Assessment scope: XACTLY CORP (GROUP) This theme has medium impact on your overall score Theme: General This section includes general questions that cover more than one theme: Environment, Labor & Human Rights, Ethics and Sustainable Procurement. For example, you'll be asked about adherence to sustainability principles and initiatives. We'll also ask you about your KPI reporting standards, thirdparty assurance and materiality analysis. Endorsements indicator has a low impact on the General theme score Indicator: Endorsements Endorsements are: • Your company's public adherence or commitment to meeting objectives and principles defined by a recognized third-party organization. • Active participation in formal initiatives to advance sustainability. Your endorsements must be publicly verifiable or have official documentation. An example of a well-recognized endorsement is the UN Global Compact. GEN300 Low impact on theme score Complete ` Does your company formally and publicly endorse any external sustainability initiatives or sets of principles? United Nations Global Compact (UNGC) An endorsement is the formal and public adherence by the company to an external CSR initiative or set of principles. Click on the "?" button above for more info on endorsement. Examples of documents to attach: company's formal public adherence letter, screenshot or weblink to the external CSR initiative's participant list, Annual Report, CSR/Sustainability Report, or any documentation that shows the company's participation status. To learn more about this endorsement, go to: https://www.unglobalcompact.org/ Science Based Targets initiative (SBTi) An endorsement is the formal and public adherence by the company to an external CSR initiative or set of principles. Click on the "?" button above for more info on endorsement. Examples of documents to attach: company's formal public adherence letter, screenshot or weblink to the external CSR initiative's participant list, Annual Report, CSR/Sustainability Report, or any documentation that shows the company's participation status. To learn more about this endorsement, go to: https://sciencebasedtargets.org/

Other external sustainability initiative or set of principles

Please select this option only if the rest of the options listed do not apply and describe your own declaration in the open text field.

Please specif

No endorsement/Do not know

Certifications indicator has a medium impact on the General theme score

Indicator: **Certifications**

 $This indicator\ refers\ to\ the\ certifications\ of\ your\ sustainability\ management\ system.\ It\ includes\ questions\ about:$

- Sustainability management certificates
- Ecolabels certifying products and services

Certifications confirm your compliance with international standards (for example, ISO 14001). They must be issued by an external certification body.

Environmental certifications, such as ISO 50001, ISO 14001, EMAS

Examples of documents to attach

- Environmental management certificate
- Ecolabel
- · Certification audit report
- Proof of certificate-in-progress
- Annual or sustainability report with external third-party assurance

Document guidelines

The certificate should be issued by an accredited certification body. In the case the certificate is not yet issued, an audit report or proof of a certificate-in-progress issued by an accredited certification body can be provided.

In case your company has environmental certificates that are specific to your industry or cover a specific environmental topic other than those mentioned in this answer option, you can attach them as well.

If your company has more than one environmental certificate or label, you can attach multiple documents to this answer option.

Labor and human rights certifications, such as Fair Wage Network, B Corp, GEEIS, WBENC, SA8000

Examples of documents to attach

- Labor or human rights management certificate
- Certification audit report
- Proof of certificate-in-progress
- Annual or sustainability report with external third-party assurance

Document guidelines

The certificate should be issued by an accredited certification body. In the case the certificate is not yet issued, an audit report or proof of a certificate-in-progress issued by an accredited certification body can be provided.

In case your company has labor and human rights certificates that are specific to your industry or cover a specific labor and human rights topic other than those mentioned in this answer option, you can attach them as well.

If your company has more than one labor and human rights certificate, you can attach multiple documents to this answer option.

Business ethics certification(s), such as ISO 27001, ISO 37001

Examples of documents to attach

- Business ethics management certificate
- Certification audit report
- Proof of certificate-in-progress
- · Annual or sustainability report with external third-party assurance

The certificate should be issued by an accredited certification body. In the case the certificate is not yet issued, an audit report or proof of a certificate-in-progress issued by an accredited certification body can be provided.

In case your company has business ethics certificates that are specific to your industry or cover a specific business ethics topic other than those mentioned in this answer option, you can attach them as well.

If your company has more than one business ethics certificate, you can attach multiple documents to this answer option.

Sustainable procurement certifications, such as FSC, ISO 28000, SA8000

Examples of documents to attach

- Sustainable procurement management certificate
- Chain-of-custody certificate
- Certification audit report
- Proof of certificate-in-progress
- Annual or sustainability report with external third-party assurance

Document guidelines

The certificate should be issued by an accredited certification body. In the case the certificate is not yet issued, an audit report or proof of a certificate-in-progress issued by an accredited certification body can be provided.

In case your company has other sustainable procurement or chain-of-custody certificates that are specific to your industry or cover a specific sustainable procurement topic other than those mentioned in this answer option, you can attach them as well.

If your company has more than one sustainable procurement or chain-of-custody certificate, you can attach multiple documents to this answer option.

The certificate should cover the activity and sites of your company. Certificates from your suppliers and products you purchase are **out of scope** and should not be provided.

Other sustainability certifications

Choose this option only if your company has other valid sustainability certifications or labels not fitting in the answer options above. Please provide certifications that cover at least one of the 21 sustainability topics of the EcoVadis Methodology and are issued by an accredited certification body. Certifications on quality management, such as ISO 9001, are out of scope and will not be considered.

If your company has various different sustainability certificates or labels that you have not already attached them above, you can attach them to this answer option.

No certifications yet/I don't know

Has your company been audited by an independent external auditor regarding sustainability issues at one or more of your company's locations? If yes, upload the audit report or Corrective Action Plan Report that shows the latest non-compliance results. Each report's publication date must be within two years of your questionnaire's submission date

Yes, virtual audit

Examples of documents to attach:

- · Full virtual audit report
- · Full corrective action plan report

Your document should: Meet all of the following requirements to be accepted:

- 1. The audit report date is within 2 years of the questionaire submission date
- 2. Covers relevant sustainability topics (environment, labor and human rights, ethics, and sustainable procurement)
- 3. Formalized list of non-compliances
- 4. Issued or assessed by an accredited independent third-party auditor

IMPORTANT: Please note that audits that cover one specific topic (such as machine safety audit, cyber security audit, working condition assessment), please add it to the dedicated question on measures.

IMPORTANT: If an audit report was conducted to obtain a management system certification (ISO 14001, 45001, 27001, etc), DO NOT link it to this question, please add it to the dedicated question on certifications. If an audit was conducted by internal employees, link it to the dedicated question on measures.

Yes, on-site audit

Examples of documents to attach:

- · Full on-site audit report
- Full corrective action plan report

Your document should: Meet all of the following requirements to be accepted:

- 1. The audit report date is within 2 years of the questionaire submission date
- 2. Covers relevant sustainability topics (environment, labor and human rights, ethics, and sustainable procurement)
- 3. Formalized list of non-compliances
- 4. Issued or assessed by an accredited independent third-party auditor

IMPORTANT: Please note that audits that cover one specific topic (such as machine safety audit, cyber security audit, working condition assessment), please add it to the dedicated question on measures.

IMPORTANT: If an audit report was conducted to obtain a management system certification (ISO 14001, 45001, 27001, etc), DO NOT link it to this question, please add it to the dedicated question on certifications. If an audit was conducted by internal employees, link it to the dedicated question on measures.

No audit yet/I don't know

EcoVadis may contract an independent auditor to conduct a site verification on the assessed company as a complementary part of the document-based assessment. The audits are conducted for internal quality assurance and methodology verification purposes

Reporting indicator has a medium impact on the General theme score

Indicator: Reporting

Reporting is based on quantitative KPIs that measure your implementation of sustainability practices.

We'll ask you to attach documents that include your sustainability metrics. A valid reporting document includes the reporting year and the reporting unit (such as kWh or liters).

Make sure the latest reporting period is within the last 2 calendar years.

Learn more about the document requirements [2]

Which of the following applies to your company's reporting on sustainability metrics?

☐ The sustainability reporting is externally assured or verified by an independent third party

Examples of documents to attach:

- Annual or Sustainability report
- Third party assurance or verification statement

Your document should: Demonstrate a statement by an independent and recognized third party assuring or verifying the quality and credibility of the metrics reported on environment, labor and human rights, ethics and sustainable procurement issues.

☐ The reporting is formally aligned with a sustainability reporting standard

You must indicate which reporting standards your company used in the text field below.

Examples of documents to attach:

• Annual or Sustainability Report

Your document should: Demonstrate that the metrics on environment, labor and human rights, ethics and sustainable procurement issues are aligned with a formally recognized national or international reporting standard, including but not limited to:

- Global Reporting Initiative (GRI)
- European Sustainability Reporting Standards (ESRS)
- IFRS Sustainability Disclosure Standards
- Sustainability Accounting Standards Board (SASB)

To be considered formally aligned, the reports must respect the compliance requirements defined by the reporting standards themselves.

A materiality analysis was conducted

Examples of documents to attach:

- Annual or Sustainability report
- Materiality assessment document

Your document should: Demonstrate a materiality analysis conducted to identify relevant and significant sustainability topics that the company reported on.

None of the above/I don't know



Does your company communicate progress towards the Sustainable Development Goals (SDGs)?

(SDGs) Yes, my company communicates progress towards the Sustainable Development Goals (SDGs)

Examples of documents to attach:

- Annual or Sustainability report
- · Meeting minutes

Your document should: Demonstrate public or internal reporting of the company's progress towards the Sustainable Development Goals (SDGs).

Attached document Xactly ESG Policy Replace document Policy / Code of Conduct **Indicated pages:** Comment: SDGs relevant to the company are identified and consequently progress against these SDGs is tracked

Not yet/I don't know

Optional GEN800

Please provide information about your company's business activities and number of operational sites. Indicate if one or more sites has a significantly higher number of employees compared to other sites.

Please specify

Xactly has offices in Los Gatos - California, Denver - Colorado, Bangalore - India, Toronto - Canada, London - UK, and Tokyo - Japan. The largest operations and the biggest workforce is located in the Bangalore, India office and the Denver, USA office locations.

This theme has a **high** impact on your overall score. The impact is calculated based on the sustainability issues relevant for your company.

Theme: 🛱 Labor & Human Rights

This theme focuses on two areas:

- Labor rights, such as health and safety, working conditions, structured social dialogue, career management and training.
- Human rights, such as prevention of human trafficking, child and forced labor, as well as support of diversity, equity and inclusion.

Sustainability issues relevant for your company:

Employee Health & Safety Working Conditions Social Dialogue

Career Management & Training Diversity, Equity and Inclusion

- · Based on your company's industry, size and location, we selected the most relevant sustainability issues.
- Selected sustainability issues define what questions you receive and the impact of this theme on your overall score.

Policies indicator has a high impact on the Labor & Human Rights theme score

Indicator: Policies

A policy is a set of objectives that addresses specific sustainability issues. It shows your **company's intention** to reduce impact, mitigate risk, or improve performance.

Examples of policies:

- General **principles**, **statements** and **qualitative objectives** to improve sustainability.
- Specific **quantitative targets** with a defined deadline in the future. You can submit both absolute and relative targets. A conclusive target should meet the following conditions:
 - $\circ\;$ Be time-bound: include a baseline and target year.
 - Be measurable: include a quantitative goal to be achieved.
 - $\circ\;$ Be achievable: realistic and relevant to the company's activities.

Does your company have a policy with qualitative objectives and quantitative targets for:

Employees health and safety (e.g. management of employees health and safety issues)

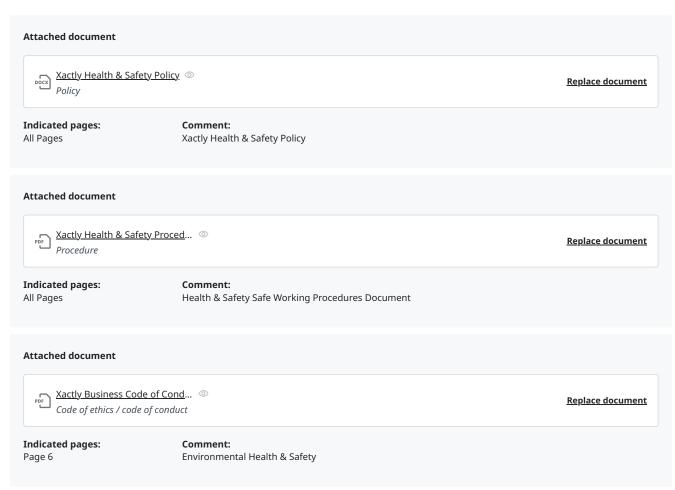
Examples of documents to attach

- Employee Health and Safety Policy
- Employee Health and Safety Manual
- Code of Conduct covering employee health and safety issues
- Employee Handbook with a dedicated policy section
- Annual or Sustainability Report

Document guidelines

Your document should demonstrate your company's commitments to address health and safety issues encountered by employees at work. This may include safety at work, physical health at work, psychological health at work and stress prevention. Your policy can include either qualitative objectives or quantitative targets or both.

- Qualitative objective: Commit to providing all employees with a safe working environment by conducting frequent health and safety risk assessments and providing adequate personal protective equipment.
- Quantitative target: Achieve 20% reduction of the number of work related accidents by 2030 compared to 2020.



Working conditions

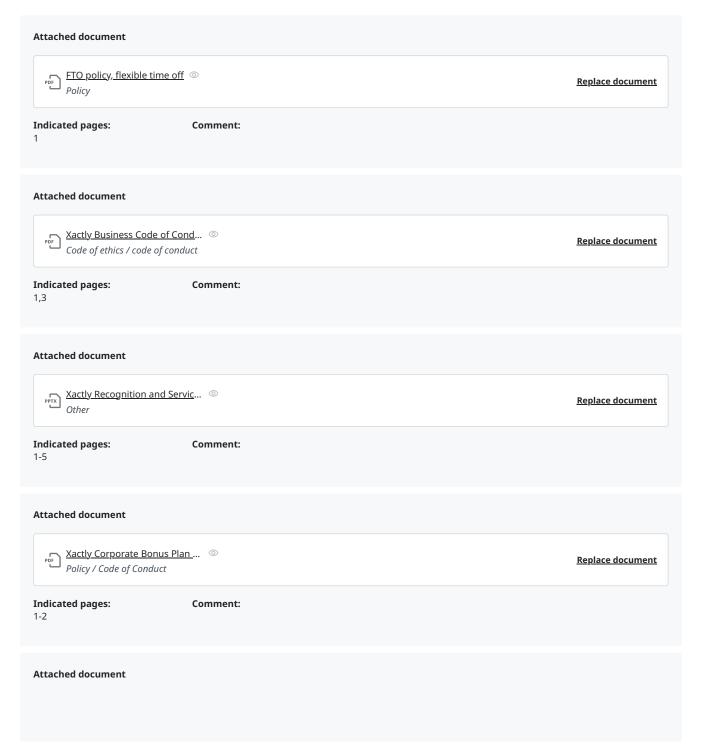
Examples of documents to attach

- Working Conditions Policy
- Minimum Wage Policy
- Adequate Remuneration Policy
- Mission statement
- Policy on improving employee benefits
- Code of Conduct covering issues related to working conditions
- Employee Handbook with a dedicated policy section
- Annual or Sustainability Report

Document guidelines

Your document should demonstrate your company's commitments to address various issues on working conditions such as work-life balance, right to disconnect, employee satisfaction survey, remunerations and social benefits granted to employees. Your policy can include either qualitative objectives or quantitatve targets or both.

- Qualitative objective: Commit to providing all employees with good working conditions by ensuring that they have adequate wages, working hours, and benefits.
- Quantitative target: Achieve a 20% increase in the number of employees eligible for health care coverage by 2030 compared to 2020.



Replace document

Indicated pages: 1-2

Comment:

Fitness Reimbursement

Social dialogue

Select this option only if it's listed as a relevant sustainability issue for your company. You can confirm this on the theme's introduction page.

