

ISN Sustainability Questionnaire March 8, 2022			
Main Category	Sub Category	No	Question
1. Environmental	1. General		
		1	Has your company developed an Environmental Management System endorsed by upper management?
		2	Does your company complete an environmental impact assessment before starting a new activity or project?
		3	Has your company developed emergency response procedures to reduce or mitigate environmental impacts of business operations?
		4	Does your company source products and materials from suppliers that use environmentally sustainable technologies and processes?
		5	Has your company determined the criteria to evaluate its environmental performance?
		6	If yes, what criteria is used to evaluate your company's environmental performance?
		7	How often is your company's environmental compliance evaluated?
		8	What percentage of your company's materials are sourced with local suppliers?
		9	What percentage of your company's spending is with local suppliers?
		10	Does your company screen prospective suppliers and/or subcontractors using any environmental criteria?
		11	If you are a supplier, has your company conducted life-cycle assessments (LCAs) for at least some of the products sold to your hiring clients?
1. Environmental	2. Land & Water		
		1	Does your company track water use in your operations?
		2	Does your company have a program in place to conserve, reduce and re-use water in your operations?

		3	Has your company identified its potential adverse impact on local biodiversity and ecosystems?
		4	If yes, which activities pose the greatest potential adverse impact on local biodiversity and ecosystems?
		5	Does your company incorporate the protection of natural habitats, protected areas, or agricultural lands into the development of buildings or construction projects?
		6	Does your company disclose information on your Conflict Mineral use/sourcing?
<b>1. Environmental</b>	<b>3. Waste</b>		
		1	Does your company have a policy on waste management?
		2	Does your company have any operations involving on-site, company owned, waste management or treatment facilities?
		3	Does your company track performance related to waste management?
		4	If yes, which of the below metrics are tracked in relation to waste management? Check all that apply.
		5	Does your company have a policy for the reduction, re-use or recycling of waste (according to the waste reduction hierarchy)?
		6	Does your company ensure any waste generated is handled by a company authorized to transport and dispose of waste?
		7	Does your company publicly disclose the amount and type of toxic and hazardous materials used and released?
		8	If yes, which types of toxic and hazardous materials are used and released?
		9	Does your company have a process in place to ensure chemicals used are not currently prohibited in your region?
		10	Has your company implemented any practices to incorporate sustainable packaging?
		11	If yes, what sustainable packaging practices have been incorporated?
		12	Does your company have measures in place to promote a circular economy, such as take back or refurbish programs?
<b>1. Environmental</b>	<b>4. Emissions</b>		
		1	Has your company identified its sources of direct and indirect greenhouse gas emissions?

		2	Does your company track and report on greenhouse gas emissions from its operations?
		3	What are your company's sources of direct (or Scope 1) greenhouse gas emissions?
		4	What are your company's sources of indirect (or Scope 2) greenhouse gas emissions?
		5	What are your company's sources of other indirect (or Scope 3) greenhouse gas emissions?
		6	Does your company track emissions from ozone-depleting substances or other significant air emissions?
		7	If yes, what ozone-depleting substance emissions are being monitored by your company?
		8	Has your company developed a strategy to reduce greenhouse gas emissions?
		9	Does your company regularly review the quantity and type of fuels used?
		10	If yes, what are the types of fuels used by your company?
<b>1. Environmental</b>	<b>5. Energy</b>		
		1	Does your company quantify its use or generation of various energy types?
		2	Does your company quantify its use or generation of energy from non-renewable sources?
		3	Does your company quantify its use or generation of energy from renewable sources?
		4	Does your company publicly report your energy performance statistics?
		5	Does your company have a program in place to implement energy efficiency strategies?
		6	If yes, what energy efficiency strategies have been implemented?
		7	Does your company have a program to advance the sustainable use of renewable resources such as solar energy, hydroelectricity and wind power?
<b>1. Environmental</b>	<b>6. 2020 Environmental KPI (Key Performance Indicator) Tracking</b>		
		1	Did your company track metrics related to environmental performance in 2020?

