concerning suppliers' impact on biodiversity (ex. the country of origin of raw materials, certification status, etc.)? Please describe activities undertaken to support better management of biodiversity and ecosystem services for suppliers
a		The organization gathers and understands information concerning critical and non-critical suppliers in accordance with our policy and standard
b		The organization gathers and understands information concerning critical suppliers in accordance with our policy and standard
c		The organization is collaborating with suppliers to implement a mechanism and a system to gather and understand it
d		No, the organization does to gather such information
e		No information available
d		Not applicable
		Please provide reasons for not applicable
BD 11	Process	Does the organization select parts/components made from materials which are sustainably sourced?
a		The organization select such materials for all relevant materials in accordance with its selection criteria
b		The organization select such materials for 50% of the relevant materials in accordance with its selection criteria
c		The organization select such materials for less than 50% of the relevant materials in accordance with its selection criteria
d		The organization is developing selection criteria
e		No, the organization does not procure parts/ components made from materials with less impact on biodiversity
f		Not applicable
		Please provide reasons for not applicable

BD 12	Process	Does the organization procure final products which are sustainable (impact on biodiversity)? Final products can range from raw materials for process, office supplies, computers and their accessories etc.
a		The organization procures all final products which are sustainable
b		The organization procures 70% of the final products which are sustainable
c		The organization procures less than 50% final products which are sustainable
d		The organization is aware of final products and their impact on biodiversity but doesn't procure sustainable products
e		No information available
f		No, the organization does not procure final products made from materials which are sustainable
d		Not applicable
		Please provide reasons for not applicable
BD 13	S/H E	Does the organization display product information on being sourced sustainably/less impacts on biodiversity on the label? (Sourced sustainably means products purchased which are certified by FSC, rain forest alliance etc.)
a		Yes, the organization displays relevant product label which is meant for sustainable sourcing
b		The organization displays the product label but not relevant to sustainable sourcing
d		The organization does not display product label
e		Not applicable
f		No information available
d		Not applicable
		Please provide reasons for not applicable
BD 14	Results	Does the organisation use any product (Biological resources) or is conducting research and development on product which fall under Normally Traded as Commodity (NTAC)? If not, then what measures has organization taken on it
a		The organization's products do not fall under NTAC and therefore it takes permission before R&D and is also paying money to state biodiversity boards/ National Biodiversity Authority to conserve the specific species as per Access and Benefit sharing mechanism
b		Organization is not aware of the Biodiversity Act and Access Benefit Sharing Guideline
c		No information available
d		Not applicable
		Please provide reasons for not applicable

BD 15	Results	Please state if any of your operations is located in or adjacent to protected areas and areas of high biodiversity value. Also state the management plan that is under implementation.
a		Information available:
b		No information available
c		Not applicable
		Please provide reasons for not applicable
BD 16	Results	Please elaborate on the nature of projects, cost incurred, their locations, and impact for the projects undertaken by the organization to improve biodiversity in protected/nearby areas
a		Information available:
1		Projects/Initiatives for own operations:
2		Projects/Initiatives for supply chain impacts:
3		Projects/Initiatives for product impacts:

4		Projects/Initiatives for transportation and distribution:
5		Any other:
b		No information available
c		Not applicable
		Please provide reasons for not applicable
BD 17	Results	Please report the size and location of habitat protected areas conserved or restored outside the operation boundary of the organisation
a		Information available:
b		No information available
d		Not applicable
		Please provide reasons for not applicable
BD 18	Results	Please provide the total number of IUCN Red List species and national conservation list species reported in and around business operations.
a		Total number of IUCN Red List species and national conservation list species

b		There are no IUCN Red List species and national conservation list species with habitats in affected areas
c		No information available
d		Not applicable
		Please provide reasons for not applicable
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BD 19	Results	Please provide details of Biodiversity Impact Assessment conducted
a		Information Available
b		No information available
c		Not applicable
		Please provide reasons for not applicable
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BD 20	Process	Does the organization's biodiversity impact assessments cover operation site and surrounding area?
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
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BD 21	Process	Does the organisation's biodiversity impact assessment also cover ecosystem services?
a		Yes, and the organization's biodiversity impact assessment covers ecosystem Services in it
		If yes, please provide the details of ecosystem services identified in biodiversity impact assessment

