

SAMPLE AWARDS QUESTIONNAIRE

CORPORATE EXCELLENCE

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/s? 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 Key Performance Indicators (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:

CORPORATE GOVERNANCE

Q. No.	Attributes	Corporate Governance
CG 01	Leadership	Board Structure (total of executive, non-executive and independent directors should be the total Board size):
a		Information available:
		Number of Executive Directors:
		Number of Non-Executive Directors:
		Number of Independent Directors:
b		No information available
c		Not applicable
		Please provide reasons for not applicable:
CG 02	Leadership	Is the organisation's Board Chairman separate from its CEO/MD?
a		Yes, the roles are separate
b		No, the role is joint
c		No information available
d		Not applicable
		Please provide reasons for not applicable:
CG 03	Leadership	Is the Chairman of the Board independent?
a		Yes, the chairman is an independent director
b		No, chairman is non-executive but not independent
c		No, chairman is an executive director
d		No information available
e		Not applicable
		Please provide reasons for not applicable:

CG 04	Process	How frequently do the Independent Directors meet separately?
a		Annually
b		Semi-annually
c		Quarterly
d		Ad hoc
e		No information available
f		Not applicable
		Please provide reasons for not applicable:
CG 05	Process	Are the Board responsibilities well-defined & documented? Please provide evidence for the following:
a		Yes, the organisation has defined the:
1		Responsibilities of Board
2		Board committee charters including roles & responsibilities
3		Both these documents are publicly available
b		Organisation is in the process of defining the Board level responsibilities.
c		No information available
d		Not applicable
		Please provide reasons for not applicable:



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

b		No, there is no Board level remuneration committee
c		No information available
d		Not applicable
		Please provide reasons for not applicable:
CG 10	Leadership	If there is a remuneration committee, does it have:
a		Yes, there is a remuneration committee with:
1		An independent chairman
2		More than 50% independent Board members
b		There is no remuneration committee
c		No information available
d		Not applicable
		Please provide reasons for not applicable:
CG 11	Process	Does the executive remuneration policy include performance-based, long-term and short-term incentive components?
a		Yes, the executive remuneration framework has performance-based, long-term and short-term incentive components
b		No, the remuneration of executives is not linked to their performance
c		No information available
d		Not applicable
		Please provide reasons for not applicable:
CG 12	Stakeholder External	Please provide details of remuneration:
a		Information available:
1		Ratio of CEO salary to median employee salary
b		No information available
c		Not applicable

		Please provide reasons for not applicable:
CG 13	Process	Is there a Board committee for Nomination?
a		Yes, the organisation has a Board level committee for nomination (please name):
b		No, there is no Board level nomination committee
c		No information available
d		Not applicable
		Please provide reasons for not applicable:
CG 14	Leadership	If there is a nomination committee, does it have:
a		Yes, there is a nomination committee with:
1		An independent chairman
2		More than 50% independent Board members
b		There is no nomination committee
c		No information available
d		Not applicable
		Please provide reasons for not applicable:
CG 15	Leadership	Does the organisation have women on Board?
1		Yes, and all are related to promoter. Total number of women on Board are:
2		Yes, some are related, and others are not related to promoter. Total number of women on Board are:
3		Yes, and none are related to promoter. Total number of women on Board are:
b		The organisation does not have any woman on Board
c		No information available
d		Not applicable
		Please provide reasons for not applicable:

CG 16	Process	Elaborate initiatives that have been taken by the nomination committee to improve gender diversity on the Board:
a		Initiatives taken:
b		No initiatives taken
c		No information available
d		Not applicable
		Please provide reasons for not applicable:
CG 17	Leadership	Is there a Board level committee for Stakeholder Relationship Management?
a		Yes, the organisation has a Board level committee for Stakeholder Relationship Management (please name):
b		No, there is no Board level committee for Stakeholder Relationship Management.
c		No information available
d		Not applicable
		Please provide reasons for not applicable:
CG 18	Stakeholder External	Does the organisation seek shareholders' approval on the following?
a		Yes, the organisation 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 19	Results	Do all the directors have less than seven mandates/other Board memberships?
a		Yes, all the directors have less than seven mandates

b		Not all the directors have less than seven mandates
c		No information available
d		Not applicable
		Please provide reasons for not applicable:
CG 20	Process	Does the organisation conduct performance evaluation of the Board?
a		Information available:
1		Yes, an internal evaluation is conducted:
		i. Every Year.
		ii. Once in 2/3 years.
		iii. Not regularly.
2		Yes, an external evaluation is conducted:
		i. Every Year
		ii. Once in 2/3 years
		iii. Not regularly
b		No performance evaluation process in place
c		No information available
d		Not Applicable
		Please provide reasons for not applicable:
CG 21	Process	Please describe the process for Board performance evaluation.
a		Information available:
1		Internal assessment process:
2		External assessment process:
b		No performance evaluation process in place

c		No information available
d		Not applicable
		Please provide reasons for not applicable:
CG 22	Process	Does the Board have a Policy/Code of Conduct to ensure conflicts of interest are avoided and managed?
a		Yes, the Board has a policy to avoid any conflict of interest
b		No such policy exists but general discussion found on conflict of interest
c		No policy/no discussion
d		No information available
e		Not applicable
		Please provide reasons for not applicable:
CG 23	Process	Does the organisation 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 24	Stakeholder External	Does the organisation disclose education, experience and other Board membership of its Board members?
a		Yes, the organisation discloses:
1		Education
2		Experience
3		Other Board membership
b		No information available
c		Not applicable

		Please provide reasons for not applicable:
CG 25	Results	Does the organisation disclose the following:
a		Yes, the organisation publicly discloses:
1		Number of Board meetings
2		Attendance of each director at Board meetings
3		Number of times each committee has met
4		Attendance of each director at committee meetings
b		No information available
c		Not applicable
		Please provide reasons for not applicable:
CG 26	Stakeholder External	Does the organisation disclose all the related party transactions in the Annual Report or Directors' Report?
a		Yes, the organisation 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 27	Stakeholder External	Does the organisation publicly disclose the process to determine executives' and directors' remuneration?
a		Yes, the remuneration framework of executives and directors is publicly disclosed
b		No public disclosure
c		No information available
d		Not applicable
		Please provide reasons for not applicable:

CG 28	Stakeholder External	Does the organisation communicate the remuneration/ compensation of the Board of directors/supervisory Board members and other highest paid directors/key management personnel (e.g. CEO) externally?
a		Yes, on an individual level for each Board member and CEO and additional highest paid senior executives, please indicate weblink.
b		Yes, on an individual level for each Board member and CEO, please indicate weblink.
c		Yes, on an aggregated level for non-executive directors and on aggregated level for executive directors, please indicate weblink.
d		Yes, on an aggregated level only for the Board/supervisory Board, please indicate weblink.
e		No, the organisation do not communicate this information externally
f		No information available
g		Not applicable
		Please provide reasons for not applicable:
CG 29	Stakeholder External	Does the organisation communicate what part of total compensation for key management personnel consist of variable pay and under what conditions payments are received?
a		Yes, the organisation publicly disclose the ratio between fixed and performance-based compensation (i.e. a clear indication of the share of total compensation which is "at risk" and performance-based). Please indicate weblink.
b		Yes, the organisation publicly disclose what performance metrics are relevant for performance-based variable compensation. Please indicate weblink.
c		Yes, the organisation publicly disclose the weightings between performance metrics for performance-based variable compensation. Please indicate weblink.
d		Yes, the organisation publicly disclose the performance targets that need to be met for performance-based variable compensation. Please indicate weblink.
e		No, the organisation do not have performance-based variable pay, but we disclose this publicly. Please indicate weblink.
f		No, the organisation do not communicate this information externally
g		No information available
h		Not applicable
		Please provide reasons for not applicable:
CG 30	Process	Please state which all metrics are used by the organisation to determine the variable compensation to be paid out to the key management personnel:
a		Information available:
1		Financial metrics:
2		Internal financial metrics (EPS, revenue, operating income, etc.)

3		External financial metrics (TSR, share price, etc.)
4		Perception/reputational metrics (NPS, consumer satisfaction, etc.):
5		Environmental metrics (emissions reduction, green investment, etc.):
6		People related metrics:
7		Health and Safety
8		Employee Development
9		Others:
10		CSR metrics (total donations, impact KPIs, etc.)
b		We do not payout variable compensation
c		No information available
d		Not applicable
		Please provide reasons for not applicable:
CG 31	Process	Does the organisation have a clawback/recoupment policy in place that covers ethical/conduct related aspects?
a		Yes, claw back policy is in place. Please describe:
b		No such policy in place
c		No information available
d		Not applicable
		Please provide reasons for not applicable:
CG 32	Results	Please indicate audit and non-audit fees paid to auditors in the past financial year (please provide absolute figures in INR).
a		Fees paid out for both audit and non-audit services:
1		Same organisation provides audit as well as other consulting services:
		Audit fees (including audit and related fees):
		Non-audit fees:
2		Consulting services are provided by a different firm:

		Audit fees (including audit and related fees)
		Non-audit fees
b		No fees paid for non-audit services in the past financial year. The audit fees paid was:
c		No information available
d		Not applicable
		Please provide reasons for not applicable:
CG 33	Leadership	How does the organisation focus on Sustainability issues?
a		A Board level Sustainability Committee is present (please name):
b		Sustainability Committee led by the top management
c		An advisory committee is present (not at Board level)
d		Ad hoc engagement on various issues with the relevant teams
e		No information available
f		Not applicable
		Please provide reasons for not applicable:
CG 34	Process	How are sustainability elements reflected in the organisation's vision, mission, strategies, and policies?
a		Description provided:
b		No information available
c		Not applicable
		Please provide reasons for not applicable:
CG 35	Learning & Innovation	Please elaborate the organisation's process to review sustainability performance (in line with the stated vision) at Board/top management level. How the outputs of review are analysed and used for learning and improvements?
		Information available:
a		Description provided:

b		No information available
c		Not applicable
		Please provide reasons for not applicable:
CG 36	Leadership	Does the organisation become part of public policy advocacy related to sustainability? Please mention policies advocated:
a		Yes, public policy advocacy on sustainability is done:
		Environmental aspects
		Social aspects
		Governance aspects
b		No policy advocacy on sustainability issues
c		No information available
d		Not applicable
		Please provide reasons for not applicable:

BUSINESS ETHICS

Q. No.	Attributes	Business Ethics
BE 01	Leadership	Does the organisation have a Code of Conduct/ethics policy?
a		Yes, the organisation has a Code of Conduct/ethics policy
b		No, the organisation 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	Stakeholder Internal	If there is a Code of Conduct/ethics policy available, who does this policy apply to?
a		The Code of Conduct/ethics policy applies to:
1		Employees
2		Joint ventures
3		Suppliers
4		Consultants
5		NGOs
6		Subsidiaries
b		No Code of Conduct/ethics policy
c		No information available
d		Not applicable
		Please provide reasons for not applicable:
BE 04	Stakeholder Internal	Does the organisation communicate its Code of Conduct/ethics policy to all relevant stakeholders?
a		Yes, through the following ways:
1		Communicated during employee orientation
2		Part of contractual agreement with relevant stakeholders
3		Updates on the policy communicated regularly
4		Policy refresher emails sent regularly
b		No information available
c		Not applicable
		Please provide reasons for not applicable:
BE 05	Stakeholder Internal	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 organised on Code of Conduct
d		No training provided
e		No information available
f		Not applicable
		Please provide reasons for not applicable:
BE 06	Key Resources	Who are the trainers?
		Internal
		External
		No information available
		Not applicable
		Please provide reasons for not applicable:
BE 07	Results	What is the percentage of 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 organisation employ an ethics and compliance officer? If yes, please provide his/her name and designation.
a		Yes, the organisation has an ethics and compliance officer (Please give name and designation):
b		It is managed by HR
c		It is managed by another department (Please mention):
d		No separate person identified
e		No information available
f		Not applicable
		Please provide reasons for not applicable:
BE 09	Leadership	Does the Board have an oversight on the following issues?
a		Yes, the Board has an oversight on the following:
1		Ethics and compliance to Code of Conduct
2		Actions taken to address those issues
b		No, the Board does not have an oversight on the stated issues
c		No information available
d		Not applicable
		Please provide reasons for not applicable:
BE 10	Leadership	Are the code and ethics and compliance program reviewed at least annually by the senior management to determine if it needs to be updated due to business, legal, or regulatory changes?
a		Yes, the code and ethics and compliance program is reviewed by the senior management (at least once a year)

b		No defined timeline for review/reviewed after more than a year
c		No information available
d		Not applicable
		Please provide reasons for not applicable:
BE 11	Stakeholder Internal	Does the organisation have mechanisms for seeking advice on Code of Conduct (ethical and lawful behaviour and matter related to integrity) for both internal and external stakeholders? If yes, please elaborate.
a		Yes, the organisation has mechanisms in place
		Description provided
b		No, the organisation does not have a mechanism for seeking advice on Code of Conduct from stakeholders
c		No information available
d		Not applicable
		Please provide reasons for not applicable:
BE 12	Process	What measures are in place to ensure effective implementation of the Code of Conduct/ethics policy?
a		Following systems are in place to ensure effective implementation of Code of Conduct/ethics policy:
1		Roles & responsibilities well defined
2		Investigation system and Warning system in place
3		Disciplinary actions (zero tolerance policy, termination, legal actions, etc.) taken in case of non-compliance
4		Compliance considered in individual performance evaluation (promotions, hikes etc.)
b		No information available
c		Not applicable
		Please provide reasons for not applicable:
BE 13	Stakeholder External	Does the organisation conduct ethical due diligence of candidates before hiring?
a		Yes

b		No
c		No information available
d		Not applicable
		Please provide reasons for not applicable:
BE 14	Process	Is due diligence of employees part of annual appraisal?
a		Yes
		The process is handled by:
a.1		Internally
a.1.1		The person responsible for is
a.2		Outsourced to external agency
a.2.1		Name the external agency
b		No
c		No information available
d		Not applicable
		Please provide reasons for not applicable:
BE 15	Stakeholder Internal	Does the organisation have a confidential or anonymous whistle-blowing mechanism to report on Code of Conduct/ethics policy breaches?
a		Yes, the organisation has a confidential or anonymous whistle-blowing mechanism, which is available to:
1		Internal stakeholders
2		External stakeholders
b		No confidential or anonymous whistle-blowing mechanism
c		No information available
d		Not applicable
		Please provide reasons for not applicable:

BE 16	Results	How many cases of breach of conduct were reported in the past financial year?
a		Number of cases reported:
b		No, the organisation does not publicly report breaches but internally tracks the number
c		The organisation neither reports nor tracks breaches
b		No information available
d		Not applicable
		Please provide reasons for not applicable:
BE 17	Results	Please provide the breakdown of such cases by:
a		Information available:
1		Corruption and bribery
2		Human rights
3		Health and safety
4		Unfair trade practices/Antitrust
5		Irresponsible advertising
6		Conflict of interest:
b		There were no cases of breach of conduct
c		The organisation 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 organisation neither reports nor tracks breaches
d		No information available
e		Not applicable
		Please provide reasons for not applicable:
BE 19	Results	What are the total number of cases identified by the organisation as cases of leak or theft of customer data?
a		There have been no cases of leak or theft of data
b		Number of cases
d		No information available
e		Not applicable
		Please provide reasons for not applicable:

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		Not applicable
		Please provide reasons for not applicable:
RM 02	Learning & Innovation	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 organisation'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 organisation assess its risks through various tools?
a		Yes, the organisation uses:
1		Risk maps
2		Sensitivity analysis and stress testing
3		Other tools:
b		No information available
c		Not applicable
		Please provide reasons for not applicable:
RM 05	Process	Does the organisation perform sensitivity analysis and stress testing?
a		Yes, the organisation produces comprehensive scenarios on factors (in addition to financial risks; such as strategic business risks, market/business environment risks, operational risks, and compliance risks). Please specify which risks are included in the sensitivity analysis/stress testing:
b		Yes, the main focus is on changes in financial risks, such as exchange and interest rates
c		No, the organisation does 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 organisation.
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 organisation 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 organisation 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 09	Process	What are the top three important long-term (3-5 years+) emerging risks, mitigation approach that the organisation identifies as having the most significant impact on the business in the future?
a		Yes, the organisation identifies emerging risks and has a mitigation approach.
		Particulars
		Risk 1
		Risk 2
		Risk 3
		Risk 1
		Description of risk
		Potential business impact of risk
		Mitigation actions undertaken or strategies to deal with them
		Risk 2
		Description of risk
		Potential business impact of risk
		Mitigation actions undertaken or strategies to deal with them
		Risk 3
		Description of risk
		Potential business impact of risk
		Mitigation actions undertaken or strategies to deal with them
b		No, the organisation do not identify significant risks
c		No information available
d		Not applicable
		Please provide reasons for not applicable:

RM 10	Leadership	What strategies does the organisation pursue in order to promote and enhance an effective risk management culture throughout the organisation?
		Information available:
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 organisation 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 organisation, 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 organisation 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 organisation 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 organisation 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 organisation 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 organisation 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 organisation 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
TD 01	Process	Which of the following does the organisation publicly report/publish?
a		Integrated report
b		Separate Reports
1		Sustainability report
2		BRSR report
c		Combined report (Sustainability & BRSR 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 organisation'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 organisation report sustainability issues in accordance with recognised standards?
a		Yes, the sustainability reporting is in accordance with:

1		IIRC's <IR> Framework
2		GRI Standard
3		SEBI guidelines on business responsibility reporting
4		Any other reporting standard:
b		There is no sustainability reporting
c		No information available
d		Not applicable
		Please provide reasons for not applicable:
TD 04	Process	Who assures the Sustainability report?
a		The Sustainability report is:
1		Internally assured
2		Externally assured in line with international standards (such as AA1000 and ISAE 3000)
		The assurance statement is publicly available and includes:
1		Standards used
2		Declaration of independence
3		Scope of the assurance (clear indication on which KPIs are assured)
4		A conclusion to the assurance process
b		No, the sustainability report is not assured
c		No information available
d		Not applicable
		Please provide reasons for not applicable:
TD 05	Process	Does the organisation conduct materiality analysis to identify the most relevant sustainability aspects to report on? Please elaborate on the process, identification and prioritisation of issues and engagement with stakeholders.
a		Yes, the organisation conducts materiality analysis:

		Description provided:
b		No, the organisation does not conduct materiality analysis
c		The company is in process of conducting materiality analysis
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 organisation through materiality analysis.
a		Key material aspects identified are:
1		Description:
1.1		First material aspect
1.2		Second material aspect
1.3		Third material aspect
1.4		Fourth material aspect
1.5		Fifth material aspect
2		Strategy:
2.1		First material aspect
2.2		Second material aspect
2.3		Third material aspect
2.4		Fourth material aspect
2.5		Fifth material aspect
3		Key performance indicators/metrics:
3.1		First material aspect
3.2		Second material aspect
3.3		Third material aspect
3.4		Fourth material aspect

3.5		Fifth material aspect
4		Long Term Target:
4.1		First material aspect
4.2		Second material aspect
4.3		Third material aspect
4.4		Fourth material aspect
4.5		Fifth material aspect
b		The company is in process of conducting materiality analysis
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 aspects?
a		Financial implications for material aspects provided
		First material aspect
		Second material aspect
		Third material aspect
		Fourth material aspect
		Fifth material aspect
b		The organisation does not measure financial implication of material aspects
c		No information available
d		Not applicable
		Please provide reasons for not applicable:
TD 08	Learning & Innovation	Please elaborate how the organisation 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:

Sample Questionnaire

FINANCIAL PERFORMANCE

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

2.7		Debt
2.8		Equity
2.9		Earnings Per Share [EPS]
3		Taxes Paid [Excise Duty, Income Tax, etc.]
3.1		Turnover per Employee
3.2		Total Spend on CSR activities [refer Guidance Document]
3.3		Spend on CSR activities as % of net profit
3		FY [#Year -3]
3.1		Turnover
3.2		Operating Profit [EBIDTA Earnings Before Interest, Depreciation, Tax & Amortisation]
3.3		Profit After Tax [PAT]
3.4		Cash & Cash Equivalent
3.5		Net Receivables
3.6		Inventory
3.7		Debt
3.8		Equity
3.9		Earnings Per Share [EPS]
4		Taxes Paid [Excise Duty, Income Tax, etc.]
4.1		Turnover per Employee
4.2		Total Spend on CSR activities [refer Guidance Document]
4.3		Spend on CSR activities as % of net profit
4		FY [#Year -2]
4.1		Turnover
4.2		Operating Profit [EBIDTA Earnings Before Interest, Depreciation, Tax & Amortisation]
4.3		Profit After Tax [PAT]
4.4		Cash & Cash Equivalent

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

4		Inventory turnover Ratio
5		Return on capital employed Ratio
6		Return on asset Ratio
7		Return on Equity Ratio
8		Earnings Per Share Ratio
9		Dividend Payout Ratio
b		No information available
c		Not applicable
		Please provide reasons for not applicable:
FP 02	Process	What drives the investment decision of the company? (Illustrate indicating the selected choices)
a		Information available
1		Risk-free Returns
2		Payback Period
3		ESG Considerations
4		Necessary Diversifications
b		No information available
c		Not applicable
		Please provide reasons for not applicable:
FP 03	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:

Sample Questionnaire

EMPLOYEE DEVELOPMENT

Q.No.	Attributes	Employee Development
ED 01	Process	Does the organisation 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: (internal and external instructors)
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 organisation promotes training & development among employees?
a		The organisation 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 organisation 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:
a		Information available:
		Top management
		Middle management
		Lower management
		Other employees
b		The organisation does not track this KPI
c		No information available
		Not applicable
		Please provide reasons for not applicable:

ED 06	Results	Do you measure the benefit of the training programs to the organisation?
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 Employee Development Return on Investment (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:
ED 07	Process	Does the organisation 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 organisation 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:
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, the responsibility rests with HR department
c		No information available
d		Not applicable
		Please provide reasons for not applicable:
ED 11	Process	Does the organisation 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:
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 so as to not let the same be a risk or significant costs?
		Information available:
		No information available
		Not applicable
		Please provide reasons for not applicable:
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

Sample Questionnaire

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 organisation 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 organisation's stakeholder (both internal and external) engagement process.
a		Information available:
		Person responsible for stakeholder engagement at a group level
		Details on engagement with stakeholders:
1		Mechanism for engagement
1.1		Employees

1.2		Customers
1.3		Investors
1.4		Community
1.5		Government/Regulator
1.6		NGOs
1.7		Media
1.8		Others
2		Frequency of engagements
2.1		Employees
2.2		Customers
2.3		Investors
2.4		Community
2.5		Government/Regulator
2.6		NGOs
2.7		Media
2.8		Others
3		Outcome of engagements
3.1		Employees
3.2		Customers
3.3		Investors
3.4		Community
3.5		Government/Regulator
3.6		NGOs
3.7		Media
3.8		Others
4		Benefits derived from engagement

4.1		Employees
4.2		Customers
4.3		Investors
4.4		Community
4.5		Government/Regulator
4.6		NGOs
4.7		Media
4.8		Others
b		No information available
c		Not applicable
		Please provide reasons for not applicable:
SE 04	Results	Please describe the key topics and concerns that have been raised through stakeholder engagement and how the organisation 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:
SE 05	Results	Please indicate frequency, outcome and measures taken to achieve targets of stakeholder perception analysis
a		Information available:
1		Consumers or direct consumers
		Frequency
		Score in 2021%
		Score in 2020%
		Score in 2019%
		Measures taken to achieve target
		Governments or regulators
		Frequency
		Score in 2021%
		Score in 2020%
		Score in 2019%
		Measures taken to achieve target
		NGOs
		Frequency
		Score in 2021%

		Score in 2020%
		Score in 2019%
		Measures taken to achieve target
		Investors
		Frequency
		Score in 2021%
		Score in 2020%
		Score in 2019%
		Measures taken to achieve target
		Others, please specify:
		Frequency
		Score in 2021%
		Score in 2020%
		Score in 2019%
		Measures taken to achieve target
b		No, stakeholder perception analysis not undertaken
d		No information available
e		Not applicable
		Please provide reasons for not applicable:
SE 06	Process	What initiatives have been taken by the organisation to engage with disadvantaged, vulnerable and marginalised stakeholders?
a		Following are the initiatives taken:
b		No, it has not identified disadvantaged, vulnerable, and marginalised 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	Learning & Innovation	Please elaborate how the organisation 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	Learning & Innovation	How are the learnings from good and bad experiences shared within the organisation?
a		Yes, learnings are shared within the organisation using these approaches/tools
		1. Intranet sites
		2. Debriefing sessions
		3. Road Shows
		4. Training modules
		5. Internal conferences
		6. Others
b		No, learnings are shared selectively
c		No information available
d		Not applicable



		Please provide reasons for not applicable:

Sample Questionnaire

HUMAN RIGHTS

Q.No.	Attributes	Human Rights
HR 01		Is the organisation 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 organisation have a policy on human rights?
a		The organisation is publicly committed to human rights by:
a1		The organisation has a human rights policy in place, and it is publicly available
a2		The organisation has publicly committed to support the Universal Declaration of Human Rights
b		The organisation is committed to human rights, but not publicly:
b1		The organisation has a human rights policy in place, but it is not publicly available
b2		The organisation has not publicly committed to support the Universal Declaration of Human Rights
c		The organisation neither has a human rights policy, nor is it committed to support the Universal Declaration of Human Rights
d		No, the organisation 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 organisation 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 organisation 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 is 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	Stakeholder External	Who does the human rights policy apply to?
a		The policy applies to:
1		Employees
2		Joint ventures
3		Suppliers (vendors and distributors, among others)
4		Contractors
5		NGOs
6		Subsidiaries

b		No formal human rights policy is in place
c		No information available
d		Not applicable
		Please provide reasons for not applicable:
HR 06	Leadership	Does the Board/top management have an oversight over organisational approach towards human rights?
a		Yes, the Board/top management has an oversight of the organisation'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 organisation 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 organisations/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 organisations
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/Contract Workers/Consultants:
b		No information available
c		Not applicable
		Please provide reasons for not applicable:
HR 10	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 11	Results	Please indicate the percentage of cases that were resolved out of the total complaints received in the past financial year relating to the following:
a		Percentage of cases resolved:
1		Child labor/Forced labor
1.1		Data available
1.2		No Cases
1.3		No information available.
2		Sexual harassment (POSH)

