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| **Course Name:** |
| **ADM Sustainability Training** |
| **Lesson Name:** |
| **Exploring Scope 3** |
| **Lesson Number:** |
| **3** |

**Client responsibilities:**Please carefully review all the details in this document and clearly state the revisions necessary for AI to create a final lesson script. When reviewing the lesson script, look for:

* **Content.** Is it all there? Does it reflect your expectations of the content?
* **Word/phrase choices.** Please make any/all word-choice edits in the script as these types of changes are costly if you make them in the completed, online lesson.
* **Lesson flow.** Does it make sense? Will it make sense to the learner?

Approval of this document indicates that the development team can proceed to the next phase(s) based on the content in this document. **Changes to this document after it has been approved may be considered Change Orders.** Changes requested after the script review cycle may be out of scope and require discussion and/or a Change Order.

Please review all the details in this document carefully and make necessary revisions directly in this document. If more than one person reviews this lesson script, please consolidate the feedback. Please add reviewers’ initials by their comments.

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| Approval types: |  |
| Approved—there are no revisions and the script is approved as is. |  |
| Approved with Revisions—after noted revisions are complete, the script is approved. |  |
| Further review required—the script is not approved. BI will make the necessary revisions and return the revised script to client for further review. |  |

**Type the date of approval, approval method and approver’s name below:**

**Date:**

**Signature:**

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**Lesson Screen Number: 01**

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| Static Text That Displays On Screen | Graphic Description/Interaction Setup |
| Topic Title: If Applicable | Graphic/Interaction: Click-Tell Text Only |
| **What are Scope 3 Emissions?**  Scope 3 emissions are the result of activities from assets not owned or controlled by ADM, but that indirectly affect our value chain. Scope 3 emissions include all sources not within ADM’s scope 1 and 2 boundary.  The GHG (Greenhouse Gas) Protocol defines 15 categories of scope 3 emissions, though not every category is relevant to ADM. In fact, there are three key categories that ADM can control with the largest impact. You’ll learn more in this lesson.  Select each category to learn more. When you’re done exploring, select **Next** to continue. | Learner clicks text-only buttons to view popup text.  *Background/side image on interaction panel:*  Consistent with course imagery  *Button Text:*  **Category 1:**Purchased goods and services **Category 2:** Capital goods **Category 3:** Fuel and energy-related activities **Category 4:** Upstream transportation & distribution **Category 5:**Waste generated in operations **Category 6:**Business travel **Category 7:**Employee commuting **Category 8:**Upstream leased assets **Category 9:**Downstream transportation and distribution **Category 10:**Processing of sold products **Category 11:**Use of sold products **Category 12:**End-of-life treatment of sold products **Category 13:**Downstream leased assets **Category 14:**Franchises **Category 15:**Investments |
| Interaction content – popup text: |  |
| **Purchased goods and services** All items or services purchased by ADM including raw material inputs, chemicals, packaging, office supplies, tech support, etc. | **Downstream transportation and distribution**  Transportation of ADM’s final product to customers, except where we pay for the transportation. |
| **Capital Goods**  Any equipment or large purchases paid for through capital expenditures rather than operating budgets. | **Processing of sold products** Emissions from processing of sold intermediate products by third parties (e.g., manufacturers) after sale by ADM. |
| **Fuel and energy-related activities (FERA)**  Emissions related to the creation of fuels we use onsite, such as the drilling and refining of petroleum. | **Use of sold products** Emissions from the use of products we sell, such as the combustion of ethanol or biodiesel. |
| **Upstream transportation & distribution**  Transportation of our raw ingredients/commodities, as well as the transportation of our finished products, if we pay for the transportation. | **End-of-life treatment of sold products**  Emissions from the disposal of products ADM sold, typically the emissions from packaging waste. |
| **Waste generated in operations** Emissions from the decomposition/landfilling of waste generated in ADM operations. | **Downstream leased assets** ADM-owned facilities or vehicles that are leased to and operated by another entity. |
| **Business travel**  Emissions from vehicles used to transport employees for business trips, such as airplanes or rental cars. | **Franchises**  This category is not applicable to ADM. An example is a local McDonald’s that is not owned or operated by McDonald’s corporation. |
| **Employee commuting**  Emissions from the personal vehicles or public transportation vehicles of employees traveling to and from work. | **Investments**  Emissions from companies that ADM invests in. For example, as a 27% owner of Wilmar, we report 27% of Wilmar’s scope 1+2 footprint in our scope 3 Investments category. |
| **Upstream leased assets** Assets we operate but do not own. ADM uses an operational control reporting boundary, so these are included in our Scope 1 footprint. |  |
| Lesson resource(s) available on this screen: | Notes/questions: |
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# Lesson Screen Number: 02