Examples of documents to attach

- Company's Union Policy
- Code of Conduct covering issues related to labor relations
- Human Rights Policy
- Employee Handbook with a dedicated policy section
- Annual or Sustainability Report

Document guidelines

The document should demonstrate your company's commitments to address structured social dialogue through recognized employee representatives and collective bargaining. Your policy can include either qualitative objectives or quantitatve targets or both.

- Qualitative objective: Aim to build constructive relationships with employees and trade representatives.
- Quantitative target: Maintain the number of employees covered by a collective bargaining agreement at 100% in 2030.

Career management and training

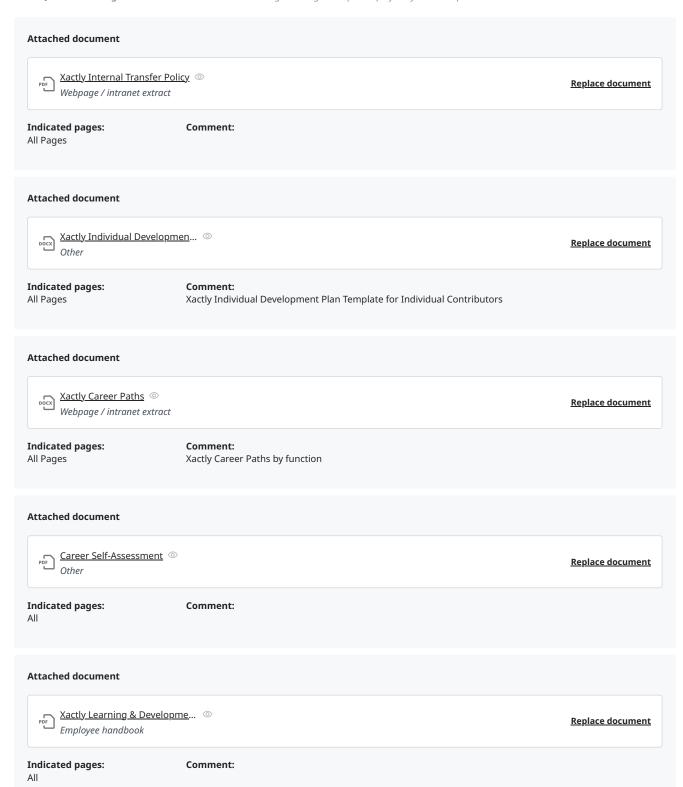
Examples of documents to attach

- Career Development Policy
- Training Policy
- Skills Development Policy
- Code of Conduct covering issues related to career management and training
- Employee Handbook with a dedicated policy section
- Annual or Sustainability Report

Document guidelines

Your document should demonstrate your company's commitments to address main career stages, including recruitment, evaluation, training, career mobility, and professional development in all stages. Your policy can include either qualitative objectives or quantitative targets or both.

- Qualitative objective: Commit to supporting employees' career development by providing adequate training.
- Quantitative target: Achieve a 20% increase in the average training hours per employee by 2030 compared to 2020.



Child labor, forced labor, and human trafficking

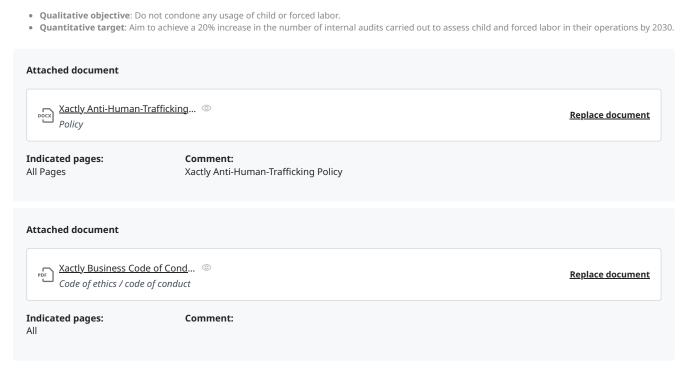
Select this option only if it's listed as a relevant sustainability issue for your company. You can confirm this on the theme's introduction page.

Examples of documents to attach

- Human Rights Policy
- Human Rights Charter
- Code of Conduct covering issues related to child and forced labor
- Employee Handbook with a dedicated policy section
- Annual or Sustainability Report

Document guidelines

Your document should demonstrate your company's commitments to address child, forced, or compulsory labor issues within the company owned operations. Your policy can include either qualitative objectives or quantitatve targets or both.



Discrimination and Harassment

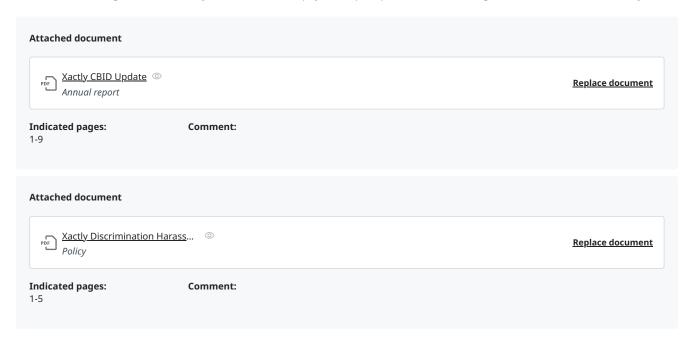
Examples of documents to attach

- Anti-discrimination Policy
- Anti-harassment Policy
- Code of Conduct covering issues related to discrimination and harassment
- Employee Handbook with a dedicated policy section
- Annual or Sustainability Report

Document guidelines

The document should demonstrate your company's commitments to prevent discrimination, harassment, physical, psychological and verbal abuse for all employees in the work environment. Your policy can include either qualitative objectives or quantitative targets or both. Here are some examples:

- Qualitative objective: Commit to provide equal treatment, fairness and respect for all employees, whether temporary, part-time or full-time.
- Quantitative target: Aim to increase by 20% the number of employees who participate in awareness training on discrimination and harassment by 2030.



External stakeholder human rights

Select this option only if it's listed as a relevant sustainability issue for your company. You can confirm this on the theme's introduction page.

Examples of documents to attach

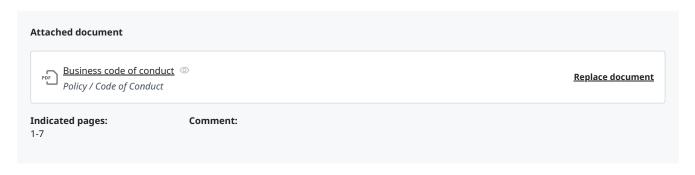
- Human Rights Policy
- Human Rights Charter
- Code of Conduct covering issues related to external stakeholder human rights
- Annual or Sustainability Report

Document guidelines

Your document should demonstrate your company's commitments to address direct and indirect human rights impacts your company's operations have on external stakeholders. Your policy can include either qualitative objectives or quantitatve targets or both.

Here are some examples:

- Qualitative objective: Aim to respect the land rights of local populations in business operation areas.
- Quantitative target: Aim to achieve a 20% increase the number of human rights impact assessments conducted on critical operations by 2030.



■ No policies

Measures indicator has a high impact on the Labor & Human Rights theme score

Indicator: Measures

This indicator is about your company's actions to support your sustainability policies and commitments.

The answer options in each question represent best practices for your company's size and industry. Select options that your company **has already implemented** and provide the documented proof of your actions.

Learn more about the document requirements ☑

What actions has your company implemented to protect employee health and safety?

Employee health and safety risk assessment

Examples of documents to attach

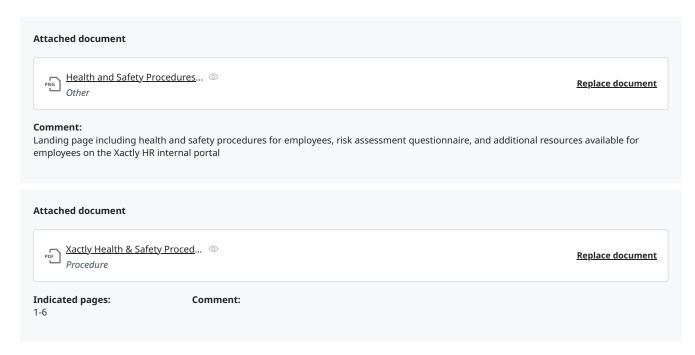
- Internal health and safety risk assessments
- Safety procedures
- Safety matrix
- Hazard analysis documents

Document guidelines

Your document should demonstrate that a regular health and safety risk assessments takes place to systematically identify and evaluate potential health and safety risks on employees.

Elements of risk assessment to be credited should include at least 2 out of 3 of the following elements:

- 1. Description of hazards or risk factors identified to have the potential to cause harm and determining the significance of the risks.
- 2. **Periodic review of risks** to reflect the latest risks and health and safety environment in the business.
- 3. Presence of a **preventive and corrective action plan** in the form of steps or recommendations that an organization needs to take to effectively prevent and address the risks identified.



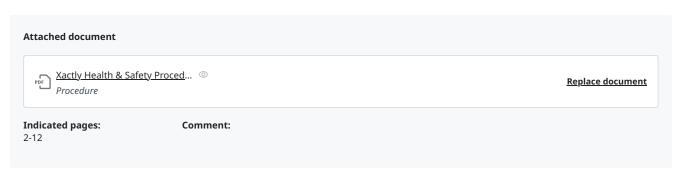
✓ Health and safety emergency action plan

Examples of documents to attach

- Emergency procedures for employees in case of accident or injury
- Standard operating procedure for the provision of emergency equipment
- Emergency evacuation procedures (such as fire drills, etc.)
- Safety Manual

Document guidelines

Your document should demonstrate that your company has a health and safety plan in place that will guide all employees in emergency situations. The type of emergency situations depend on your company's operations and workforce, but may include incidents such as accidents related to operation of heavy equipment, injuries, fires, chemical spills, explosions, falls, etc.



☐ Training of employees on health and safety risks and good working practices

Examples of documents to attach

- Training materials (such as slide decks, training content summaries, etc.)
- Evidence of training execution (such as progress reports, certificates of completion, etc.)

Document guidelines

Your document should demonstrate that your company provides training to employees to strengthen their knowledge on health and safety related to their job.

Actions to improve workstation ergonomics

Examples of documents to attach

- Health and safety work instructions
- Working operating procedure detailing guidelines to improve workplace ergonomics
- Program equipment implementation records
- Health and safety awareness training speficying ergonomic recomendations

Document guideliness

Your document should demonstrate actions your company has put in place to ensure that the work environment, tasks and processes are ergonomically optimized to minimize risks of workplace related injuries such as repetitive strain injuries. Actions should be taken for employees that are office-based, remote or telecommuters.

Attached document | Nactly Health & Safety Proced... © | Replace document | Indicated pages: | Comment: | 8-10

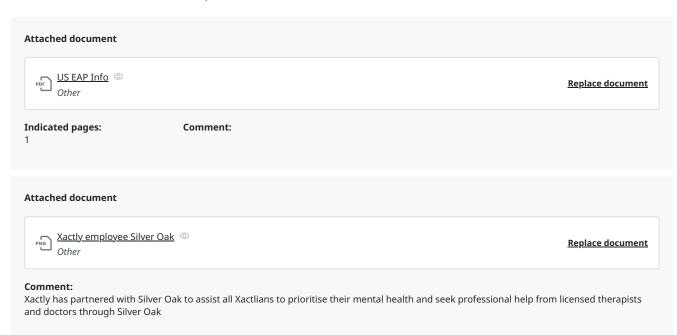
Actions to address stress and psychological wellbeing in the workplace

Examples of documents to attach

- Evaluations of stress levels
- Procedures and resources for employees to better manage their workload
- Employee assistance programs and counselling hotlines

Documents guidelines

Your document should demonstrate that the company provides proactive efforts to minimize stress and support your employees' psychological wellbeing in the workplace. This can include **preventative actions**, such as hotlines or channels for employees, that reshape the work environment and organization to reduce stress and mental health risks, or **intervention procedures** in case of stress or mental health issues.



Actions to ensure health and safety of non-employee workers and other contracted workers on premises

Please note that this option should only be selected if the action specifically covers non-employee workers.

Non-employee workers include individual contractors supplying labor to the company and workers provided by employment placement agencies. Examples of non-employee workers include:

- Individual contractors and self-employed workers
- Temporary agency workers and dispatched workers

Examples of documents to attach

- Training materials and additional evidence of training execution (progress reports, certificates of completion, etc.)
- Standard operating procedures
- Work instructions
- Program implementation records

Document guidelines

The document should show the implementation of health and safety-related actions for non-employee workers. Such actions can include trainings, health and safety risk analyses, health check-ups, and emergency action plans covering non-employee workers or other contracted workers working on the company premises.

Attached document | Nactly Health & Safety Proced... © | Replace document | Indicated pages: | Comment: | 1,3,12

Other actions to protect employee health and safety not included elsewhere in this question

Please select this option only if the rest of the options listed do not apply.

Document auidelines

Your document should demonstrate that your company has actions other than those specified in the other options to address health and safety issues encountered by employees at work. For example, physiological issues arising from the use of dangerous equipment, or remediation procedure for work accidents or ill-health, etc.

Examples of documents to attach

- Standard health and safety procedures
- Health and safety work instructions
- Employee handbook
- Annual or Sustainability report

Please specify

Comprehensive health and safety procedures covering all employees, contractors, and non-employees



■ No actions yet/I don't know

Two-way communication system in place to facilitate employee voice regarding working conditions

What actions are in place regarding working conditions?

Examples of documents to attach

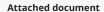
- Meeting minutes
- Presentation materials
- Email invitations for Town Halls or other company-wide meetings

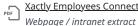
Document guidelines

Your document should demonstrate the implementation of two-way communication sessions between employees and management, while indicating that these sessions have or are taking place.

Two-way communiction sessions enable employees to provide direct input and feedback on working conditions and benefits, while also allowing the management to directly respond to any points raised. The expectation here is for the communication to be interactive with maximum engagement between employees and management. This can be in the form of company meetings with the CEOs or top management (such as Town Halls) or in other forms preferred by your company.

Note that this excludes any negotiation, consultation or simple exchange of information between employee representatives (e.g. works council) and the management and/or trade unions. This is addressed under the criterion of Social Dialogue.





Xactly Employees Connect wit...



Replace document

Indicated pages:

Comment:

Page 1

Refers to regular Town-halls meetings with Chris (CEO) and all Senior Staff (Exec staff) members. In addition, all employees have a Slack channel "ask_Chris" to ask questions or provide input and feedback on working conditions & benefits directly with the management.

Attached document



Xactly 2-way communication ...



Replace document

Indicated pages:

Comment:

1-3

Document specifies the various ways in which two-way communication between the leadership and the employees is fostered at Xactly through office-hours, townhalls, and company-wide all hands meetings.

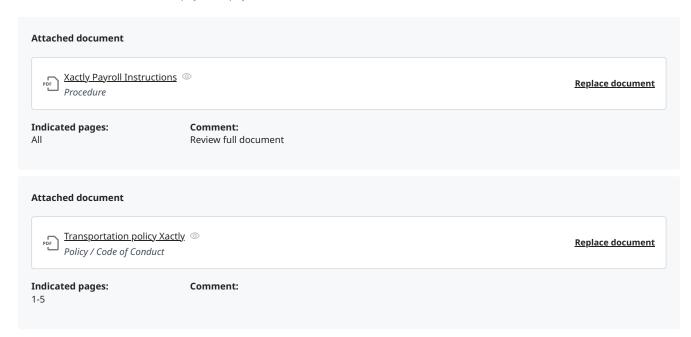
✓ Compensation for extra or atypical working hours

Examples of documents to attach

- Employee handbook
- Company hiring document
- Remuneration handbook

Document guidelines

Your document should demonstrate provision of additional compensation to employees for overtime, including all other forms of hours worked in excess or outside of the hours indicated in the employees' employment contract.