2.1		Data available
2.2		Complaints specific to female employees/workers
2.3		No Cases
2.4		No information available
3		Discrimination
3.1		Data available
3.2		No Cases
3.3		No information available
4		Any other case (Please specify)
4.1		Data available
4.2		No Cases
4.3		No information available
b		No complaints on human rights issues were received in the past financial year
c		No information available
d		Not applicable
		Please provide reasons for not applicable:
HR 12	Process	What are the systems in place to ensure effective communication & implementation of HR policies?
a		Following systems are in place to ensure effective communication & implementation of HR Policies:
1		Human rights part of the induction program for new employees.
2		Refresher emails sent out to employees regularly
3		Policy document available to employees over intranet
4		Compliance to HR Policies part of the contract of employment
5		Compliance considered in the performance evaluation of employees.
b		No such systems in place
b		No information available

c		Not applicable
		Please provide reasons for not applicable:
HR 13	Process	What is the remedy-mechanism in place to report violations or concerns on human rights issues?
a		Yes, there is a remedy mechanism:
1		It is for use for both Internal and External Stakeholders
2		Complaint escalation rests solely on one department or depending on nature of complaints other departments are involved
3		Remedy provided is acceptable to both affected and affecting party
4		Effectiveness and trend-analysis performed for reported concerns/violations
b		No, the organisation does not have a ready remedy-mechanism in place but is currently working on framing the same
c		No, the organisation does not have a remedy-mechanism in place
d		No information available
e		Not applicable
		Please provide reasons for not applicable:
HR 14	Learning & Innovation	Please elaborate how the organisation evaluates its approach for human rights and how the learnings are used to make improvements. Please provide details on roles and responsibilities, frequency, output, etc.
a		Description provided:
b		No information available
c		Not applicable
		Please provide reasons for not applicable:
HR 15	Process	Describe the complaint receiving mechanism in place pertaining to human rights violation. Provide details on its availability, authority/function in charge of receiving and resolving complaints and complaint closure mechanism.
a		Information available:
b		No information available
c		Not applicable

		Please provide reasons for not applicable:
HR 16	Results	What percentage of security personnel (owned and third-party) 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 17	Process	How does the organisation ensure responsible recruitment of employees?
a		Information available:
b		Organisation does not ensure responsible recruitment
e		No information available
f		Not applicable
		Please provide reasons for not applicable:
HR 18	Stakeholder Internal	How does the organisation ensures to create the workplace diverse and inclusive? Also enumerate upon the perceived benefits from maintaining a healthy diversity among the workforce.
a		Information available:
		No information available
		Not applicable
		Please provide reasons for not applicable:
HR 19	Process	What constitutes the process for determining fair remuneration?
a		Information available:
1		Process as per remuneration policy is followed

2		Independent remuneration consultants determine part of remuneration
3		Internal as well as external equity is maintained in deciding the remuneration
4		Well defined guidelines for merit bonuses
5		Pay audits are conducted
b		No process for determining fair remuneration
c		No information available
d		Not applicable
		Please provide reasons for not applicable:
HR 20	Leadership	Does the organisation commit to maintaining remuneration parity across gender and report the same?
a		The organisation is committed to maintain remuneration parity across gender and reports the same
b		The organisation is committed to maintain remuneration parity across gender but does not report the same
c		The organisation does not have a commitment but ensures remuneration parity across gender
d		The organisation is not committed and does not ensure remuneration parity across gender
e		No information available
f		Not applicable
		Please provide reasons for not applicable:
HR 21	Results	Please provide the percentage of wage costs allocated to employees in smaller towns in relation to the total wage cost.
a		Information available:
		Wages paid to persons employed in smaller towns (permanent or non-permanent /on contract) as % of total wage cost
b		No information available:
c		Not applicable
		Please provide reasons for not applicable:
HR 22	Stakeholder Internal	What are the infrastructural changes/adaptation done by the organisation to accommodate Differently Abled People?

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 differently abled people? 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
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Sample Questionnaire

OCCUPATIONAL HEALTH AND SAFETY

Q. No.	Attributes	Occupational Health & Safety
HS 01	Leadership	How does the organisation demonstrate its commitment to occupational health and safety (OHS)?
a		The organisation 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 organisation 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 organisation?
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 organisation get audited for health and safety?
a		Information available:
1		FY [#Year - 5]

1.1		Sites Audited%
2		FY [#Year - 4]
2.1		Sites Audited%
3		FY [#Year - 3]
3.1		Sites Audited%
4		FY [#Year - 2]
4.1		Sites Audited%
5		FY [#Year - 1]
5.1		Sites Audited%
6		Next 5 years
b		No audit process for health and safety
c		No information available
d		Not applicable
		Please provide reasons for not applicable:
HS 04	Process	Please elaborate on the following:
a		Description provided:
1		Process of identification of health and safety risks and strategies to deal with them:
2		Method of communication of health and safety risks to employees:
3		Instances where the risk was reduced/health and safety performance was improved:
b		No information available
c		Not applicable
		Please provide reasons for not applicable:
HS 05	Results	What is the percentage of employees who attended health and safety trainings in the past financial year?
a		Percentage indicated:

1		Percentage of permanent employees
2		Percentage of contractual 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	Stakeholder Internal	Does the organisation offer the following to its employees?
a		Yes, the organisation offers:
1		Work-related stress management advice and assistance
2		Employee Wellness programs and fitness activities [including gymnasium, yoga, cyclathon etc.]
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
		Others (counselling to families, employee assistance programs etc.)
b		No information available
c		Not applicable
		Please provide reasons for not applicable:
HS 07	Stakeholder Internal	Does the organisation have an emergency preparedness response plan for all identified potential emergencies?
a		Yes, the organisation 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 organisation is currently developing an emergency preparedness response plan
c		No, the organisation 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.
a		Permanent Employees LTIFR
b		Contractual 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		Contractual 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
		Contractual 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 permanent disabilities in the reporting period.
a		Number of permanent disabilities provided:
i		Permanent Employees disabilities
ii		Permanent Contractual Employees disabilities (includes fixed-term contract as well as third-party contract)
b		No information available:
c		Not applicable
		Please provide reasons for not applicable:
HS 12	Results	Please indicate the number of fatalities in the reporting period.
		Number of fatalities provided:
		Permanent Employees fatalities
		Contractual Employees fatalities (includes fixed-term contract as well as third-party contract)
		No information available
		Not applicable
		Please provide reasons for not applicable:
HS 13	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 14	Process	Has the organisation set health and safety performance targets? Please indicate the targets.
a		Yes, the organisation has set targets
b		No, the organisation has not set any target
c		No information available
d		Not applicable
		Please provide reasons for not applicable:
HS 15	Learning & Innovation	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 16	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 17	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 18	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		Ad hoc measures to manage overtime work
c		No information available
d		Not applicable
		Please provide reasons for not applicable:
HS 19		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 organisation have a CSR policy that highlights the organisation's focus areas/priorities? Please elaborate.
a		Yes, the organisation has a policy that highlights its focus areas:
		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:
CC 03		How innovative are the organisation'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 (eg. 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 organisation's business strategy? Please describe.
a		Yes, focus areas are aligned to the organisation's business strategy:
b		No, priorities are not linked to the organisation'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 organisation?
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:
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:
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		Description provided