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|  | Graphic Description/Interaction Setup |
| Screen Title: About this Activity | Graphic/Interaction: Static Text and Image |
| This next activity will help you identify and prioritize the Top Three categories that ADM can control with the greatest impact on scope 3 emission reduction. Directions for completing the activity:  1. Review the 15 categories on the chart at the left of the next activity screen. 2. Use the three scrollers to choose the Top Three categories, one at a time, that you think have the greatest impact on scope 3 emission reduction and that ADM can control. 3. Select Ok when you think you’ve found a category. 4. The result of your choices will appear on the chart and be reflected on the Scope 3 Impact and ADM Control meters. Remember, not all categories are within ADM’s control nor make a large impact. 5. You have three tries to find the Top 3 categories. After that, if you choose incorrectly, they’ll be revealed to you.   Don't worry about answering perfectly here! This activity is intended to help you learn more about the impact ADM can make on our scope 3 reduction goals.  When you’re ready, select Start to begin. |  |
|  | Image: |
|  |  |
| Lesson resource(s) available on this screen: | Notes: |
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Lesson Screen Number: 03

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| Static Text That Displays on Screen | Graphic Description/Interaction Setup |
| Screen Title: The Top Three | Graphic/Interaction: Scroll and Select |
| **The Top Three**  Scroll to choose the three categories you think ADM can have the greatest impact on scope 3 emissions - one at a time. Watch your meters and the categories to view the impact on scope 3 emissions and ADM's leverage. | 15 categories listed on left, same order as Screen Number 2 (previous screen). Three scrollers on screen. Learner scroll to place the categories one at a time. Immediate feedback is provided when learners select Ok. Learner gets 3 tries to answer. Correct choices stay on screen. After three times if all three categories have not been selected correctly, the three correct choices are revealed. |
| Interaction content: | |
| Correct categories:  Purchased goods and services  FERA  Upstream transportation |  |
| Interaction feedback: | |
| *Correct choices:*  *If choose Purchased goods and services:*  **Great job!** The purchased goods and services category has a high impact (nearly 2/3 of our scope 3 footprint) and high ADM leverage via regenerative agriculture practices and grower relationships. This category includes anything we procure to run our business that we can control for scope 3 reduction, such as the crops to process, containers for packaging, resins in wastewater treatment centers, IT call centers in India, etc.  *If choose FERA:*  **You’re amazing!** Even though FERA (Fuel and Energy Related Activities) has a low impact on scope 3 emissions, ADM’s leverage is extremely high. Scope 1 and 2 emissions come from burning coal and gas, but scope 3 impact comes from burning fuel and ADM chooses the fuel we use.  *If choose Upstream Transportation:*  **Way to go!** Upstream transportation has a moderate scope 3 impact with high ADM leverage. This category includes transportation of our product before processing, all commodities (corn, soy, wheat), any transportation paid for, so finished product going to the customer. If ocean shipping, for example, soybeans from Brazil to Europe, ADM can choose the method and vessel type. We can choose newer ships with better equipment and more fuel efficiency to help reduce scope 3 emissions. | *Incorrect choices:*  *If choose capital goods, waste, business travel, employee commuting, investments:*  Sorry, that’s not a high-impact category that ADM can leverage. Consider categories that we can control.  *If choose upstream or downstream leased assets:*  Sorry, that’s not correct. Scope 3 emission reporting is categorized by ownership and operational control. Leasing is already included in scope 1.  *If choose processing or use of sold products:*  Sorry, that’s not correct. Once the product leaves ADM’s control, we have no influence on how it’s processed. ADM can’t dictate how it’s being used, so there are different emission factors.  *If choose end-of-life treatment of sold products:*  Sorry, that’s not correct. This category includes waste and/or disposal of packaging. Since ADM doesn’t know how customers handle packaging material, we can’t dictate that they must recycle. Our leverage is upstream, so we can have more dialogue with farmers.  *If choose downstream transportation:*  Sorry, that’s not correct. This category includes emissions after the point of sale. ADM has no control or leverage on this because our customers are paying ADM, not the other way around.  *If choose franchises:*  Sorry, that’s not correct. Franchises have no influence on ADM. |