Family Friendly programs (FFPs) implemented (e.g. parental or care leaves, childcare services or allowances)

Examples of documents to attach

- Employee handbook
- Induction training materials
- Hiring information

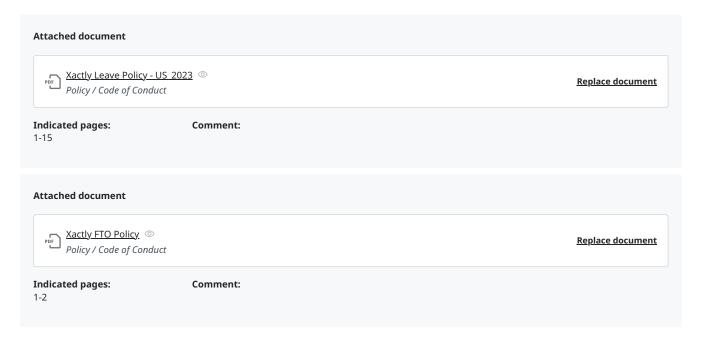
Document guidelines

Your document should demonstrate proactive initiatives put in place by your company to help employees balance their work and family lives. These actions are not limited to working parents but should also be available for all employees.

The actions could be in the form of:

- Paid parental and other care leaves
- Affordable and quality childcare services or allowances
- · Access to minimum social protection measures (maternity protection from workplace risks, protection from dismissal)

This option is not limited to parental care, but also includes those with care responsibilities such as taking care of grandparents, other family members.



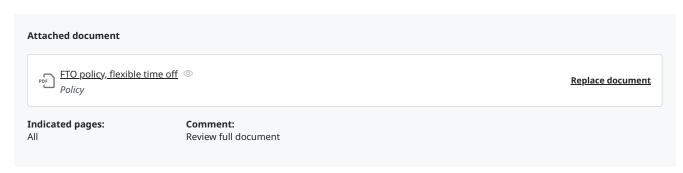
Flexible organization of work (eg. remote work, flexi-time)

Examples of documents to attach

- Employee handbook
- Employee contract
- Induction training or other communication materials

Document guidelines

Your document should demonstrate provision of flexible working arrangments to employees with the aim to support their needs in achieving a balance between their home and work lives. This can be in the form of part-time, telecommuting, flexi-time, job-shares or variable work schedules.



✓ Health care coverage of employees in place

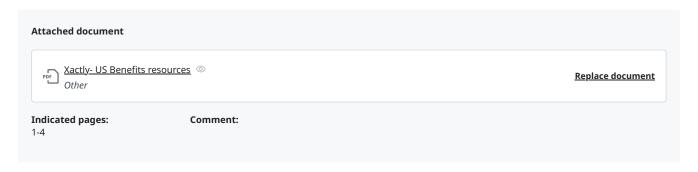
Examples of documents to attach

- Detailed health care plan
- Program implemenation records
- Communication materials to employees on their health care plan

Document guidelines

Your document should demonstrate your company's specific health care plan(s), which provides medical care for employees or their dependents directly through insurance, reimbursement, or otherwise. The provided health care can cover both work and non-work related injuries/accidents/illness as soon as the employee chooses to avail of medical care.

In case health care is mandated in your countries of operation, documents must demonstrate that the health care is issued by your company, such as evidence of corporate health insurance associations.



Communication to all employees of remuneration process (e.g. salary grid, procedure for salary advancement)

Examples of documents to attach

- Employee contracts
- Communication materials to employees on remuneration processes
- Salary report

Document guidelines

Your document should demonstrate clear communication by your company on the remuneration system to your employees that goes beyond HR personnel, which allows employees to understand their remuneration. (i.e. base salary, bonus schemes, financial remuneration benefits etc). This can be in the form of a salary grid, salary matrix, and/or information on salary advancement.



Employee satisfaction survey

Examples of documents to attach

- Employment satisfaction survey results
- Survey questionnaire template

Document guidelines

Your document should demonstrate your company's efforts to get feedback from employees on their morale and satisfaction at work.

Note that this specifically refers to the employee satisfaction as opposed to surveys related to employee understanding of company ethics or values.



Employee stock ownership plan (not restricted to executive level) **Examples of documents to attach** • Employee handbook • Employee contracts • Hiring page with information on employee stock ownership plans **Document guidelines** Your document should demonstrate an employee-owner program or plan that provides employees with an ownership interest in the company. It should apply to employees beyond C-suite (executives and directors). Bonus scheme related to company performance **Examples of documents to attach** • Employee portal page Hiring page with information on bonus plans • Presentation materials related to employee bonus schemes or benefits Document guidelines Your document should demonstrate monetary remuneration provided by your company for employees beyond their base salary that is linked to company performance. **Attached document** Xactly FY24 Corporate Bonus ... Replace document Other **Indicated pages:** Comment: Other actions to ensure good working conditions not included elsewhere in this question Please select this option only if the rest of the options listed do not apply. **Examples of documents to attach** • Work instruction, manual or handbooks

- Presentation or training materials
- Annual or Sustainability report

Document guidelines

Your document should demonstrate actions by your company addressing working conditions of employees that is not covered by the options above. The evidence may be related to working hours, remunerations, social benefits or other actions that you believe do not fit with the specific options.

Please provide details on the specific action implemented.

Please specify

☐ No actions / do not know

| Complete | LAB330 | High impact on theme score |
|------------------|--------|--------------------------------|
| Omplete Complete | LAB330 | (2) High impact on theme score |

What actions are in place regarding social dialogue?

Employee representatives or employee representative body (e.g. works council)

Examples of documents to attach:

- Meeting minutes
- bilateral agreements, collective bargaining agreements
- employee election results
- Annual report/CSR/Sustainability report

Your document should demonstrate the following: existence of labor unions, works councils or other agency/representative body that the company recognizes for the purpose of collective bargaing, consultation or other forms of engagement on behalf of all employees.

In most cases, employee representatives are elected byother employees and are regularly involved in two-way communication between management and workers.

Collective bargaining agreement on employees' health & safety

Examples of documents to attach:

- Collective bargaining agreements
- Annual Report/CSR/Sustainability Report

Your document should demonstrate the following: Agreements in writing regarding employee health & safety concluded between the company as an employer and at least one employee representative, in accordance to national laws and regulations. The document should be signed by the relevant stakeholders, and be within the expiration time frame of the agreement (as a result, please attach the most recent agreement).

Please note that as there should be enough assurance that the agreement is being implemented at the company, any documentation that surpasses the expiration period will be considered expired and obsolete (with the exception of agreements noting an automatic renewal clause).

Collective bargaining agreement on working conditions

Examples of documents to attach:

- Collective bargaining agreements
- Annual Report/CSR/Sustainability Report

Your document should demonstrate the following: Agreements in writing regarding employee working conditions concluded between the company as an employer and at least one employee representative in accordance to national laws and regulations. The document should be signed by the relevant stakeholders, and be within the expiration time frame of the agreement (as a result, please attach the most recent agreement).

Please note that as there should be enough assurance that the agreement is being implemented at the company, any documentation that surpasses the expiration period will be considered expired and obsolete (with the exception of agreements noting an automatic renewal clause).

Collective bargaining agreement on career management & training

Examples of documents to attach:

- Collective bargaining agreements
- Annual Report/CSR/Sustainability Report

Your document should demonstrate the following: Agreements in writing regarding training & career management concluded between the company as an employer and at least one employee representative in accordance to national laws and regulations. The document should be signed by the relevant stakeholders, and be within the expiration time frame of the agreement (as a result, please attach the most recent agreement).

Please note that as there should be enough assurance that the agreement is being implemented at the company, any documentation that surpasses the expiration period will be considered expired and obsolete (with the exception of agreements noting an automatic renewal clause).

Collective bargaining agreement on diversity, discrimination and/or harassment

Examples of documents to attach:

- Collective bargaining agreements
- Annual Report/CSR/Sustainability Report

Your document should demonstrate the following: Agreements in writing regarding discrimination and/or harassment concluded between the company as an employer and at least one employee representative in accordance to national laws and regulations. The document should be signed by the relevant stakeholders, and be within the expiration time frame of the agreement (as a result, please attach the most recent agreement).

Please note that as there should be enough assurance that the agreement is being implemented at the company, any documentation that surpasses the expiration period will be considered expired and obsolete (with the exception of agreements with an automatic renewal clause).

Other actions to promote structured social dialogue not included elsewhere in this question

Please select this option if your company has other actions in place that promote social dialogue not included elsewhere in the question.

Examples of documents to attach:

- Employee handbooks
- Meeting minutes
- Collective bargaining agreements or other formal agreements
- Annual Report/CSR/Sustainability Report

Your document should demonstrate the following: a formal (binding) agreement between the company, the employee and/or other third party (i.e. the government) that demonstrates actions to promote structured social dialogue. These can take the form of, Ombudsman Committees, Arbitration Committees etc.

Note that structured social dialogue consist of a recognized employee representative and/or presence of trade unions/work councils. Joint committees and other two-way communication systems would only be valid if they include the above components.

Please specify

No actions yet/Do not know



LAB3300

Are your company's main operations located in a region where the right to freedom of association is restricted by local law or regulation?

No: There is no legal/regulatory restriction on freedom of association in the region of my company's main operation(s)

This is a declarative option that requires no supporting documentation and will not impact the final score.

If your company's main operation(s) is located in a country where there are **no legal/regulatory restrictions** on the freedom of association of employees, please choose this option.

Main operations refers to the region in which the company has the biggest operational site/number of employees.

Yes: My company's main operation(s) is located in a region where the right to freedom of association is restricted by local law/regulation

This is a declarative option that requires no supporting documentation and will not impact the final score.

If your company's main operation(s) is located in a country where there are legal/regulatory restrictions on the freedom of association of employees, please choose this option.

Main operations refers to the region in which the company has the biggest operational site/number of employees.

What actions has your company implemented to promote employee career management and training?

Skills development training

Examples of documents to attach:

- Training materials such as training slides
- Training progress or completion reports
- Course evaluation forms with course name, description, and list of participants

Your supporting document should demonstrate the following: Trainings provided to employees to strengthen their knowledge and skills specific for their work and/or for their career advancement. Trainings can be on industry or role specific subjects and can be provided to your employees in-person (classroom or on the job) or online.

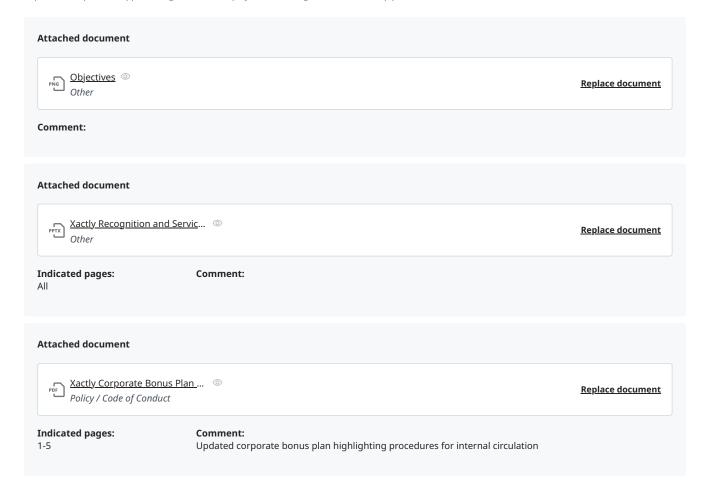


Regular assessment of individual performance

Examples of documents to attach:

- Completed employee performance evaluation forms
- Management guidelines on how to perform an annual assessment
- Performance review invitations sent to employees

Your supporting document should demonstrate the following: Instructions or operational process to quantitatively and/or qualitatively assess and review employees' job performance on a regular basis. Conducting regular assessments of individual performance allows your company to identify areas for improvement, provide support and guidance to employees, and recognize and reward top performers.

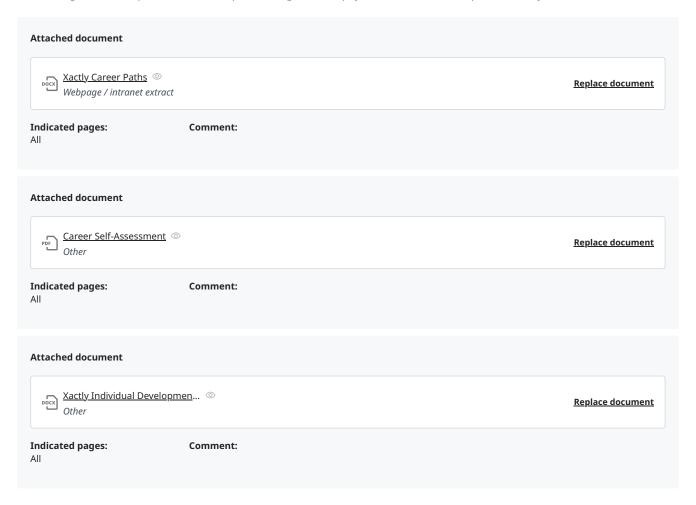


✓ Individual development and career plan for all employees

Examples of documents to attach:

- Individual Development Plans (IDP)
- Guidelines for managers on how to hold regular career development conversations
- Dedicated career development section in annual review

Your supporting document should demonstrate the following: Instructions or operational process to support employees in their professional growth according to their potential and priorities. This process should be followed consistently over time and include your employees' short and long-term career goals, current strengths, areas of improvement, and action plans detailing how the employee can make their career aspirations a reality.



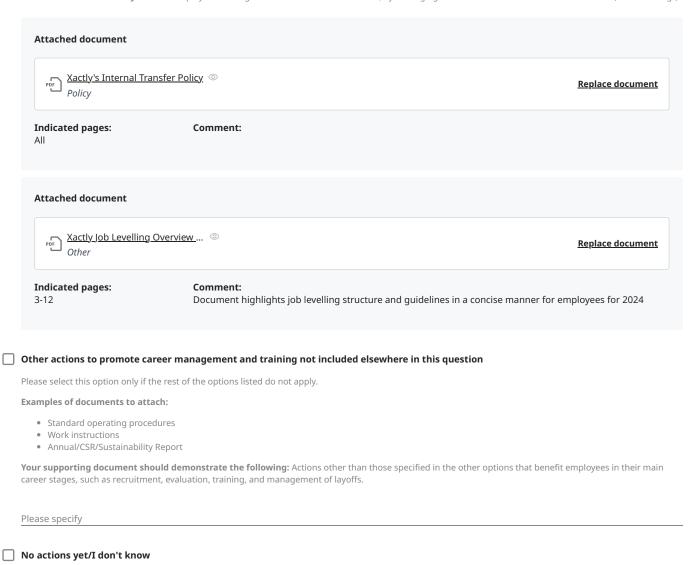
Actions to promote internal mobility

Examples of documents to attach:

- Communication materials or procedural documents about employee promotions, transfers, or role changes
- Implementation records of job shadowing programs, internal mentoring/sponsorship programs, employee job rotation programs/job swaps
- Evidence of internal hiring practices such as internal job postings, announcements and internal talent marketplace platforms

Your supporting document should demonstrate the following: Specific program(s) implemented by your company to encourage employee internal mobility. Internal mobility can be vertical, horizontal, geographical, or transversal:

- Vertical mobility involves employee promotions/transfers that advances them to the next level of the organization.
- Horizontal mobility involves employees changing functions/departments, but remain at the same job level within the organization.
- Geographical mobility involves developing an activity on another site/location within the organization.
- Transversal mobility involves employees moving across different roles/functions, by leveraging their transferable or cross-functional skills ("cross-skilling")



What actions has your company implemented to promote diversity, equity, and inclusion?