B		No information available
c		Not applicable
		Please provide reasons for not applicable:
CC 11	Process	Does the organisation conduct due diligence of the implementation partners? Please elaborate the process.
a		Yes, the organisation conducts due diligence of its implementation partners
b		The organisation is currently developing a system to conduct due diligence of its implementation partners
c		No, the organisation does not conduct due diligence of its implementation partners
d		No information available
e		Not applicable
		Please provide reasons for not applicable:
CC 12		Are you mandated to spend 2% on CSR activities?
		Yes
		No
CC 13		Please provide the details of spends made by the organisation 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 organisation's own foundation
3		Directly by the organisation
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 14		How does the organisation monitor and evaluate its CSR projects?
		Provide description:
		No information available
		Not applicable
		Please provide reasons for not applicable:
CC 15	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 organisation 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 16	Process	Does the organisation 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 /assessed. Please present the report during site assessment.
a		Methodology description:
b		The organisation does not calculate any such value
c		No information available
d		Not applicable
		Please provide reasons for not applicable:
CC 17	Process	Does the organisation conduct impact studies of CSR projects?
a		Yes, the organisation conducts 3rd party assessment for the CSR projects
b		Yes, the organisation conducts internal assessment for the CSR projects
c		No, there is no process in place for assessments
d		No information available
e		Not applicable as they are not mandated to conduct impact assessment
f		Please provide reasons for not applicable:
CC 18	Learning & Innovation	Please elaborate on how the organisation has used the learnings and recommendations from the impact assessments 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 19	Stakeholder External	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 20	Stakeholder External	Describe the process for community complaints?
a		Description provided:
b		No information available
c		Not applicable
d		Please provide reasons for not applicable:
CC 21	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 22	Stakeholder Internal	Does the organisation 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 HR KRAs/performance appraisals
c		Structured & mandatory system but not linked to HR KRAs/performance appraisals
d		Structured but voluntary system, & not linked to HR KRAs/performance appraisals
e		Structured but voluntary system linked to performance appraisals/incentives
f		No structure, left to employees to volunteer
g		The organisation 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 23	Results	Does the organisation measure the benefits of encouraging employee participation in CSR activities? If yes, please mention the benefits realised 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 24	Stakeholder External	How does the organisation 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:



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Sample Questionnaire

SUPPLY CHAIN

Q.No.	Attributes	Supply chain
SC 01	Process	Please indicate if the organisation is undertaking spend analysis of its supply chain as well as the scope of this analysis.
		Yes, the organisation 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 organisation 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.
		Information available:
		Yes, the organisation 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		Description provided:
b		Organisation does not ensure diversity among its suppliers
c		No information available

d		Not applicable
		Please provide reasons for not applicable:
SC 04	Stakeholder External	Does the organisation 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 05	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 organisation'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 06		Please specify the proportion of input materials obtained from MSMEs/small producers as a percentage of the total input material.
a		Information available:
		Input materials obtained from MSMEs/small producers from within India as a percentage of the total input material
b		No Information available
c		Not applicable
		Please provide reasons for not applicable:
SC 07	Leadership	How does the organisation 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 organisation's sustainability related goals/targets and action plan to reach these goals for its supply chain?
		Organisation has set the 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 organisation 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	Stakeholder External	Who does the Policy/Code of Conduct for suppliers apply to?
		The Policy/Code of Conduct for suppliers applies to:
		Tier I Suppliers
		Tier II Suppliers
		Tier III Suppliers
		Vendors
		Distributors
		Franchises
		Retailers
		Contracting Agency (includes security staff, housekeeping staff)
		Others:
		No formal Policy/Code of Conduct for suppliers
		No information available
		Not applicable
		Please provide reasons for not applicable:
SC 11	Process	Does the Policy/Code of Conduct cover following aspects?
		Yes, the Policy/Code of Conduct covers:
		Environmental issues (such as pollution, energy, Greenhouse Gases (GHGs) 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 organisation 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 organisation conduct comprehensive risk assessment of its existing/potential suppliers to identify sustainability risks? Please elaborate.
		Yes, the organisation 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 organisation 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 I
		Tier II
		No information available
		Not applicable
		Please provide reasons for not applicable:
SC 20	Process	Does the organisation 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 organisation 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 organisation 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
		Target Value
		Target Year
		Base Year
		Coverage of capacity-building programs
		Target Value
		Target Year
		Base Year
		No information available

		Not applicable
		Please provide reasons for not applicable:
SC 23	Key Resources	How does the organisation incentivise its staff to integrate sustainability factors in procurement decisions?
		The procurement staff is incentivised to integrate sustainability factors in everyday decisions in following ways:
		No, procurement staff is not incentivised to integrate sustainability factors in everyday decisions
		No information available
		Not applicable
		Please provide reasons for not applicable:
SC 24	Stakeholder Internal	Does the organisation train and sensitise its staff at various supply chain stages to integrate sustainability into their practices?
		Yes, the organisation 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	Stakeholder Internal	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	Results	Which aspects of the organisation 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 organisation 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 28	Process	Does the organisation 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 29	Process	What is the organisation's approach to deal with non-compliance to the mentioned guidelines/policy/Code of Conduct by its suppliers?
		The organisation 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 30	Learning & Innovation	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 31	New	Please provide Industry benchmarks for:
a		Information Available:
1		Percentage of Tier I 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		Customer satisfaction
3.1		Industry Benchmark (trend)
3.2		Source of Benchmark
3.3		List of companies benchmarked against
b		No information available

PRODUCT RESPONSIBILITY

Q.No.	Attributes	Product Responsibility
PR 01	Leadership	How does the organisation 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 towards doing business sustainably
c		No information available
d		Not applicable
		Please provide reasons for not applicable:
PR 02	Process	Does the organisation conduct Life-cycle assessment (LCA) for its products/services?
a		Yes, the organisation conducts LCA for its products/services and:
1		it is in accordance with:
1.1		ISO 14040:2006 and ISO 14044:2006
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 Life-cycle assessment (LCA) covered by the organisation?
a		Information available:

1		Own operations (product/service within the premises of the organisation)
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 Life-cycle assessment (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 usage 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 organisation display product information on the label?
a		Yes, the organisation displays product information on the label over and above the regulatory requirement
b		The organisation displays the product information on the label to the extent required by law
c		The organisation 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 organisation's procedures for product and service information and labelling:
a		The organisation 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 an 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 labelling 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 organisation 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 organisation 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
d		Not applicable
		Please provide reasons for not applicable:
PR 16	Learning & Innovation	Please elaborate how the organisation evaluates its product responsibility, brand management, and customer satisfaction initiatives, as well as how the learnings are used to make improvements. Please provide details on roles and responsibilities, frequency, output, etc.
a		Description provided:
1		Product responsibility:
2		Brand management:
3		Customer satisfaction:
b		No information available
c		Not applicable
		Please provide reasons for not applicable:
PR 17	Key Resources	Please describe the resources allocated to LCA. Resources could be dedicated human resources, R&D, financial, infrastructure or equipment.
a		Organisation has dedicated following resources to LCA:

1		Resources allocated include
1.1		Human resources
1.2		R&D
1.3		Financial (budgetary allocations or spent amounts)
1.4		Infrastructure or equipment
2		Any other, please specify
b		No LCAs are conducted
c		No information available
d		Not applicable
		Please provide reasons for not applicable:
PR 18	Key Resources	Please describe the resources allocated to develop sustainable products, besides LCA. Resources could be dedicated human resources, R&D, financial, infrastructure or equipment.
a		Organisation has dedicated following resources to develop sustainable products:
1		Resources allocated include
1.1		Human resources
1.2		R&D
1.3		Financial (budgetary allocations or spent amounts)
1.4		Infrastructure or equipment
1.5		Non-financial efforts in market development
2		Any other, please specify
b		No information available
c		Not applicable
		Please provide reasons for not applicable:

ENVIRONMENT MANAGEMENT

Q. No.	Attributes	Environment management
EM 01	Leadership	Does the organisation have a policy on environment management describing the approach on following aspects?
a		Yes, policy in place for:
1		Climate change/Emissions
2		Energy use
3		Water consumption
4		Resource efficiency (excluding energy and water; including materials used and packaging material)
5		Waste management (including single-use plastic waste)
6		Species Conservation
b		There is no formal policy
c		No information available
d		Not applicable
		Please provide reasons for not applicable:
EM 02	Stakeholder External	Does the organisation disclose its environmental policies/processes/initiatives publicly?
a		Yes, in the BRSR
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 organisation?
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
f		Not applicable
g		Please provide reasons for not applicable:
EM 04	Process	Does the organisation have an environmental management system in place?
a		Yes, the organisation has an environmental management system in place
b		The organisation is currently developing a system
c		No, the organisation 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 organisation'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 organisation'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	Stakeholder Internal	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 organisation set targets for the following?
a		Information available:
1		Target set
1.1		Reduce operational Green House Gases (GHGs) 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 Green House Gases (GHGs) 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 Green House Gases (GHGs) 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 organisation has not set any environmental targets
c		No information available
d		Not applicable
		Please provide reasons for not applicable:
EM 11	Leadership	Is the organisation committed to sustainable sourcing/green procurement/biodegradable products?
a		Yes, the organisation is committed to green sourcing
b		No formal commitment, but the organisation prefers suppliers with responsible environmental practices
c		There is no such commitment or consideration
d		No information available
e		Not applicable
f		Please provide reasons for not applicable:
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 organisation 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		Non- renewable energy consumed
1.3		Total energy consumed
1.4		Data Coverage (%)
2		FY [#Year - 5]
2.1		Renewable energy consumed
2.2		Non- renewable energy consumed
2.3		Total energy consumed
2.4		Data Coverage (%)
3		FY [#Year - 4]
3.1		Renewable energy consumed
3.2		Non- renewable energy consumed
3.3		Total energy consumed
3.4		Data Coverage (%)
4		FY [#Year - 3]
4.1		Renewable energy consumed
4.2		Non- renewable energy consumed
4.3		Total energy consumed
4.4		Data Coverage (%)
5		FY [#Year - 2]
5.1		Renewable energy consumed
5.2		Non- renewable energy consumed
5.3		Total energy consumed
5.4		Data Coverage (%)
6		FY [#Year - 1]
6.1		Renewable energy consumed
6.2		Non-renewable energy consumed

6.3		Total energy consumed
6.4		Data Coverage (%)
		Next 5 years
		Please explain the trend for past years:
b		The organisation 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
		Next 5 years
b		The organisation does not track purchased electricity
c		Purchased electricity is not a relevant indicator for the organisation's business
d		No information available
e		Not applicable
		Please provide reasons for not applicable:
EM 19	Results	Please provide Scope 1 emissions figures in metric tons CO ₂ e specific to the production for the year 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 organisation 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 Scope 2 emissions figures in metric tons CO ₂ e specific to the production for the year 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 organisation 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 organisation'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 organisation'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 organisation use an internal price on carbon. If yes, please provide details and examples.
a		Yes, the organisation 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 organisation does not track NOX emissions
c		NOX emissions is not a relevant indicator for the organisation'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 organisation does not track SOX emissions
c		SOX emissions is not a relevant indicator for the organisation'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 (VOCs) 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 organisation does not track VOC emissions
c		VOC emissions is not a relevant indicator for the organisation'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 organisation does not track PM emissions
c		PM emissions is not a relevant indicator for the organisation'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 organisation does not track POP emissions
c		POP emissions is not a relevant indicator for the organisation'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 organisation does not track HAP emissions
c		HAP emissions is not a relevant indicator for the organisation'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 organisation.
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 organisation 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 organisation 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 usage 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 organisation 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. Additionally, provide details on the treatment methods employed.
a		Information available:
i		Percentage of discharged water/effluents treated before disposal:
ii		Treatment methods employed
iii		Water discharge destination
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 percentage of waste disposal methods that were used by the organisation in the past financial year and respective waste quantities:

a		Information available:
1		Landfill
2		Discharged to water
3		Recycled waste
4		Incinerated waste
5		Composted waste
6		Waste to Energy
7		Others (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 organisation 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
		Persistent Organic Pollutants emissions data
		Hazardous Air Pollutants 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 organisation 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 organisation?
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		Amount of environmental fines in past financial year (please provide absolute figures in INR):
b		No environmental fines paid
c		No information available
d		Not applicable
		Please provide reasons for not applicable:
EM 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	Learning & Innovation	Please describe how the top management reviews the organisation'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	Learning & Innovation	Please elaborate how the organisation 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 organisation (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 organisation 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		Volatile Organic Compounds (VOCs) emissions
11.1		Industry Benchmark (trend)
11.2		Source of Benchmark
11.3		List of companies benchmarked against
12		Water consumption
12.1		Industry Benchmark (trend)
12.2		Source of Benchmark
12.3		List of companies benchmarked against
13		Percentage of discharged water/effluents treated before disposal
13.1		Industry Benchmark
13.2		Source of Benchmark
13.3		List of companies benchmarked against
14		Waste generated
14.1		Industry Benchmark (trend)



14.2		Source of Benchmark
14.3		List of companies benchmarked against
15		Recycled/reused water as a percentage of total water consumption
15.1		Industry Benchmark
15.2		Source of Benchmark
15.3		List of companies benchmarked against
b		No information available