		2	What percentage of your company's energy came from non-renewable sources in 2020?
		3	What percentage of your company's energy came from renewable sources in 2020?
		4	What was your company's total electricity consumption for 2020 (measured in kilowatt-hours)?
		5	What was your company's volume of Scope 1 greenhouse gas emissions in 2020 (measured in metric tons of CO2 equivalent)?
		6	What was your company's volume of Scope 2 greenhouse gas emissions in 2020 (measured in metric tons of CO2 equivalent)?
		7	What was your company's volume of Scope 3 greenhouse gas emissions in 2020 (measured in metric tons of CO2 equivalent)?
		8	What volume of waste was sent to landfill by your company in 2020 (measured in metric tons)?
		9	What amount of waste was recycled (diverted from landfill) by your company in 2020 (measured in metric tons)?
		10	What volume of water was used by your company in 2020 (measured in gallons)?
		11	What volume of water was recycled or re-used by your company in 2020 (measured in gallons)?
<b>2. Social</b>	<b>2. Social</b>		
		1	Does your company have a human rights policy?
		2	If yes, how does your company ensure compliance with your human rights policy?
		3	Does your company provide human rights training and education for your employees?
		4	Does your company have a process in place to assess how existing and proposed activities may affect human rights in that region?
		5	Does your company have a process in place to conduct human rights impact assessments?
		6	Does your company have an official Diversity, Equity, and Inclusion (DEI) policy?

		7	Does your company have a whistleblower program in place for confidentially reporting when incidents of inappropriate, discriminatory, harassing or abusive behavior occur?
		8	Does your company participate in any local charitable or volunteer programs?
		9	Are your company's ethical/social management systems certified (e.g. Social Accountability 8000, Certified B-Corporation)?
		10	If yes, what ethical/social certifications has your company received?
		11	Has your company been reported, charged or sanctioned for the violation of Human Rights or Anti-Corruption Laws over the past 5 years, or is the company currently facing any legal proceedings to that effect?
		12	If yes, who at your company can be contacted for additional information if needed?
		13	Does your company have a policy condemning the use of forced labor?
		14	How does your company ensure that forms of modern slavery do not exist in your operations or within your supply chain/subcontractors (if applicable)?
		15	Do any operations take place in areas undergoing conflict or extreme political instability?
		16	Do any operations take place in areas of poverty, drought, extreme health challenges, or active natural disasters?
		17	When hiring new employees, is any form of financial payment or deposit taken?
		18	When hiring new employees, does your company keep any form of identification paperwork without returning them to the employee? (Does not include copies.)
		19	Is migrant labor used in your company's operations?
		20	If your company's operations take place in proximity of indigenous peoples, do you have policies in place surrounding protecting indigenous peoples' rights?
		21	Does your company have a process in place to report and track violations of the rights of indigenous peoples?

		22	Do any operations affect or involve persons under the age of 18?
		23	How does your company ensure that child labor is not used in your business operations or in any subcontractors and/or suppliers used?
		24	Does your company employ security services?
		25	If your company employs security services, are they adequately trained in adherence to Human Rights standards?
		26	If your company employs security services, has your company verified the hired security forces comply with international standards and norms for law enforcement?
		27	If your company employs security services, does your company have a process in place to investigate complaints about security procedures or personnel?
		28	Does your company provide training for employees on preventing discrimination in the workplace?
		29	Does your company conduct Inclusion and Diversity training for all employees?
		30	Does your company provide training for employees on labor rights?
		31	Do your company's operations occur in or near residential communities?
		32	If yes, does your company perform local community impact assessments to proactively identify and address any negative community impacts from company projects or products?
		33	Does your company have a process in place to field local community grievances related to company projects?
		34	Does your company screen prospective suppliers and/or subcontractors using any social responsibility criteria?
		35	Does your company have a Supplier/Vendor Code of Conduct?
<b>3. Governance</b>	<b>3. Governance</b>		
		1	Does your company have a Code of Conduct?
		2	Does your company have a policy endorsed by upper management condemning corrupt business practices?
		3	Does your company routinely identify risks of corruption?