Actions to prevent discrimination during recruitment phase

Examples of documents to attach

- Internal audits on recruitment practices
- Evidence of implementation of a blind recruitment system or software (this may include anonymization of candidate names and any other identifying factors such as age, gender, location etc.)
- Publicly shared information on accessible and non-discriminatory recruitment practices
- Samples of internal or external job postings using accessible or non-discriminatory language

Document guidelines

Your document should demonstrate an open, transparent and merit-based recruitment process that prevents discriminatory hiring practicess and ensures equal opportunities to all job candidates, internal or external, entering the company's employee selection process

Please specify

Xactly Discrimination Harassment and Retaliation Policy



Actions to prevent discrimination in professional development and promotion processes

Examples of documents to attach

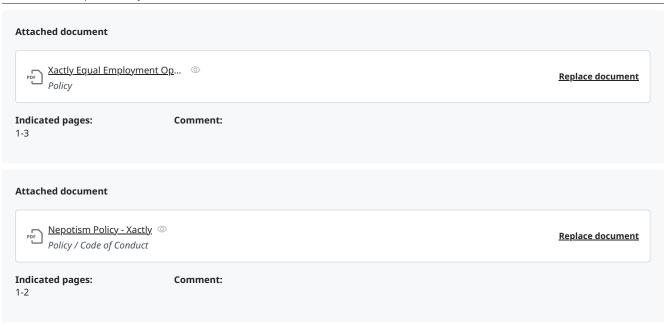
- HR Manual
- Training materials for HR or recruiters

Document guidelines

Your document should demonstrate your company's efforts to provide equal opportunities to all employees in your promotion and professional development practices. This can be through training or instructions provided to human resources on preventing discrimination or increasing accessibility.

Please specify

Global EEO and Nepotism Policy



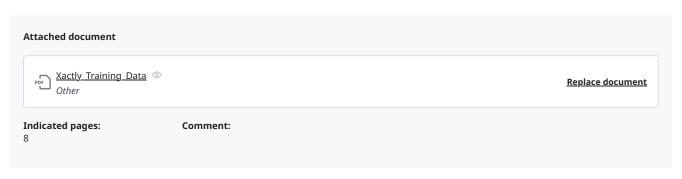
▼ Training of employees on diversity, equity, and inclusion

Examples of documents to attach

- Training materials (such as slide decks, training content summaries, etc.)
- Evidence of training execution (such as progress reports, certificates of completion, etc.)

Document guidelines

Your document should demonstrate that your company provides training to enable all employees to thrive in the workplace and prevent a hostile work environment.



Actions to prevent workplace harassment

Examples of documents to attach

- Program implementation records
- Communication materials
- Employee handbook

Document guidelines

Your document should demonstrate specific measures to prevent and monitor harassment in the workplace that is separate to grievance mechanisms, remediation processes and training programs.

Examples of expected actions:

- Establishing an anti-harassment committee
- Internal audit or monitoring reports on harassment cases
- Open dialogue initatives on workplace harassment

Please specify

Global discrimination policy along with India specific PoSH policy



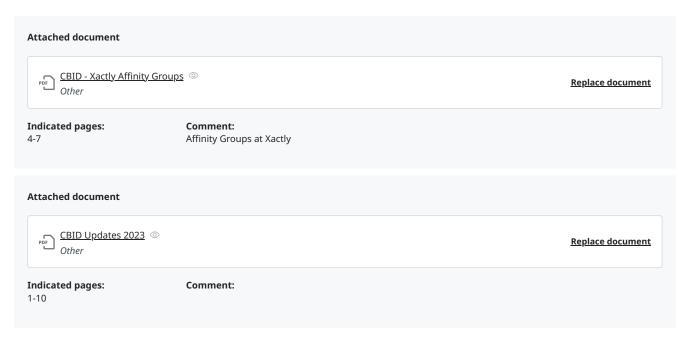
Affinity or other support groups for minorities or vulnerable groups

Examples of documents to attach

- Standard operating procedures
- Program implementation records
- Communication materials
- Employee handbook

Document guidelines

Your document should demonstrate specific programs or actions towards the formation and continuity of affinity or other support groups for minorities or vulnerable employees in the workplace, for example, affinity groups for working parents, employees of specific gender identities, or dedicated ethnic, religious, and cultural groups.



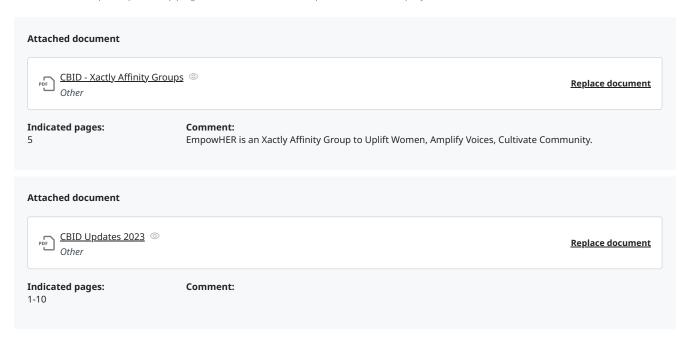
Women's development, mentorship, or sponsorship programs

Examples of documents to attach

- Program implementation records
- Communication materials
- Employee handbook

Document guidelines

Your document should demonstrate specific actions or programs that provide development opportunities for employees that identify as women, for example, dedicated mentorship and sponsorship programs for female talent development within the company.



Actions to promote the inclusion of employees with disabilities

Examples of documents to attach

- Employee handbook
- Program implementation records

Document guidelines

Your document should demonstrate actions to enable employees with a wide range of disabilities to perform their job duties, such as providing accessible infrastructure or specific training programs for psychological adaptation.

✓ Grievance mechanism on discrimination and harassment

Examples of documents to attach

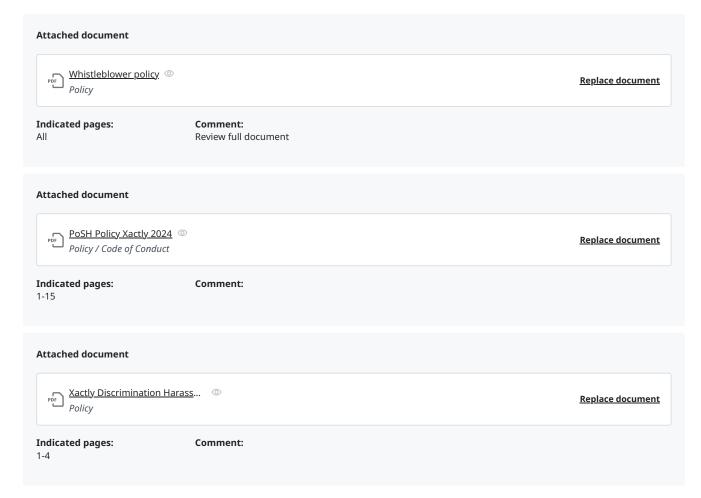
- Code of Conduct
- Employee handbook or manual
- Grievance mechanism manual or reporting procedure
- Anti-harassment policy

Document guidelines

Your document should demonstrate established mechanism for different parties to report on discrimination and harassment issues.

Grievance mechanisms must include the following elements:

- 1. Accessibility: Communication to all stakeholders regarding availability of a grievance mechanism. This information should be available at all times, in particular to those who may face barriers (linguistically or geographically) and those who may have minority status within your workforce.
- 2. Non-retaliation: Those who report any grievances should be protected and not face retaliation.
- 3. Confidentiality: Steps in place to maintain confidentiality of those who make use of the grievance mechanism.



Remediation procedure for victims of discrimination and harassment

Examples of documents to attach

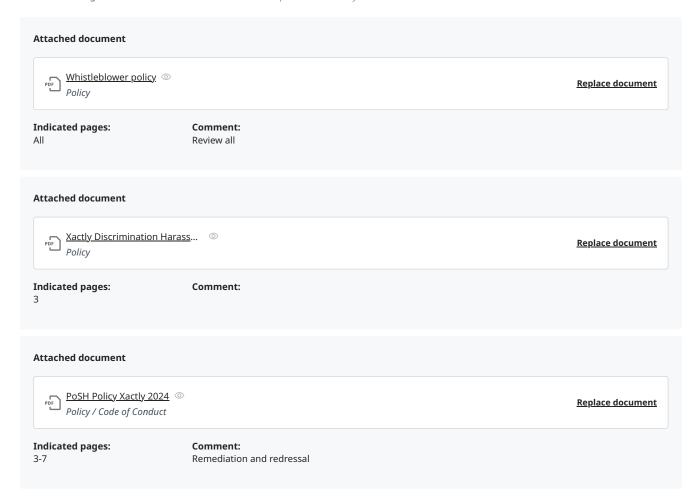
- Code of Conduct
- Employee handbook
- Grievance mechanism manual or reporting procedure
- Anti-harassment policy

Document guidelines

Your document should demonstrate operational procedures or evidence of remediation efforts to support victims of discrimination or harassment. Remediation procedures are an operational-level, non-judicial process to help mitigate incidents of discrimination and harassment as they help to identify and correct any harm caused to victims.

The remediation process must include the following elements:

- 1. **Proportionality**: Identification of appropriate responses to the violation
- 2. **Transparency**: Transparent communication with stakeholders
- 3. Monitoring: Measures to monitor effectiveness of the implemented remedy



Actions to promote wage equality in the workplace

Examples of documents to attach

- Pay gap report
- Equal pay gap or wage audit
- Pay gap study
- Wage monitoring reports

Document guidelines

Your document should demonstrate monitoring or auditing of remuneration practices to identify unequal pay, analysis of factors that contribute to the pay gap, and all other measures to eliminate the pay gap.

Other actions to promote inclusion of minority and vulnerable groups in the workplace not included elsewhere in this question Please select this option only if the rest of the options listed do not apply. **Document guidelines** Your document should demonstrate actions other than those specified in the other options that promote the inclusion of minority or vulnerable groups in the workplace. Examples of actions include but are not limited to the promotion of inclusive language, the provision of gender-neutral washrooms, etc. Examples of documents to attach • Standard operating procedures · Work instructions • Annual or Sustainability report Please specify Other actions to promote gender inclusion in the workplace not included elsewhere in this question Please select this option only if the rest of the options listed do not apply and describe your own declaration in the open text field. Examples of actions include but are not limited to dedicated community events to support gender groups, providing lactation and break rooms for working mothers, or providing safe transport options for all gender groups to and from the workplace. Please specify EEO policy and US lactation policy **Attached document** Xactly Lactation Policy **Replace document** Policy / Code of Conduct **Indicated pages:** Comment: 1-2 **Attached document** EEO Policy Updated **Replace document** Policy / Code of Conduct **Indicated pages:** Comment: 1-3

■ No actions yet/I don't know

Reporting indicator has a medium impact on the Labor & Human Rights theme score

Indicator: Reporting

Reporting is based on quantitative KPIs that measure your implementation of sustainability practices.

We'll ask you to attach documents that include your sustainability metrics. A valid **reporting document** includes the reporting **year** and the reporting **unit** (such as kWh or liters).

Make sure the latest reporting period is within the last 2 calendar years.

Learn more about the document requirements

On which of the following topics does your company report metrics?

Employee health and safety

Select this option if you have additional reporting metrics on Employee Health & Safety, on top of the metrics declared in the previous Labor Reporting question.

Examples of documents to attach:

- Annual safety incident report
- Health and safety training summary report
- Reporting section in your Annual or Sustainability report

Your document should: Demonstrate the metrics on employee health and safety at work, such as absenteeism rate, number of employees trained on health and safety issues, number of employee health and safety risk assessments conducted, etc.

Working conditions

Select this option if you have additional reporting metrics on Working Conditions, on top of the metrics declared in the previous Labor Reporting question.

Examples of documents to attach:

- Annual employee benefits report
- Reporting section in your Annual or Sustainability report

Your document should: Demonstrate the metrics on remuneration and social benefits granted to employees, such as number of employees covered with healthcare, employees satisfaction rate, etc.

Attached document GLINT Survey2024 Results © Replace document Other Comment:

Glint Survey Results for 2024, discussing the common issues employees face along with factors that keep them happy and satisfied.

Social dialogue

Examples of documents to attach:

- Labor union report
- Employee representatives coverage report
- Reporting section in your Annual or Sustainability report

Your document should: Demonstrate the metrics on social dialogue mechanisms such as number of employees covered by employee representatives, number of employees covered by collective agreements, etc.

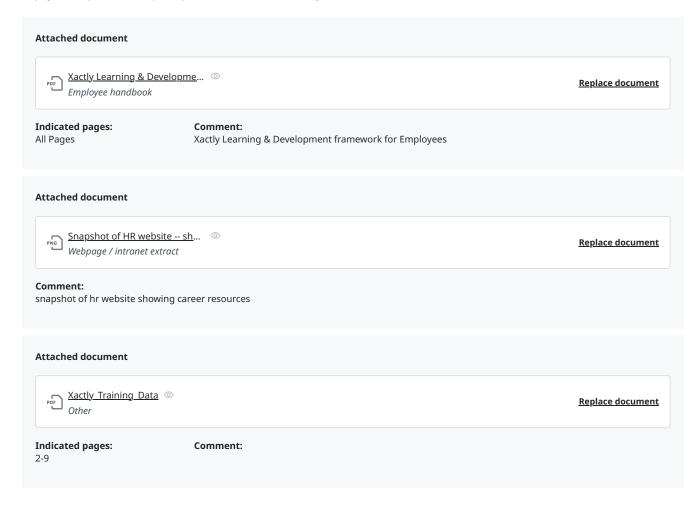
Career management and training

Select this option if you have additional reporting metrics on Career Management & Training, on top of the metrics declared in the previous Labor Reporting question.

Examples of documents to attach:

- Annual training report
- Annual employee development report
- Reporting section in your Annual or Sustainability report

Your document should: Demonstrate the metrics on employee career development and training, such as number of skills trainings provided, number of employees with personal development plans, number of internal mobility cases, etc.



☐ Child labor, forced labor, and human trafficking

Examples of documents to attach:

- Annual human rights report
- Human rights violation incident report
- Reporting section in your Annual or Sustainability report

Your document should: Demonstrate the metrics on child, forced, or compulsory labor issues within company-owned operations, such as number of child or forced labor incidents reported, number of child or forced labor audits conducted in own operational sites, etc.

Discrimination and Harassment

Select this option if you have additional reporting metrics on Discrimination and Harassment, on top of the metrics declared in the previous Reporting question.

Examples of documents to attach

- · Annual social data report
- Corporate diversity report
- Reporting section in your Annual or Sustainability Report

Document guidelines

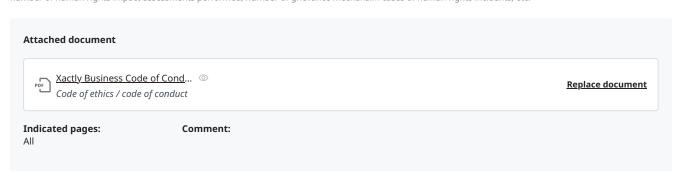
Your document should demonstrate the metrics on the prevention of discrimination and physical, psychological and verbal abuse in the workplace. This may include number of employees trained on prevention of discrimination and harassment, number of Employee Resource Groups conducted, etc.

External stakeholder human rights

Examples of documents to attach:

- Annual human rights report
- Reporting section in your Annual or Sustainability report

Your document should: Demonstrate the metrics on direct and indirect human rights impacts of the company's operations on external stakeholders, such as number of human rights impact assessments performed, number of grievance mechansim cases of human rights incidents, etc.



None of the above/Do not know

Please report on the following metrics related to labor topics:

~

Answers to this question will be shown in a dedicated section in your EcoVadis platform - Metrics. This useful tool helps you store all relevant quantitative data and track your sustainability progress.