Sample Questionnaire

BIODIVERSITY

Q. No.	Attributes	Biodiversity
BD 01	Leadership	Does the organisation 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
c		Policies and/or guidelines on biodiversity conservation are under consideration
d		No such policy/commitment available
e		No information available
f		Not applicable
		Please provide reasons for not applicable:
BD 02	Leadership	If yes, does the organisation have a governance structure and a system in place to follow the policy?
a		If yes, please elaborate the governance structure, 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 organisation have a designated biodiversity champion? If yes, please provide name and designation.
a		Yes, the organisation has a designated person responsible for looking after work related to biodiversity
b		No, the organisation does not have a designated person for looking after work related to biodiversity but it is carried out by some other function
c		No one responsible for biodiversity
d		Not applicable
		Please provide reasons for not applicable:

BD 04	Process	Does the organisation have a long-term biodiversity management plan? Please elaborate.
a		Yes, the organisation has a long-term biodiversity management plan:
b		No, the organisation does not have a long-term biodiversity management plan in place
c		No information available
d		Not applicable
		Please provide reasons for not applicable:
BD 05	Process	Is biodiversity addressed in ISO 14001 or EMS, certified environmental management system?
a		Yes, the organisation has a certified environmental management system in place. Biodiversity is addressed
b		Yes, the organisation has a certified environmental management system in place. Biodiversity is however not addressed
c		Yes the organisation 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:
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:
BD 07	Stakeholder Internal	Does the organisation 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 impact on biodiversity
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:
BD 08	Stakeholder Internal	If yes, please describe the types 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:
BD 09	Process	Is the organisation aware that its product or components of product may lead to an impact on biodiversity during the use phase? For example: -Fertilisers may end up in surface water, leading to eutrophication -Electronic equipment will use energy, contributing to climate change -Leaching of Hazardous substances in soil during storage -Garments will be washed, using water and detergents
a		No, the organisation never assessed how the use of the product in which product components might impact on biodiversity during the use phase
b		The organisation 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 organisation has assessed how its product or product in which its components of the product is used might impact on biodiversity during the use phase
d		Not applicable
		Please provide reasons for not applicable:
BD 10	Stakeholder External	Does the organisation gather and understand information concerning suppliers' impact on biodiversity (eg. 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 organisation gathers and understands information concerning critical and non-critical suppliers in accordance with our policy and standard
b		The organisation gathers and understands information concerning critical suppliers in accordance with our policy and standard
c		The organisation is collaborating with suppliers to implement a mechanism and a system to gather and understand it
d		No, the organisation does to gather such information
e		No information available
f		Not applicable

		Please provide reasons for not applicable:
BD 11	Process	Does the organisation select parts/components made from materials which are sustainably sourced?
a		The organisation selects such materials for all relevant materials in accordance with its selection criteria
b		The organisation selects such materials for 50% of the relevant materials in accordance with its selection criteria
c		The organisation selects such materials for less than 50% of the relevant materials in accordance with its selection criteria
d		The organisation is developing selection criteria
e		No, the organisation 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 organisation procure final products which are sustainable (impact on biodiversity)? Final products can range from office supplies, computers and their accessories etc.
a		The organisation procures all final products which are sustainable
b		The organisation procures 70% of the final products which are sustainable
c		The organisation procures less than 50% final products which are sustainable
d		The organisation is aware of final products and their impact on biodiversity but doesn't procure sustainable products
e		No information available
f		No, the organisation does not procure final products made from materials which are sustainable
g		Not applicable
		Please provide reasons for not applicable:
BD 13	Stakeholder External	Does the organisation 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 organisation displays relevant product label which is meant for sustainable sourcing
b		The organisation displays the product label but not relevant to sustainable sourcing
c		The organisation does not display product label

d		Not applicable
e		No information available
f		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 (NTC)? If not, then what measures has organisation taken on it?
a		The organisation's products do not fall under NTC and therefore it takes permission before R&D and is also paying money to state biodiversity authority to conserve the specific species as per Access and Benefit sharing mechanism
b		Organisation is not aware of the NTC and ABS law
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 organisation 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 all habitat protected areas conserved or restored outside the operation boundary of the organisation.
a		Information available:
b		No information available
c		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 with habitats in areas affected by the organisation's operations.
a		Total number of IUCN Red List species and national conservation list species with habitats in affected areas:
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:
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:
BD 20	Process	Does the organisation's biodiversity impact assessments cover operation site and surrounding area?
a		The organisation conducts impact assessment on site and surrounding area (upto 10 km)
b		The organisation conducts impact assessment on site and surrounding area (less than 5 km)

c		The organisation conducts impact assessment only at site
d		The organisation 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:
BD 21	Process	Does the organisation's biodiversity impact assessment also cover ecosystem services?
a		Yes, and the organisation'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 organisation'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 organisation 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 organisation 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 organisation 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 organisation carry out nature conservation activities in factory premises, organisation-owned woodlands, or other types of land including leased land, and nature surrounding areas? e.g. Green Belt development etc.
a		The organisation conducts research on the biodiversity of organisation's premises and surrounding areas in all relevant factory premises and organisation-owned land, based on which it carries out biodiversity conservation activities including nature conservation activities beyond what is required by law
b		The organisation voluntarily carries out biodiversity conservation activities including nature conservation activities in premises and surrounding areas in half or more relevant factory premises and organisation-owned land
c		The organisation voluntarily carries out biodiversity conservation activities including nature conservation activities in premises and surrounding areas in some of relevant factory premises and organisation-owned land
d		The organisation is considering to carry out biodiversity conservation activities including nature conservation activities in factory premises and organisation-owned land

e		The organisation does not carry out voluntary biodiversity conservation activities including nature conservation activities in factory premises and organisation-owned land
f		No information available
g		Not applicable
		Please provide reasons for not applicable:
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
c		Not applicable
		Please provide reasons for not applicable:
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
b		No, there are no fines/penalties
c		No information available
d		Not applicable
		Please provide reasons for not applicable:
BD 29	Learning & Innovation	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 organisation 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	Stakeholder External	Does the organisation partner with local governments, NGOs, and local communities for projects to conserve biodiversity? Please elaborate.
a		Yes, the organisation collaborates with the following on projects to conserve biodiversity:
1		Governments
2		NGOs
3		Local Communities
4		Others
b		No, the organisation conducts the conservation activities on its own
c		No information available
d		Not applicable
		Please provide reasons for not applicable:
BD 32	Stakeholder External	Does the organisation communicate externally concerning organisation's policies, goals, and results on biodiversity?
a		The organisation releases policies, goals, and results of conservation efforts on biodiversity
b		The organisation releases policies and goals on biodiversity
c		The organisation has and releases policies on biodiversity
d		The organisation has policies on biodiversity but does not release it
e		No information available
f		Not applicable
		Please provide reasons for not applicable:
BD 33	Stakeholder External	Does the organisation 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 organisation provides 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 organisation provides 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 organisation does not provide any information to customers on ways to limit impacts on biodiversity
d		No information available
e		Not applicable
		Please provide reasons for not applicable:

Sample Questionnaire