		4	Does your company provide training for employees covering the company's anti-corruption policy?
		5	Does your company have a system in place to counter corruption?
		6	Does your company have a mechanism in place to monitor and enforce ethical behavior among employees?
		7	Does your company have a system in place to allow employees to report concerns of corruption or bribery without fear of retaliation?
		8	What is your company's process if an employee or other company representative breaches company rules regarding bribery or solicitation of money to influence any form of business decision?
		9	Does your company have procedures in place to prevent involvement in anti-competitive activities?
		10	Does your company provide training for company employees on the importance of fair-competition policies?
		11	Does your company publicly support anti-trust and anti-dumping activities?
		12	Does your company have a process in place to verify and validate legal authorization to work?
		13	When onboarding employees, does your company require original copies of identity documentation to review?
		14	Does your company have an employee identification document retention policy?
		15	Does your company have a workplace anti-discrimination policy?
		16	Are procedures in place to eliminate gender bias and equalize basic salary and compensation between women and men?
		17	Does your company have a process in place to ensure equal opportunities without any discrimination exist when evaluating employee promotions?
		18	Does your company adhere to local minimum wage standards?
		19	Does your company withhold or deduct wages as a form of disciplinary action?

		20	Does your company ensure that hours worked are aligned with legal requirements?
		21	Does your company ensure that any overtime work is on a voluntary basis?
<b>4. Key Performance Indicators (KPI)</b>	<b>1. 2020 KPI Tracking</b>		
		1	What percentage of your company's employees were women in 2020?
		2	What percentage of your company's employees identified as an ethnic minority group (indigenous, Latino, Black, Asian, etc.) in 2020?
<b>4. Key Performance Indicators (KPI)</b>	<b>2. 2021 KPI Tracking</b>		
		1	Did your company calculate its Scope 1 greenhouse gas emissions in 2021?
		2	What was your company's volume of Scope 1 greenhouse gas emissions in 2021 (measured in metric tons of CO2 equivalent)?
		3	What percentage of your company's fuel came from non-renewable sources in 2021?
		4	What percentage of your company's fuel came from renewable sources in 2021?
		5	Did your company calculate its Scope 2 greenhouse gas emissions in 2021?
		6	What was your company's volume of Scope 2 greenhouse gas emissions in 2021 (measured in metric tons of CO2 equivalent)?
		7	What percentage of your company's electricity came from non-renewable sources in 2021?
		8	What percentage of your company's electricity came from renewable sources in 2021?
		9	What was your company's volume of Scope 3 greenhouse gas emissions in 2021 (measured in metric tons of CO2 equivalent)?
		10	What amount of waste was sent to landfill by your company in 2021 (measured in metric tons)?
		11	What amount of waste was recycled (diverted from landfill) by your company in 2021 (measured in metric tons)?



		12	If your company generates hazardous waste, what amount of hazardous waste was generated of by your company in 2021 (measured in metric tons)?
		13	What volume of water was used by your company in 2021 (measured in gallons)?
		14	What volume of water was recycled or re-used by your company in 2021 (measured in gallons)?
		15	What percentage of your company's employees were women in 2021?
		16	What percentage of your company's employees identified as a ethnic minority group (indigenous, Latino, Black, Asian, etc.) in 2021?
<b>4. Key Performance Indicators (KPI)</b>	<b>3. 2021 Scope 1 &amp; 2 Emissions Calculator</b>		
		1	Did your company operate in the United States in 2021?
		2	How many gallons of gasoline did your company consume in 2021?
		3	How many gallons of diesel did your company consume in 2021?
		4	How many MMBtu (million British thermal units) of natural gas did your company consume for heating in 2021?
		5	How many gasoline gallon equivalent (GGEs) of compressed natural gas (CNG) did your company's vehicles consume in 2021?
		6	How many gallons of aviation fuel (avgas) did your company consume in 2021?
		7	How many gallons of aviation fuel (Jet-A) did your company consume in 2021?
		8	How many gallons of propane did your company's equipment consume in 2021?
		9	Calculated: Total Scope 1 CO2 emissions (in metric tons)
		10	What was your company's total electricity consumption (in kilowatt-hours) in 2021?
		11	Calculated: Total Scope 2 CO2e emissions (in metric tons)