Number of hours worked 💉

There is no document to attach to this option. The information provided should be public or internal reporting of consolidated data on the recorded number of hours worked over one reporting year. Hours worked is defined as the sum of all periods spent on direct and ancillary activities to produce goods and services. If the number of hours worked cannot be directly calculated, it may be estimated on the basis of normal or standard hours of work, taking into account entitlements to periods of paid leave of absence from work (e.g., paid vacations, paid sick leave, public holidays).

Year Value
2023

Value

1370720

Number of work-related ill health 💉

Examples of documents to attach:

- Work-related ill health report
- Reporting section in your Annual or Sustainability report

Your document should: Demonstrate the metrics on the recorded number of cases of ill health. Work-related ill health can include acute, recurring, and chronic health problems caused or aggravated by work conditions or practices. These include musculoskeletal disorders, stress-related diseases (including obesity and heart diseases), and psychological ill health.

This metrics applies to direct employees (individuals who have a direct employment relationship with your company).

Year Value
2023 ✓ 0

Attached document



Indicated pages: Comment:

Ratio of the annual total compensation for the highest paid individual, to the median annual total compensation for all employees 🔑

Examples of documents to attach:

- Internal wage tracking report
- Reporting section in your Annual or Sustainability report

Your document should: Demonstrate the metrics on the ratio of the annual total compensation from the highest paid individual to the median annual total compensation for all employees. Annual total compensation includes salary, bonus, stock awards, option awards, non-equity incentive plan compensation, change in pension value, and nonqualified deferred compensation earnings provided over the course of a year.

Example calculation Ratio = annual compensation for the highest compensated individual ÷ Median annual compensation for all employees (excluding the highest-compensated individual)

This metrics applies to direct employees (individuals who have a direct employment relationship with your company).

 Year
 Unit

 2024
 Y

 percent (%)
 Y

 Value

| Average h | ours o | of training per employee 💉 | | |
|------------|---------|--|------------------|---|
| Examples | of docu | ments to attach: | | |
| | | ning report ection in your Annual or Sustainability report | | |
| | | hould: Demonstrate the metrics on the numbe external education that is paid fully or partly by | | th employee is trained on average. Training refers to all types of vocational training y. |
| Example c | alculat | i on Average hours of training per employee = t | total training h | nours ÷ total number of employees taking part in the training |
| This metri | cs appl | ies to direct employees (individuals who have | a direct empl | oyment relationship with your company). |
| Year | | Unit | | |
| 2024 | ~ | hours/employee (H/employee) | ~ | Value |
| Not yet m | nonitor | ed/I don't know | | |

Please report on the following workplace diversity metrics:

Answers to this question will be shown in a dedicated section in your EcoVadis platform - Metrics. This useful tool helps you store all relevant quantitative data and track your sustainability progress.

Percentage of women employed in the whole organization 💉

Examples of documents to attach:

- Internal diversity report
- Reporting section in your Annual or Sustainability report

Your document should: Demonstrate the metrics on the percentage of employees who identify as women in the company.

This metrics applies to direct employees (individuals who have a direct employment relationship with your company).





Percentage of women at top management level 💉

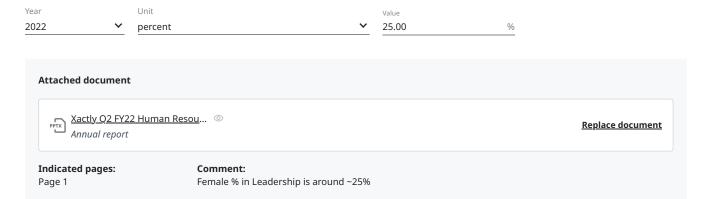
Examples of documents to attach:

- Internal diversity report
- Reporting section in your Annual or Sustainability report

Your document should: Demonstrate the metrics on the percentage of employees who identify as women at top management level.

Top management includes all Chief Officers (CEO, CFO, CTO, etc.), and all members of mid and top management (directors, VP, team leaders, etc.), and excludes members of the board of directors.

This metrics applies to direct employees (individuals who have a direct employment relationship with your company).



Percentage of women within the organization's board 💉

Examples of documents to attach:

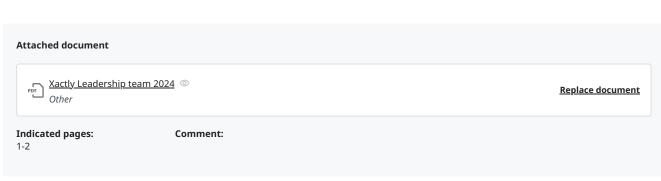
- Internal diversity report
- Reporting section in your Annual or Sustainability report

Your document should: Demonstrate the metrics on the percentage of board members identifying as women in the company.

The organization board refers to the management or supervisory body of a company, including independent and advisory boards. It does not include mid-management and top executive positions.

This metrics applies to direct employees (individuals who have a direct employment relationship with your company).





Average unadjusted gender pay gap 💉

Examples of documents to attach:

- Internal diversity report
- Internal wage tracking report
- Reporting section in your Annual or Sustainability report

Your document should: Demonstrate the metrics on the difference between the average gross hourly earnings of employees identifying as male and of employees identifying as female as a percentage of the average gross hourly earnings of employees identifying as male. As opposed to the adjusted gender pay gap, the unadjusted gender pay gap does not factor in any differences in pay due to varying years of experience, position titles, contract types, or roles, among others.

Example calculation Average unadjusted gender pay gap = [average pay of men - average pay of women] ÷ average pay of men x 100

This metrics applies to direct employees (individuals who have a direct employment relationship with your company).

 Year
 Unit

 2024
 Y

 percent (%)
 Y

 Value

Percentage of employees from a minority or vulnerable group in the whole organization 💉

Examples of documents to attach:

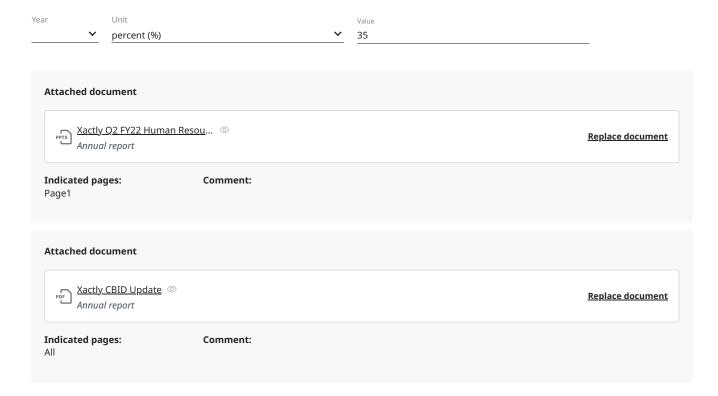
- Internal diversity report
- Reporting section in your Annual or Sustainability report

Your document should: Demonstrate the metrics on the percentage of workers from minority or vulnerable groups employed in the company.

- Minority groups here are covering a wide range of groups, including characteristics such as ethnicity, religion, disability, gender identity, etc.
- Vulnerable groups are those with some specific physical, social, political, or economic condition or characteristic that places them at higher risk of suffering a burden (such as children and youth, the elderly, people with disabilities, refugees, etc).

We acknowledge that in some cases, data collection on minority or vulnerable groups is restricted in certain countries. Your company can choose the group covered with this metrics at your own discretion.

This metrics applies to direct employees (individuals who have a direct employment relationship with your company).



Percentage of employees from a minority or vulnerable group at top management level 💉

Examples of documents to attach:

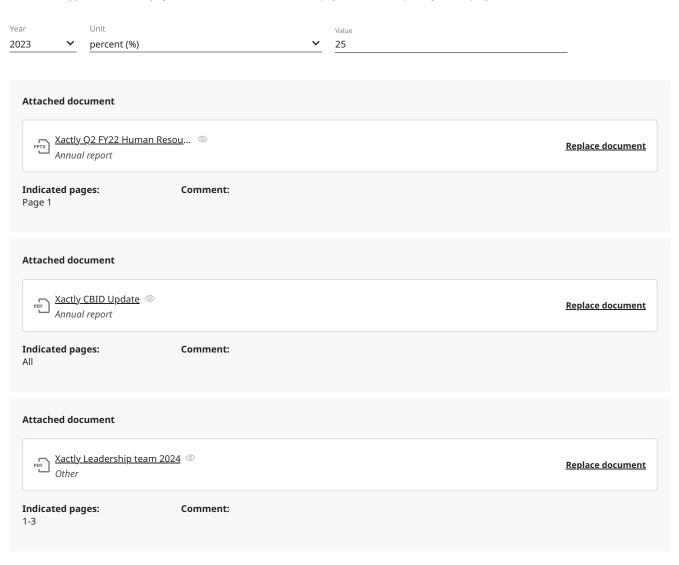
- Internal diversity report
- Reporting section in your Annual or Sustainability report

Your document should: Demonstrate the metrics on the percentage of workers from minority or vulnerable groups at top management levels.

- Top management includes all Chief Officers (CEO, CFO, CTO, etc.), all members of mid and top management (directors, VP, team leaders, etc.), and excludes members of the board of directors.
- Minority groups here are covering a wide range of groups, including characteristics such as ethnicity, religion, disability, gender identity, etc.
- Vulnerable groups are those with some specific physical, social, political, or economic condition or characteristic that places them at higher risk of suffering a burden (such as children and youth, the elderly, people with disabilities, refugees, etc).

We acknowledge that in some cases, data collection on minority or vulnerable groups is restricted in certain countries. Your company can choose the group covered with this metrics at your own discretion.

This metrics applies to direct employees (individuals who have a direct employment relationship with your company).



This theme has a **medium** impact on your overall score. The impact is calculated based on the sustainability issues relevant for your company.

Theme: D Environment

This theme focuses on two areas:

- Environmental management of operations, such as energy use in offices, water and materials used during manufacturing, air pollution and threats to biodiversity.
- Environmental management of products and services. It includes:
 - Product use and product end-of-life, such as energy efficiency of electronics or take-back programs.
 - Customer health and safety, such as the hygiene and safety of products for consumption and use.
 - Environmental service and advocacy, such as programs or services to encourage sustainable consumption.

Sustainability issues relevant for your company:

Energy consumption & GHGs Materials, Chemicals & Waste

- Based on your company's **industry**, **size** and **location**, we selected the most relevant sustainability issues.
- Selected sustainability issues define what questions you receive and the impact of this theme on your overall score.

Policies indicator has a **high** impact on the **Environment** theme score

Indicator: Policies

A policy is a set of objectives that addresses specific sustainability issues. It shows your **company's intention** to reduce impact, mitigate risk, or improve performance.

Examples of policies:

- General **principles**, **statements** and **qualitative objectives** to improve sustainability.
- Specific **quantitative targets** with a defined deadline in the future. You can submit both absolute and relative targets. A conclusive target should meet the following conditions:
 - o Be time-bound: include a baseline and target year.
 - Be measurable: include a quantitative goal to be achieved.
 - o Be achievable: realistic and relevant to the company's activities.

Get more examples and best practices for developing policies

Does your company have a policy with qualitative objectives and quantitative targets for:

Energy consumption and GHGs

Examples of documents to attach

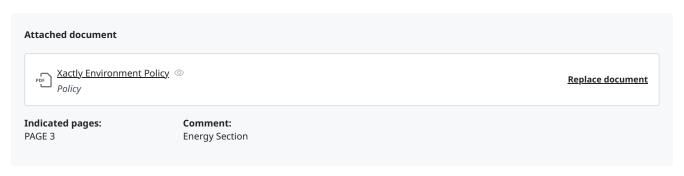
- Environmental Policy
- Energy Policy
- Climate Policy
- Annual or Sustainability Report

Document guidelines

Your document should state your company's energy and GHG commitment. It should include your company's objectives to address energy consumption from company operations. Your policy can include either qualitative objectives or quantitative targets or both.

Here are some examples:

- Qualitatitve objective: Commit to mitigating climate change through increasing energy efficiency during operations.
- Quantitative target: Reduce office energy consumption by 20% by 2030 from a 2020 baseline.



✓ Waste

Examples of documents to attach

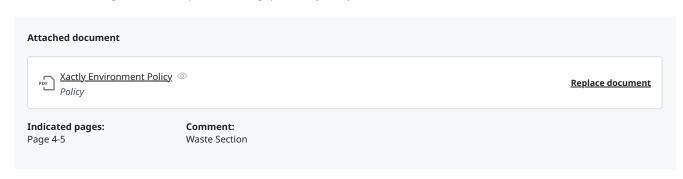
- Environmental Policy
- Waste Management Policy
- Annual or Sustainability Report

Document guidelines

Your document should state your company's commitment towards reducing waste. It should include your company's objectives to reduce environmental impact from waste generated from operations. Your policy can include either qualitative objectives or quantitative targets or both.

Here are some examples:

- Qualitatitve objective: Commit to reduce waste by process optimization.
- Quantitative target: Reduce waste production during operations by 50% by 2030 from a 2020 baseline.



Environmental services and advocacy

Select this option only if it's listed as a relevant sustainability issue for your company. You can confirm this on the theme's introduction page.

Examples of documents to attach

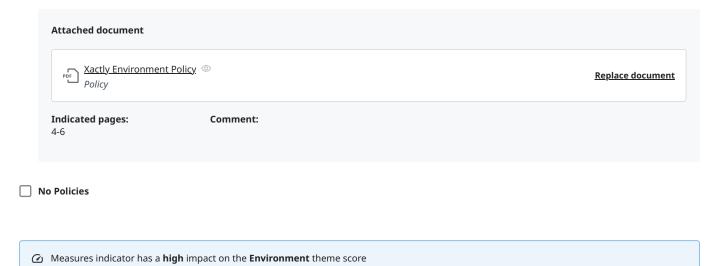
- Environmental Policy
- Sustainability Promotion Policy
- Sustainable Consumption Policy
- Annual or Sustainability Report

Document guidelines

Your document should state your company's commitment towards the provision of environmental services and advocacy. It should include your objectives on services or alternative solutions offered to enable customers to diagnose and mitigate their environmental impacts resulting from their own consumption. Your policy can include either qualitative objectives or quantitative targets or both.

Here are some examples:

- Qualitative objective: (1) Strive to help customers to reduce their carbon footprint by offering alternative or innovative solutions. (2) Aim to promote responsible consumption by scaling up services that emit fewer emissions such as second life and repairs. (3) Support phase-out of fossil fuel through financing low carbon technologies and businesses with transition plans to a net positive future.
- Quantitative target: To provide customers with carbon footprint on 100% of products by 2030.



Indicator: Measures

This indicator is about your company's **actions to support your sustainability policies and commitments.**

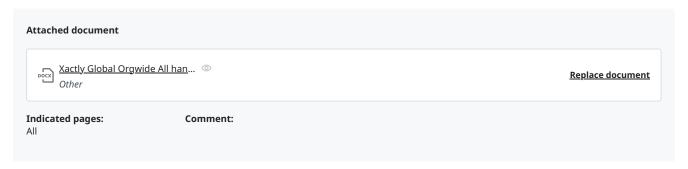
The answer options in each question represent best practices for your company's size and industry. Select options that your company **has already implemented** and provide the documented proof of your actions.



What actions has your company implemented to reduce energy consumption and GHGs?

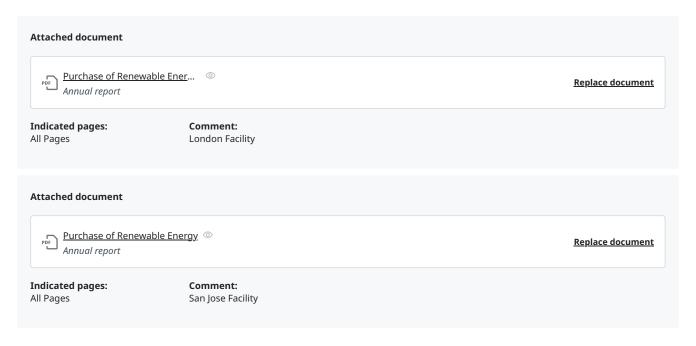
Training of employees on energy conservation and climate action

The document(s) should demonstrate: employee awareness/training programs related to energy conservation or GHG emissions reduction which educate employees on their roles in saving energy and reducing GHG emissions. It can be in-person training, formal sharing of best practices, or training materials (e.g. posters, emails, reminders, etc.) provided to employees. Examples of documents to attach: training materials and additional evidence of training execution (progress reports, certificates of completion, posters, emails, etc.), CDP Climate Change Report, Annual Report, CSR/Sustainability Report, etc.