b		No, the organization's biodiversity impact assessment does not cover Ecosystem Services yet
c		No information available
d		Not applicable
		Please provide reasons for not applicable
BD 22	Process	Does the organization evaluate the impact of its activities, products, and services, supply chain, transportation, etc., on protected areas and areas of high biodiversity value outside protected areas?
a		Yes, the organization monitors and assesses the impact of the following:
1		Own operations
2		Supply chain
3		Products and services
4		Transportation and distribution
b		No, it does not monitor/assess the impact
c		No information available
d		Not applicable
		Please provide reasons for not applicable
BD 23	Process	If yes, please elaborate the process of the evaluation
a		Yes, the organization monitors and assesses the impact
b		No, it does not monitor and assess the impact
c		No information available
d		Not applicable
		Please provide reasons for not applicable

BD 24	Results	Describe impacts and dependencies on biodiversity and ecosystem services for sites that have undertaken assessment
a		Information available:
b		No information available
c		Not applicable
		Please provide reasons for not applicable
BD 25	Results	Describe the action plan to avoid, minimise, rehabilitate and offset biodiversity impacts
a		Information Available
b		No information available
c		Not applicable
		Please provide reasons for not applicable
BD 26	Process	Does the organization carry out nature conservation activities in factory premises, organization-owned land and ponds, or other types of land including leased land, and nature surrounding areas? e.g., Green Belt development etc.
a		The organization conducts research on the biodiversity of organization's premises and surrounding areas in all relevant factory premises and organization-owned land, based on which it carries out biodiversity conservation activities including nature conservation activities beyond what is required by law
b		The organization voluntarily carries out biodiversity conservation activities including nature conservation activities in premises and surrounding areas in half or more relevant factory premises and organization-owned land
c		The organization voluntarily carries out biodiversity conservation activities including nature conservation activities in premises and surrounding areas in some of relevant factory premises and organization-owned land
d		The organization is considering carrying out biodiversity conservation activities including nature conservation activities in factory premises and organization-owned land

e		The organization does not carry out voluntary biodiversity conservation activities including nature conservation activities in factory premises and organization-owned land
f		No information available
d		Not applicable
		Please provide reasons for not applicable
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BD 27	Key Resources	Please give details of investments made by the organisation on Biodiversity & ecosystem services in conservation, management, restoration etc. in last five years and provide targets for next five years
a		Information Available
b		No information available
d		Not applicable
		Please provide reasons for not applicable
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BD 28	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

BD 29	L&I	How does the board/top management review the initiatives towards biodiversity & ecosystem conservations? How are the learning's used to make improvements?
a		Description provided:
b		No information available
c		Not applicable
		Please provide reasons for not applicable
BD 30	Results	What are the future targets by organization on biodiversity mainstreaming, protecting and conservation in local area, or enhancing strategic partnership or enhancement on conservation? Please elaborate
a		Information Available
b		No information available
c		Not applicable
		Please provide reasons for not applicable
BD 31	S/H E	Does the organization partner with local governments, NGOs, and local communities for projects to conserve biodiversity? Please elaborate
a		Yes, the organization collaborates with the following on projects to conserve biodiversity:
1		Governments
2		NGOs
3		Local Communities
4		Others:
b		No, the organization conducts the conservation activities on its own

c		No information available
d		Not applicable
		Please provide reasons for not applicable
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BD 32	S/H E	Does the organization communicate externally concerning organization's policies, goals and results on biodiversity?
a		The organization releases policies, goals and results of conservation efforts on biodiversity
b		The organization releases policies and goals on biodiversity
c		The organization has and releases policies on biodiversity
d		The organization has policies on biodiversity but does not release it
e		No Information Available
d		Not applicable
		Please provide reasons for not applicable
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BD 33	S/H E	Does the organization communicate to its customer or engage with its customer about possibilities to limit impacts on biodiversity in the use phase? For example, ways to minimise energy use or water use are explained in the product's manual and / or the best way of product disposal is explained
a		Yes, the organization provide product information to customers on ways to limit impacts on biodiversity and actively engages with its customers by means of discussion and training
b		Yes, the organization provide product information to customers on ways to limit impacts on biodiversity and actively engages with its customers by means of discussion and training
c		No, the organization do not provide any information to customers on ways to limit impacts on biodiversity
d		No information available
d		Not applicable
		Please provide reasons for not applicable
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