| Interaction content continued: | |
| Final Feedback content: | |
| *If 0 correct:*  You didn’t find any of the Top Three, so here they are revealed to you. Keep this in mind:   * The **purchased goods and services** category has a high impact (nearly 2/3 of our scope 3 footprint) and high ADM leverage via regenerative agriculture practices and grower relationships. This category includes anything we procure to run our business that we can control for scope 3 reduction, such as the crops to process, containers for packaging, resins in wastewater treatment centers, IT call centers in India, etc. * Even though **FERA** (Fuel and Energy Related Activities) has a low impact in scope 3 emissions, the ADM leverage is extremely high. Scope 1 and 2 emissions come from burning coal and gas, but scope 3 impact comes from burning fuel and ADM chooses the fuel we use. * **Upstream transportation** has a moderate scope 3 impact with high ADM leverage. This category includes transportation of our product before processing, all commodities (corn, soy, wheat), any transportation paid for, so finished product going to the customer. If ocean shipping, for example, soybeans from Brazil to Europe, ADM can choose the method and vessel type. We can choose newer ships with better equipment and more fuel efficiency to help reduce scope 3 emissions.   *If 1 or 2 correct, depending on what was chosen, show the missed categories:*  You did great and here are the rest of the Top Three categories. For those you missed, keep this in mind:  *Show the text feedback (from above) for the categories that were missed*  *If all 3 correct:*  **Excellent work!** You found the Top Three categories that have the greatest impact on scope 3 emissions and that ADM can control.  Click **Next** to continue. | |
| Lesson resource(s) available on this screen: | Notes: |
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Lesson Screen Number: 04

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| Screen Type: Conclusion | |
| Page heading and text on screen: | Graphic description: |
| **Tackling Scope 3 Emissions** | Standard introduction graphic that incorporates overall project theme/color scheme  BEN: You may need to split this into two screens – both with Tackling Scope 3 Emissions as the title |
| ADM is doing our part to tackle scope 3 emissions by promoting and embracing regenerative agriculture, in addition to focusing on the three categories you just identified, but we can’t do this work in isolation.  Tackling scope 3 emissions requires the ability to collaborate across our value chain in scalable ways that bring others – like suppliers, customers, and employees – along on the journey. Some ways we are addressing scope 3 include:   * Driving alignment with our customers and partners around a common, shared goal while recognizing that each may be at a different point in their sustainability journey. * Ensuring our value chain partners are empowered to report their emissions and feel supported throughout the process. * Sharing our scope 3 emissions data along with other sustainability data with our suppliers and industry partners.   ADM represents a part of our downstream customers’ scope 3 emissions. So, as we reduce the GHG emissions or other environmental impacts within our supply chains, we in turn are reducing our customers’ scope 3 emissions and environmental impact.  In the next lesson, you’ll apply everything in this training in a few real-world situations.  Select Exit to return to the menu and choose Lesson 4. |
| Audio: | Enhancement audio (SFX): |
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| Lesson resource(s) available on this screen: | Notes: |
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