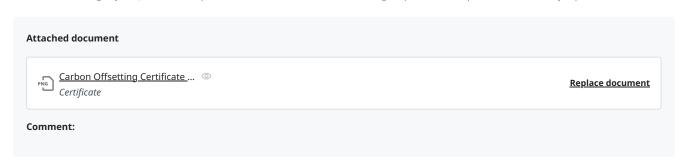
Purchase or generation of renewable energy

The document(s) should demonstrate: evidence that the company purchases or generates energy from renewable sources, such as solar, wind, water, etc. Examples of documents to attach: invoice, contractual agreement, standard operating procedures, work instructions, program implementation records, CDP Climate Change Report, Annual Report, CSR/Sustainability Report, etc.



Purchase of verified carbon offset credits

The document(s) should demonstrate: evidence that the company purchases verified carbon offset credits which allow the company to compensate its own GHG emissions. Afforestation or power generated from renewable energy sources are common carbon offset projects. Examples of documents to attach: invoice, contractual agreement, evidence of registration with a reputable carbon offset program (Verified Carbon Standard, Gold Standard, Climate Action Reserve, American Carbon Registry, etc.), verification report for the offset credits, CDP Climate Change Report, Annual Report, CSR/Sustainability Report, etc.



Energy or carbon audit

The document(s) should demonstrate: energy and/or carbon audit conducted to assess the energy consumption and/or GHG emissions of the company's facilities, including office building, manufacturing sites, and transportation. It helps a company to identify potential reduction associated with energy consumption or GHG emissions. Examples of documents to attach: energy audit report, carbon audit report, standard operating procedures, work instructions, assessment reports, CDP Climate Change Report, Annual Report, CSR/Sustainability Report, etc.

| V .1 = 4 11. | | |
|--|--|---|
| Audit report | Report 20 | <u>Replace document</u> |
| Indicated pages: 2 | Comment: | |
| Reduction of energy consum | nption of lighting systems | |
| of the capture of daylight, or any | | equipment (e.g. LED tubes, motion sensors and dimmers), maximization f lighting systems. Examples of documents to attach: standard operating Report, Annual Report, CSR/Sustainability Report, etc. |
| Reduction of energy consun | nption of HVAC (heating, ventilation, and air condi | tioning) systems |
| storage), or adoption of other te consumption of HVAC systems. l | chnologies (e.g. variable speed drives for air handling un | ystems (e.g. central air conditioners and heat pumps, thermal energy it, occupancy sensor control, automatic tube cleaning) to reduce energy ocedures, work instructions, HVAC systems installation records, CDP |
| Reduction of energy consum | nption of IT infrastructure | |
| Examples can be deployment of | energy efficient equipment, energy-saving cooling system | nsumption of IT infrastructure, such as data centers, server rooms, etc. ms, data virtualization, etc. Examples of documents to attach: standard Change Report, Annual Report, CSR/Sustainability Report, etc. |
| | | |
| Attached document | | |
| Attached document Xactly Repurposeds Other Xactly Repurposeds Xactly Repurposed Xactly Repurp | Sold Lapto ③ | <u>Replace document</u> |
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| Xactly Repurposeds Other Indicated pages: All Other actions to reduce ene Please select this option only if the other options to manage en | Comment: We are a software company - we own techn we find a new home for these machines by ~50 of our Xactly machines were given a ne | rology. Instead of disposing of the past due quality of machines, donating or selling them at a low cost to our employees. Around w life when sold to existing employees for their personal use. The in this question Solution is should demonstrate the following: actions other than those specified or to manage GHG direct and indirect emissions. Examples of document |



What actions has your company implemented to manage waste?

Reduction of internal wastes through material reuse, recovery or repurpose

The document(s) should demonstrate: evidence that the company adopts such methods that reduce internal waste generation. Examples of measures include using reusable and compostable instead of single-use items, reducing paper consumption, or repairing and repurposing office and IT equipment. Examples of documents to attach: equipment specification, standard operating procedures, work instructions, equipment/technology purchase invoices or installation records, Annual Report, CSR/Sustainability Report, etc.

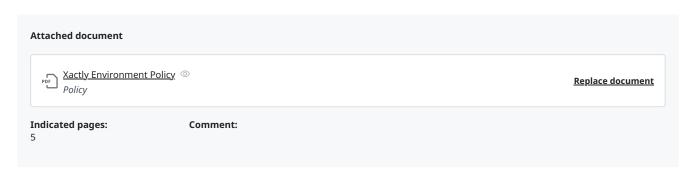


☐ Training of employees on waste reduction and sorting

The document(s) should demonstrate: company-specific employee awareness programs given to employees to strengthen their knowledge on waste management-related issues. Examples of documents to attach: training materials and additional evidence of training execution (i.e. certificates of completion), Annual Report, CSR/Sustainability Report, etc.

✓ Internal sorting and disposal of waste according to waste streams

The document(s) should demonstrate: evidence that waste is being sorted according to waste streams to facilitate waste disposal. Examples of measures include using waste sorting divided into paper, glass, metals, plastics, organic and/or potentially hazardous waste, and appropriate waste disposal methods, such as recycling or incineration. Examples of documents to attach: standard operating procedures, work instructions, Annual Report, CSR/Sustainability Report, etc.



Reduction of material consumption through process optimization

The document(s) should demonstrate: evidence that the company adopts such methods, technologies and processes to minimise the amount of materials being consumed in the operations. Examples of documents to attach: standard operating procedures, work instructions, program implementation records, technological change records, Annual Report, CSR/Sustainability Report, etc.

✓ Use of eco-friendly or bio-based input materials

The document(s) should demonstrate: evidence that the company uses eco-friendly or biodegradable input materials in order to reduce the amount of waste produced. Examples of documents to attach: standard operating procedures, work instructions, project reports, Annual Report, CSR/Sustainability Report, etc.

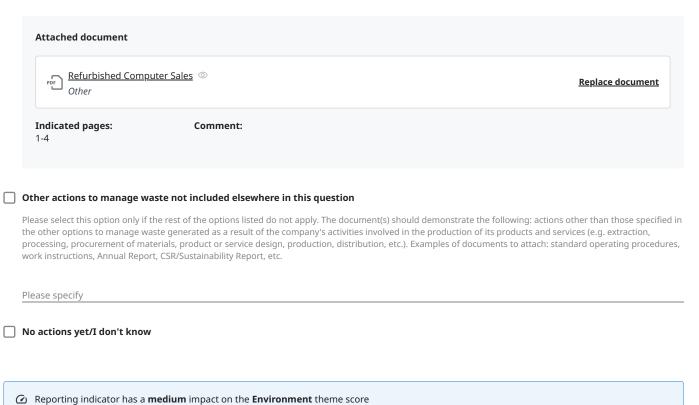
Attached document Sustainable Plates and Bowls ... Other Indicated pages: 1-2 Comment: Xactly offices use sustainable plates and bowls made out of recycles materials. The attached document is the invoice for all the reusable plates and bowls purchased for Xactly Corp.

Employee platform available to exchange office supplies between different departments or units

The document(s) should demonstrate the following: platform for employees to exchange office equipment within the company to enable its reuse. Examples of documents to attach: standard operating procedures, work instructions, program implementation records, employee handbook, communication materials, manual, presentation, Annual Report, CSR/Sustainability Report, etc.

Refurbishing and internal reuse of IT hardware

The document(s) should demonstrate: evidence that the company refurbishes IT equipment to reduce electronic waste. Refurbishing involves reassembling, inspecting, cleaning, upgrading, and replacing components to restore the equipment to its state when originally manufactured. Examples of documents to attach: standard operating procedures, work instructions, Annual Report, CSR/Sustainability Report, etc.



Indicator: Reporting

Reporting is based on quantitative KPIs that measure your implementation of sustainability practices.

We'll ask you to attach documents that include your sustainability metrics. A valid **reporting document** includes the reporting **year** and the reporting **unit** (such as kWh or liters).

Make sure the latest reporting period is within the last 2 calendar years.

Learn more about the document requirements **Z**

| | Complete ENV6001 |
|---|--|
| | your company a respondent to CDP's Climate Change Questionnaire? If so, please upload the latest response you have ovided to CDP. |
| 0 | Yes Select if your company is a respondent to CDP's Climate Change questionnaire. The date of the report provided should be within the last two calendar years. |
| | select if your company is a respondence of a commute change questionnaire. The date of the report provided should be within the last two calendar years. |
| • | No No |
| 0 | Do not know |

Please report on the following GHG metrics:

Answers to this question will be shown in a dedicated section in your EcoVadis platform - Metrics. This useful tool helps you store all relevant quantitative data and track your sustainability progress.

▼ Total gross Scope 1 GHG emissions

Examples of documents to attach:

- Energy audit report
- Energy consumption report
- GHG emissions report
- Reporting section in your Annual or Sustainability report

Your document should: Demonstrate the metrics on total gross scope 1 GHG emissions in tons of CO2 equivalent.

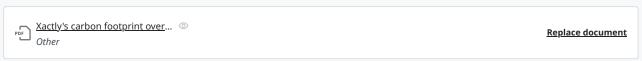
Scope 1 emissions are the GHG emissions from sources the company owns or controls, which includes the generation of heat, steam, or electricity, physical or chemical processing, etc. Company can refer to the Greenhouse Gas Protocol: A Corporate Accounting and Reporting Standard for the accounting principles of

Reporting on this specific metrics needs to cover at least 95% of your company's operations (number of sites, employees, or revenues).

GHG emissions calculated for scope 1 emissions

Year Unit Value 2023 tons of CO2 equivalent 76.00

Attached document



Indicated pages:

Comment:

1-2

Xactly uses watershed as the preferred tool to calculate its GHG emissions and carbon footprint. The attached document is the footprint overview for 2023 for Xactly.

▼ Total gross Scope 2 GHG emissions (market or location based)

Examples of documents to attach:

- Energy audit report
- Energy consumption report
- GHG emissions report
- Reporting section in your Annual or Sustainability report

Your document should: Demonstrate the metrics on total gross scope 2 GHG emissions in tons of CO2 equivalent.

Scope 2 emissions are the GHG emissions from the generation of purchased electricity consumed by the company. Purchased electricity is defined as the electricity that is purchased or otherwise brought into the operation of the company. Different from scope 1 emissions, scope 2 emissions physically occur at the facility where the electricity is generated. Company can refer to the Greenhouse Gas Protocol: A Corporate Accounting and Reporting Standard for the accounting principles of scope 2 emissions.

Reporting on this specific metrics needs to cover at least 95% of your company's operations (number of sites, employees, or revenues).

Please specify

GHG emissions calculated for scope 2 emissions

 Year
 Unit
 Value

 2023
 ▼
 tons of CO₂ equivalent
 ▼
 419.00

Attached document



Indicated pages:

Comment:

Xactly uses watershed as the preferred tool to calculate its GHG emissions and carbon footprint. The attached document is the footprint overview for 2023 for Xactly.

▼ Total gross Scope 3 GHG emissions

Examples of documents to attach:

- Energy audit report
- Energy consumption report
- GHG emissions report
- Reporting section in your Annual or Sustainability report

Your document should: Demonstrate the metrics on total gross scope 3 GHG emissions in tons of CO2 equivalent.

Scope 3 emissions include all indirect GHG emissions that fall within the following 15 categories (as defined by GHG Protocol):

- purchased goods and services
- capital goods
- fuel and energy related activities (not included in scope 1 or 2)
- upstream transportation and distribution
- waste generated in operations
- business travel
- employee commuting
- upstream leased assets
- downstream transportation and distribution
- processing of sold products
- use of sold products
- end-of-life treatment of sold products
- · downstream leased assets
- franchises
- investments

The company can refer to the Greenhouse Gas Protocol: A Corporate Accounting and Reporting Standard for the accounting principles of scope 3 emissions.

Reporting on this specific metrics needs to cover at least 95% of your company's operations (number of sites, employees, or revenues).

Please specify

GHG emissions calculated for scope 3 emissions

 Year
 Unit
 Value

 2023
 ★ tons of CO₂ equivalent
 ★ 1965.00

Attached document



Indicated pages:

Comment:

1-2

Xactly uses watershed as the preferred tool to calculate its GHG emissions and carbon footprint. The attached document is the footprint overview for 2023 for Xactly.

| Total gross Sco | pe 3 Downstream and chilistons W | | | | | |
|--|---|--|--|--|--|--|
| Examples of doo | cuments to attach: | | | | | |
| | Energy audit report Energy consumption report | | | | | |
| GHG emis | sions report | | | | | |
| | section in your Annual or Sustainability report | | | | | |
| | should: Demonstrate the metrics on total gross Scope 3 Downstream GHG emissions in tons of CO2 equivalent. | | | | | |
| | Scope 3 downstream emissions includes all indirect GHG emissions related to sold goods and services. Scope 3 Downstream emissions include the following categories (as defined by GHG Protocol): downstream transportation and distribution processing of sold products use of sold products end-of-life treatment of sold products downstream leased assets franchises | | | | | |
| processinguse of soloend-of-lifedownstrea | | | | | | |
| The company car | n refer to the Greenhouse Gas Protocol: A Corporate Accounting and Reporting Standard for the accounting principles of scope 3 emissions. | | | | | |
| Reporting on this | s specific metrics needs to cover at least 95% of your company's operations (number of sites, employees, or revenues). | | | | | |
| If valid evidence | is provided for this option, it will be credited for environment theme. | | | | | |
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On which of the following topics does your company report metrics?

▼ Energy consumption and GHGs

Select this option if you have additional reporting metrics on Energy consumption and GHGs, on top of the metrics declared in the previous Environmental or GHG Reporting questions.

Examples of documents to attach:

- · Energy consumption report
- Greenhouse gas emissions report
- Reporting section in your Annual or Sustainability report

Your document should: Demonstrate the metrics on energy consumption and greenhouse gas emissions from company operations.



Materials, chemicals, and waste

Examples of documents to attach

- Internal excel database
- Annual waste management report
- Management presentation that includes annual waste production figures
- Reporting section in your Sustainability Report

Document guidelines Your document should demonstrate KPIs (Key Performance Indicators) on waste and material consumption, or the continuous monitoring of actions by your company related to waste management.

Here are some examples of KPIs: annual waste produced, total waste sent for recycling, total plastic waste, total electronic waste, total paper consumption, number of trainings conducted on waste management among employees.



Environmental services and advocacy

Examples of documents to attach:

- Client carbon offsetting program report
- Environmental services program report
- Reporting section in your Annual or Sustainability report

Your document should: Demonstrate the metrics on the progress of environmental services and advocacy to enable customers to diagnose and mitigate the environmental impacts resulting from their own consumption, such as the amount of used products collected and recycled.

Please report on the following environmental metrics:

~

Answers to this question will be shown in a dedicated section in your EcoVadis platform - Metrics. This useful tool helps you store all relevant quantitative data and track your sustainability progress.

▼ Total energy consumption ✓

Examples of documents to attach:

- Energy audit report
- Energy consumption report
- Internal energy tracking report
- Reporting section in your Annual or Sustainability report

Your document should: Demonstrate the metrics on energy consumption. Energy consumption includes fuels before combustion and the amount of purchased energy inputs, which include electricity, heat, steam and cooling for use in operations.

Reporting on this specific metrics needs to cover at least 95% of your company's operations (number of sites, employees, or revenues).

| Year 2023 | ~ | Unit kilowatt-hour (kWh) | ~ | Value 191538 | - |
|--------------|--------------------------|-----------------------------|---|-----------------|------------------|
| Attach | ned doc | ument | | | |
| XLSX | <u>Utilitie</u> Other | es Reporting © | | | Replace document |
| Comm | ent: | | | | |

▼ Total renewable energy consumption →

Examples of documents to attach:

- Energy audit report
- Energy consumption report
- Internal energy tracking report
- Reporting section in your Annual or Sustainability report

Your document should: Demonstrate the metrics on the energy consumed from renewable sources, whether it is supplied via a specific contract or from an on-site self-production installation. The renewable sources that can be considered are: wind turbine, solar energy, biomass, methanization, geothermal energy, hydraulics, etc.

The quantity of energy from renewable sources must be reported in the same unit as the quantity of energy reported under the "Energy consumption" indicator.

Reporting on this specific metrics needs to cover at least 95% of your company's operations (number of sites, employees, or revenues).





| Total weig | ht of h | azardous waste 📈 | | |
|---------------------------------------|-----------------------|--|--|---|
| Examples o | f docu | ments to attach: | | |
| RepoiRepoi | rting o | ardous waste tracking report n hazardous waste prepared f n hazardous waste compiled k ection in your Annual or Susta | by a third party | |
| by the comp chemicals, e | any op lectror | erations in tons. Hazardous v | vaste is dangerous or capable | enerated, recycled, reused, recovered, transported, exported, imported, and treated of having a harmful effect on human health or the environment (such as hazardous es, servers, hard drives, monitors, UPS batteries and variety of network equipment, |
| Year | | Unit | | |
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| method use | d. Non | | other waste that does not fit th | ste emitted by the company operations, independently of the treatment or disposal ne definition of hazardous waste. The different non-hazardous waste types must be |
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| Year | | Unit | | |
| 2024 | ~ | metric ton (T) | ~ | Value |
| Not yet mo | onitor | ed/I don't know | | |
| | | | | |

What is the scope of the GHG emissions monitoring in your entity? (applicable to scope 1 and 2 emissions only. Select the best answer)

We monitor relevant GHG emissions for our entire scope

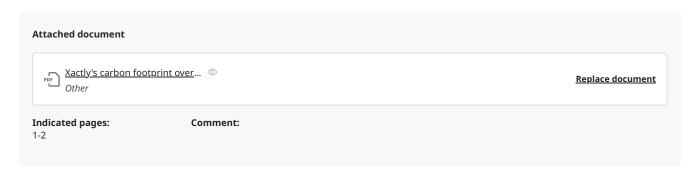
Examples of documents to attach

- Corporate GHG audit report
- List of operational sites covered by a GHG emissions monitoring system
- Working files of a monitoring system
- CDP report
- Annual or Sustainability report

Document guidelines

Your document should include evidence that the GHG monitoring accounts for **all GHG emission sources** and activities within the organizational boundaries of the company, its subsidiaries, and joint ventures.

If some of the facilities are unable to report GHG emissions data to the monitoring system, the coverage is said to have significant exclusions, and in this case, please select option 2 of the question.



We monitor GHG emissions with significant exclusions

Examples of documents to attach

- Corporate GHG audit report
- List of operational sites covered by the GHG emissions monitoring system
- Working files of the monitoring system
- CDP report
- Annual or Sustainability report

Document guidelines

Your document should include evidence that some of the facilities within the organizational boundaries of the company are **unable** to report GHG emissions data to the monitoring system and the coverage is said to have significant exclusions.

○ No GHG inventory yet/I don't know



How does your entity reduce scope 3 emissions? (select all that apply)

We engage or select suppliers/investees/portfolio companies based on GHG emissions intensity or GHG reduction efforts

Examples of documents to attach

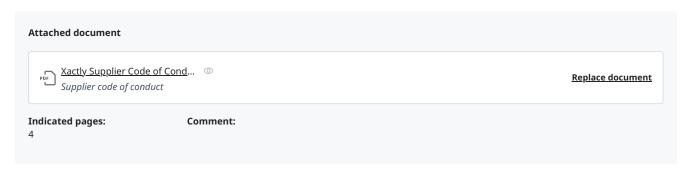
- Supplier management procedure
- Supplier or investor communication record
- Shareholder engagement program
- Product purchase receipt
- Investment selection procedure
- CDP report
- Annual or Sustainability report

Document guidelines

Your document should include communication and engagement with suppliers or investees or portfolio companies to promote GHG emissions reduction, which can be done through the company's supplier code of conduct, contract clauses, awards, recognition, etc., that are related to GHG emissions reduction.

Supplier or shareholder engagement exemplifies a dedication to educate the company's value chain or portfolio companies, while also incentivizing suppliers or investees who incorporate best practices into their operations. Your document can also show evidence of purchasing products or services based on GHG emissions intensity or GHG reduction efforts.

Examples include: comparing options of purchased products or services with lower GHG emissions, or selecting investments that demonstrated GHG emissions reductions efforts.



We take actions to reduce emissions from business travel, employee commuting, or downstream transportation

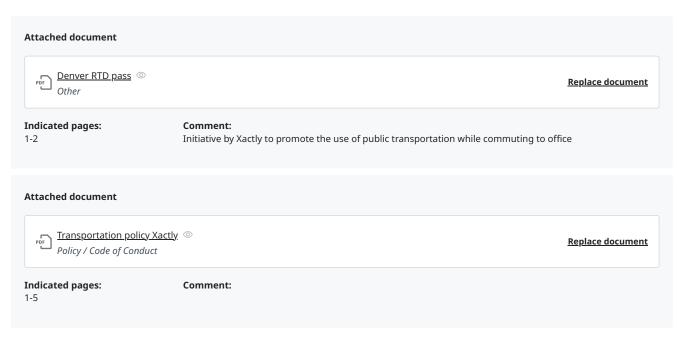
Examples of documents to attach

- Procedural document that shows how to request for business travel
- Internal communication to employees on promoting public transportation
- CDP report
- Annual or Sustainability report

Document guidelines

Your document should include evidence of reducing emissions from business travel, employee commuting, or downstream transportation.

Examples include: improved route planning, selecting a greener fleet, avoiding unnecessary business travel, promoting green commuting to employees, providing bike storage facilities.



| | No actions yet/I don't know |
|--|-----------------------------|
|--|-----------------------------|

Describe your entity's GHG monitoring and reporting practices (select all that apply)

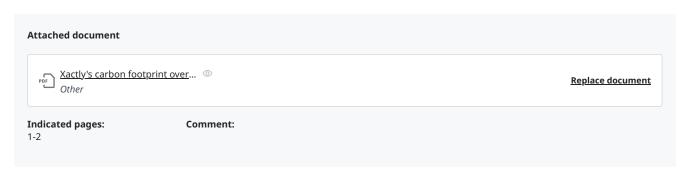
Our GHG inventory is designed in accordance with GHG protocol or other GHG accounting standards

Examples of documents to attach

- ISO14064-1 Certificate, ISAE 3410 verification statement
- Corporate GHG audit report
- Inventory document or spreadsheet
- Screenshot of an IT system that collects and stores GHG data
- CDP report
- Annual or Sustainability report

Document guidelines

Your document should include a GHG monitoring system or inventory for collecting emissions data in accordance with GHG protocol or other GHG accounting standards (e.g. ISO 14064-1, The Climate Registry - General Reporting Protocol).



✓ We update our inventory at least once per year

Examples of documents to attach

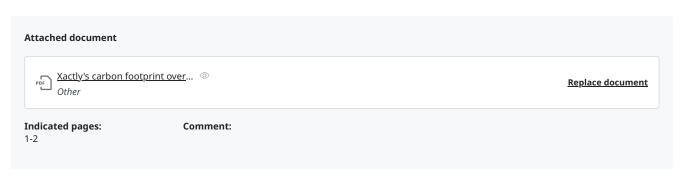
- Corporate GHG audit report
- Inventory document or spreadsheet
- Screenshot of an IT system that collects and stores GHG data
- CDP report
- Annual or Sustainability report

Document guidelines

Your document should include evidence that GHG-related activity data is tracked on a regular basis, at least once a year, to ensure timely review and formulation of follow-up actions.

A GHG inventory shall contain a list of the emissions sources or activity data, and the respective emission factors within the organizational boundaries.

The GHG inventory should show the specific timeframe or frequency of monitoring, or at least 2 consecutive years of data provided.



Our GHG emissions report is publicly available

Examples of documents to attach

- Screenshot of company website
- CDP report
- Annual or Sustainability report

Document guidelines

Your document should include publication of GHG performance via **public reporting** in order to keep external stakeholders informed of progress towards achieving the targets.

We screen scope 3 categories to identify the most relevant for our activity

Examples of documents to attach

- Scope 3 GHG emissions report
- Results of the GHG screening
- Scope 3 inventory
- Annual or Sustainability report

Document guidelines

Your document should include evidence that a screening process is in place to determine the significance of the scope 3 categories - 15 distinct reporting categories including upstream and downstream in total.

Upstream scope 3 categories:(1) Purchased goods and services, (2) Capital goods, (3) Fuel- and energy-related activities not included in scope 1 or scope 2, (4) Upstream transportation and distribution, (5) Waste generated in operations, (6) Business travel, (7) Employee commuting, (8) Upstream leased assets as stated in the GHG Protocol or other relevant standards.

Downstream scope 3 categories: (9) Downstream transportation and distribution, (10) Processing of sold products, (11) Use of sold products, (12) End-of-life treatment of sold products, (13) Downstream leased assets, (14) Franchises, (15) Investments as stated in the GHG Protocol or other relevant standards.

Among the 15 categories, companies are recommended to screen the categories which are expected to have the most signifiant GHG emissions and are most relevant to the company's business goals.(https://ghgprotocol.org/sites/default/files/standards/Scope3 Calculation Guidance 0.pdf) Tools such as the Scope 3 Evaluator (by Quantis) can help the company to screen its Scope 3 hotspots. Link to the Scope 3 Evaluator: https://quantis-suite.com/Scope-3-Evaluator/

| Attached document | | |
|----------------------------|--------------|------------------|
| Xactly's carbon fool Other | print over ③ | Replace document |
| Indicated pages: 1-2 | Comment: | |

■ We verify our GHG emissions through a third party

Examples of documents to attach

- Third party verification statement
- CDP report with the information of third party verification on carbon disclosure
- Annual or Sustainability report

Document guidelines

Your document should demonstrate that **third party verification of GHG emissions is in accordance with a recognized verification standard**, such as ISO 14064-3, ISAE 3410, etc., to assure credibility and reliability of GHG emissions disclosure.

■ No GHG reporting and monitoring practices yet/I don't know



We consistently monitor our progress towards GHG reduction targets and the latest review showed that we are on track / ahead to meet out targets

Yes

Examples of documents to attach

- Documented meeting minutes
- GHG performance review report
- Progress report for specified company
- Annual or Sustainability report

Document guidelines

Your document should include a performance review to understand the GHG reduction progress against the target.

Please select "Yes" if your company's latest review of emission figures show that the company is **ahead of** or **on track** to meet the GHG emissions reduction target (i.e. achieving the reduction target sooner than expected, or meeting the target on pro-rata basis or meeting the company's own action plan if applicable).



○ No/I don't know





Describe your entity's GHG reduction targets (select all that apply)

Answers to this question will be shown in a dedicated section in your EcoVadis platform - Metrics. This useful tool helps you store all relevant quantitative data and track your sustainability progress.

We publicly announce our targets

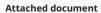
Examples of documents to attach

- Standalone GHG emissions reduction statement
- Corporate website with target announcement
- Endorsement certificate
- Policy statement
- Annual or Sustainability report

Document guidelines

Your document should include a **public announcement** on the company's GHG emissions reduction targets.

Your target should include a **future timeline** that is valid at the time of the assessment.





Xactly Impact Report © Sustainability / Annual Report

Replace document

Indicated pages:

Comment:

Xactly ESG report 2022 where GHG emission targets were publicly announced

☑ We have an absolute scope 1 reduction target 💉

Examples of documents to attach

- Standalone GHG emissions reduction statement
- Corporate website with target announcement
- Endorsement certificate
- CDP report
- Annual or Sustainability report

Document guidelines

Your document should include a time-bound quantitative absolute target on gross GHG emissions reduction at the corporate level that covers scope 1 emissions

Your target should include a valid target date of achievement at the time of the assessment and a unit (e.g. tons of CO2eq).

Scope 1 GHG emissions include direct GHG emissions that occur from sources owned or controlled by the company.

Examples include: GHG emissions from refrigeration, air conditioning, fire suppression, company owned vehicles.

In addition, according to the GHG Protocol Corporate Standard, GHG emissions data needs to be reported separately for each Scope 1 and Scope 2. Furthermore, calculating a company's baseline GHG emissions is a prerequisite for establishing the GHG targets.

Your target can be calculated with internal methodology, or in line with the SBTi target calculation tools (https://sciencebasedtargets.org/resources/)

Examples of a valid target: Reduce 10% of scope 1 GHG Emissions by 2050 compared to 2020.

A baseline year is a reference point in the past with which target emissions can be compared Year

| 2021 | ~ | tons of CO₂ equivalent |
|------|---|------------------------|
| | | |

Reduction target

Indicate the targeted percentage reduction and year in which you plan to achieve it (e.g. 40% reduction by 2025)

Year Target 100 2050

| Attached document | |
|-------------------------------------|------------------|
| Xactly GHG Reduction Target Other | Replace document |
| Indicated pages: Comment: 1-2 | |

✓ We have an absolute scope 2 reduction target

Examples of documents to attach

- Standalone GHG emissions reduction statement
- Internal target calculation document
- Corporate website with target announcement
- Endorsement certificate
- CDP report
- Annual or Sustainability report

Document guidelines

Your document should include a time-bound quantitative **absolute target** on **gross** GHG emissions reduction at corporate level that covers **scope 2 GHG emissions. **

Your target should include a valid target date of achievement at the time of the assessment, and a unit (e.g. tons of CO2eq) with the indication of a baseline year.

Scope 2 emissions refer to the GHG emissions resulting from the generation of purchased or acquired electricity, heating, and cooling that are consumed within an owned/operated space.

In addition, according to the GHG Protocol Corporate Standard, GHG emissions data needs to be reported **separately** for **each Scope 1** and **Scope 2**. Furthermore, calculating a company's baseline GHG emissions is a prerequisite for establishing the GHG targets.

Your target can be calculated with internal methodology, or in line with the SBTi target calculation tools. (https://sciencebasedtargets.org/resources/)

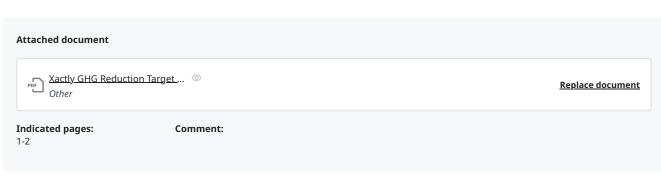
Example of a valid target: Reduce 10% of scope 2 GHG Emissions by 2050 compared to 2020.

| A baseline year is a refer | ence point in the past with which target en | nissions can be com | npared | |
|----------------------------|---|---------------------|--------|--|
| Year | Unit | | Value | |
| 2021 💙 | tons of CO₂ equivalent | ~ | 82 | |

Reduction target

Indicate the targeted percentage reduction and year in which you plan to achieve it (e.g. 40% reduction by 2025)

| Year | | Target | |
|------|---|--------|----------|
| 2050 | ~ | 100 | <u>%</u> |



✓ We have an absolute scope 3 reduction target

Examples of documents to attach

- Standalone GHG emissions reduction statement
- Internal target calculation document
- Corporate website with target announcement
- Endorsement certificate
- CDP report
- Annual or Sustainability report

Document guidelines

Your document should include a time-bound quantitative **absolute target** on **gross** GHG emissions reduction at corporate level that covers **scope 3 GHG emissions. **

Your target should include a valid target date of achievement at the time of the assessment, and a unit (e.g. tons of CO2eq) with the indication of a baseline year.

Scope 3 GHG emissions are a consequence of the activities of the company that are indirect GHG emissions other than scope 2 GHG emissions, but occur from sources not owned or controlled by the company.

Examples include: production of purchased materials and services from 3rd parties, employee business travel and commuting, investment emissions, and use of sold products and services.

For further descriptions on the **15 categories of scope 3 GHG Emissions**, please refer to Technical Guidance for Calculating Scope 3 Emissions published by the World Resources Institute.

Your target can be calculated with internal methodology, or in line with the SBTi target calculation tools and PCAF methodology (for calculating emissions from financial instruments.

Example of a valid target: Reduce 10% of Scope 3 GHG Emissions in absolute terms by 2030 compared to 2018.

Baseline year and emissions

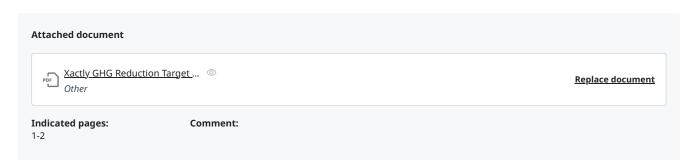
A baseline year is a reference point in the past with which target emissions can be compared

| Year | | Unit | | Value |
|------|---|------------------------|---|-------|
| 2021 | ~ | tons of CO₂ equivalent | ~ | 1399 |

Reduction target

Indicate the targeted percentage reduction and year in which you plan to achieve it (e.g. 40% reduction by 2025)

| Year | | Target | | |
|------|---|--------|---|--|
| 2050 | ~ | 100 | % | |



We have an intensity reduction target

Examples of documents to attach

- Standalone GHG emissions reduction statement
- Corporate website with target announcement
- Endorsement certificate
- CDP report
- Annual or Sustainability report

Document guidelines

Your document should include a **time-bound GHG emissions reduction intensity target**, which is defined as GHG reduction **per unit** of physical activity or economic output, with a valid target date of achievement at the time of the assessment and a unit (e.g. %).

Examples include: 20% of GHG emissions reduction per square feet (CO2eq or sq.ft) by 2030 compared to 2018.

We have committed to setting science-based targets via SBTi

Examples of documents to attach

- Evidence of Science Based Target Initiative (SBTi) commitment
- SBTi website screenshot
- Annual or Sustainability report

Document guidelines

Your document should demonstrate your commitments made to SBTi to set a science-based target. Science-based targets provide a clearly-defined pathway for companies to reduce GHG emissions, helping prevent the worst impacts of climate change and future-proof business growth. Companies can have their time-bound quantitative targets on GHG emissions reduction approved by the Science Based Targets Initiative (SBTi) or make a commitment to SBTi to set a science-based target. More information about the Science-based Targets Initiative.

We have science-based targets approved by SBTi

Examples of documents to attach

- Evidence of Science Based Target Initiative (SBTi) target approval
- SBTi website screenshot
- Annual or Sustainability report

Document guidelines

Your document should demonstrate a verifiable science-based GHG emission reduction target approved by the SBTi. Science-based targets provide a clearly-defined pathway for companies to reduce GHG emissions, helping prevent the worst impacts of climate change and future-proof business growth. Companies can have their time-bound quantitative targets on GHG emissions reduction approved by the Science-based Targets Initiative (SBTi) or make a commitment to SBTi to set a science-based target. Targets should include a future timeline that is valid at the time of the assessment. More information about the Science-based Targets Initiative.

■ No formal targets yet/I don't know



Does your company have an existing Carbon Management System that includes GHG emissions reporting and/or GHG emission reduction targets?



This question helps to assess if further carbon questions are applicable to your company.

Please select "Yes" if your company has the following system in place: (non-exhaustive list) GHG emissions reduction targets, GHG inventory or other disclosures, Scope 3 emissions screening, supplier engagements on GHG emissions topics, target progress tracking, monitoring process, or GHG report and verification.

If none of the above is currently implemented, please select "No". By choosing "No", your company will not receive carbon questions. However, you will receive improvement areas related to your carbon management system as well as a dedicated performance level.

O Not yet/Do not know

This theme has a low impact on your overall score. The impact is calculated based on the sustainability issues relevant for your company.

Theme: De Ethics

This theme focuses on managing business ethics issues, such as:

- Corruption, including bribery, fraud, conflict of interest and money laundering.
- Anticompetitive practices, including cartels, abuse of dominant position, illegal mergers and acquisitions.
- Poor information management, including violation of information security.

Sustainability issues relevant for your company:

Corruption Responsible Information Management

- Based on your company's industry, size and location, we selected the most relevant sustainability issues.
- Selected sustainability issues define what questions you receive and the impact of this theme on your overall score.

Policies indicator has a high impact on the Ethics theme score

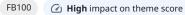
Indicator: Policies

A policy is a set of objectives that addresses specific sustainability issues. It shows your **company's intention** to reduce impact, mitigate risk, or improve performance.

Examples of policies:

- General **principles**, **statements** and **qualitative objectives** to improve sustainability.
- Specific **quantitative targets** with a defined deadline in the future. You can submit both absolute and relative targets. A conclusive target should meet the following conditions:
 - $\circ\;$ Be time-bound: include a baseline and target year.
 - $\circ\;$ Be measurable: include a quantitative goal to be achieved.
 - $\circ\;$ Be achievable: realistic and relevant to the company's activities.

Get more examples and best practices for developing policies 🗷



Does your company have a policy with qualitative objectives and quantitative targets for:

Corruption

Examples of documents to attach

- Anti-corruption policy
- Business Ethics Policy
- Code of Conduct covering issues related to corruption
- Employee Handbook with a dedicated policy section
- Annual or Sustainability Report

Document guidelines

Your document should demonstrate your company's commitments to prevent offering, promising, giving, accepting or soliciting an advantage as an inducement for an action which is illegal, unethical or a breach of trust. Your policy can include either qualitative objectives or quantitatve targets or both.

Here are some examples:

- Qualitative objective: Commit to the prevention of bribery.
- Quantitative target: Conduct corruption risk assessment for 100% of sites by 2030.

Attached document Anti-Corruption Policy. Policy / Code of Conduct Indicated pages: Comment: 1-8

✓ Conflict of interest

Examples of documents to attach

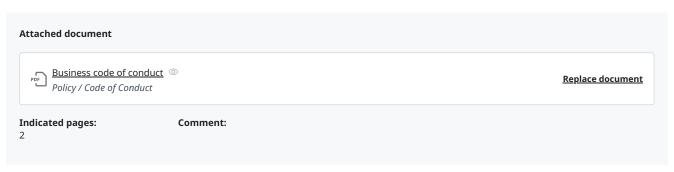
- Conflict of Interest Policy
- Business Ethics Policy
- Code of Conduct covering issues related to conflict of interest
- Employee Handbook with a dedicated policy section
- Annual or Sustainability Report

Document guidelines

Your document should demonstrate your company's commitments to prevent occurance of a situation where an individual or the entity for which they work is confronted with choosing between the duties and demands of their position and their own private interests. Your policy can include either qualitative objectives or quantitative targets or both.

Here are some examples:

- Qualitative objective: Expect personnel to avoid conflict of interest.
- Quantitative target: Train 100% of its employees on conflict of interest topic by 2030.





Examples of documents to attach

- Fraud Policy
- Business Ethics Policy
- Code of Conduct covering issues related to fraud
- Employee Handbook with a dedicated policy section
- Annual or Sustainability Report

Document guidelines

Your document should demonstrate your company's commitments to prevent offences that intentionally deceive someone in order to gain an unfair or illegal advantage. Your policy can include either qualitative objectives or quantitatve targets or both.

Here are some examples:

- Qualitative objective: Commit to act in full transparency and condemn any illegal actions to gain an advantage.
- Quantitative target: Educate 100% of employees on fraud topics by 2030.

✓ Money laundering

Examples of documents to attach

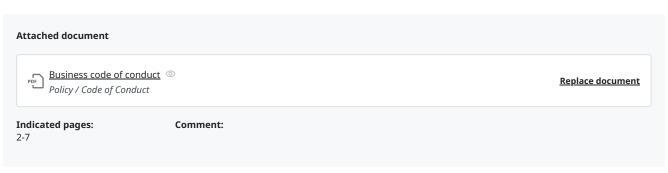
- Anti Money Laundering Policy
- Business Ethics Policy
- Code of Conduct
- Employee Handbook with a dedicated policy section
- Annual or Sustainability Report

Document guidelines

Your document should demonstrate your company's commitments to prevent concealing the origin, ownership or destination of illegally or dishonestly obtained money by hiding it within legitimate economic activities to make them appear legal. Your policy can include either qualitative objectives or quantitatve targets or both.

Here are some examples:

- Qualitative objective: Commit to never take part in any money laundering.
- Quantitative target: Educate 100% of employees on money laundering topics by 2030.



✓ Information security

Examples of documents to attach

- Information Security Policy
- Business Ethics Policy
- Code of Conduct
- Employee Handbook with a dedicated policy section
- Annual or Sustainability Report

Document guidelines

Your document should demonstrate your company's commitments to ensure the secure collection, processing or storage of third-party information for business purposes. Your policy can include either qualitative objectives or quantitatve targets or both.

Here are some examples:

- Qualitative objective: Commit to the responsible management of confidential information.
- Quantitative target: Conduct IT security risk assessment for 100% of sites by 2030.



■ No policy

Measures indicator has a high impact on the Ethics theme score

Indicator: Measures

This indicator is about your company's **actions to support your sustainability policies and commitments.**

The answer options in each question represent best practices for your company's size and industry. Select options that your company **has already implemented** and provide the documented proof of your actions.

Learn more about the document requirements 🗷

What actions has your company implemented to prevent corruption?

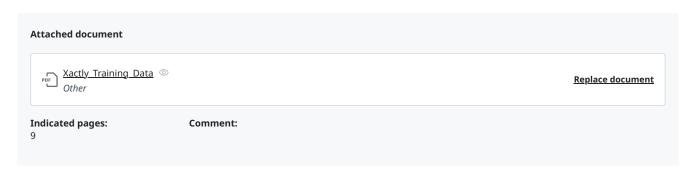
Training of employees on corruption and bribery prevention

Examples of documents to attach

- Training materials (such as slide decks, training content summaries, etc.)
- Evidence of training execution (such as progress reports, certificates of completion, etc.)

Document guidelines

Your document should demonstrate training programs provided to employees to strengthen their knowledge on corruption-related issues (such as slide decks, training content summaries, progress reports, certificates of completion, etc.)



Anti-corruption due diligence program on third parties

Examples of documents to attach

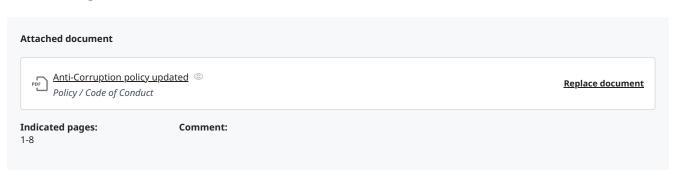
- Standard due diligence procedures
- Work instructions on conducting the due diligence exercise
- Due diligence program implementation records

Document guidelines

Your document should demonstrate detailed and concrete steps to investigate third-parties the company engages with (ie. suppliers, vendors, commission agents, brokers, sales representatives, distributors, contractors, customs brokers, consultants) to ensure anti-corruption compliance and prevent third-party corruption incidents.

Elements of a due diligence program to be credited should include at least 2 out of the 3 following:

- 1. Evidence of risk-based approach
- 2. Collection of data on 3rd parties
- 3. Benchmarking or other results.



Whistleblower procedure for stakeholders to report corruption and bribery

Examples of documents to attach

- Standalone whistleblower procedure
- Description of a procedure in an anti-corruption policy document
- Description of a procedure in a Code of Ethics or Code of Conduct
- Description of a procedure in an employee handbook or manual

Document guidelines

Your document should demonstrate an established mechanism for different parties to report corruption issues.

Elements of a whistleblower procedure to be credited should include all of the following:

- 1. Confidentiality guarantee
- 2. Non-retaliation guarantee
- 3. Dedicated reporting channel (such as internal or third-party email, phone, hotline, contact person)"

Corruption risk assessments performed

Examples of documents to attach

- Standard operating procedures
- Third-party conducted risk assessments
- Internal system monitoring documents

Document auidelines

Your document should demonstrate an assessment of corruption-related risks across the company operations to prioritize risk management efforts.

Elements of a risk assessment to be credited should include at least 2 out of 3 of the following:

- 1. Periodic review of risks
- 2. Risks' descriptions
- 3. Presence of a corrective action plans

Audits of control procedures to prevent corruption and bribery

Examples of documents to attach

- Formal audit reports
- Internal auditing procedures

Document guidelines

Your document should demonstrate regular monitoring of the effectiveness of ethics and compliance control systems performed through internal testing and formal external auditing.

Elements of an audit of control procedures to be credited should include at least 2 out of 3 of the following:

- 1. Indication of the scope of the audit
- 2. Indication of the accountable person or entity
- 3. Retrospective control of the existing system

Specific approval procedure for sensitive transactions

Examples of documents to attach

- Standard operating procedures
- Work instructions

■ No actions yet/I don't know

• Description of a process in a Code of Ethics or Code of Conduct

Document guidelines

Your document should demonstrate instructions or processes in place to report or obtain approval for sensitive transactions which normally involve external stakeholders, and could be perceived or implied as favors. Approval items could include but are not limited to a range of value, types of items accepted, etc.

| Policy / Code of Co. | oolicy updated © onduct | <u>Replace docume</u> |
|---|---|--|
| Indicated pages: 1-8 | Comment: | |
| | | |
| tner actions to prevent c | corruption not included elsewhere in this question | |
| • | if the rest of the options listed do not apply. | |
| lease select this option only if ocument guidelines our document should demon | · | npany to tackle ethics-related problems like |
| lease select this option only if ocument guidelines our document should demon | if the rest of the options listed do not apply. Instrate actions other than those specified in the other options taken by your connterest or money laundering. | npany to tackle ethics-related problems like |

What actions has your company implemented to ensure responsible information management?

▼ Training of employees on information security

Examples of documents to attach

- Training materials (such as slide decks, training content summaries, etc.)
- Evidence of training execution (such as progress reports, certificates of completion, etc.)

Document guidelines

Your document should demonstrate training programs provided to employees to strengthen their knowledge on information security-related issues, such as slide decks, training content summaries, progress reports, certificates of completion, etc.



✓ Information security due diligence program on third parties

Examples of documents to attach

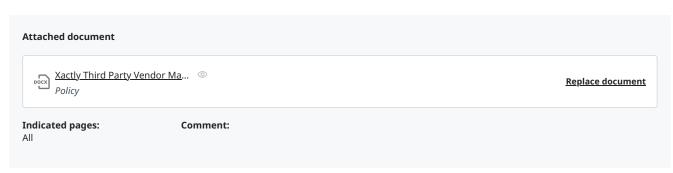
- Standard due diligence procedures
- Work instructions on conducting the due diligence exercise
- Due diligence program implementation records

Document guidelines

Your document should demonstrate detailed and concrete steps to investigate third-parties the company engages with (such as suppliers, vendors, commission agents, brokers, sales representatives, distributors, contractors, customs brokers and consultants) to ensure information security compliance and prevent third-party information security incidents.

Elements of a due diligence program to be credited should include at least 2 out of the 3 following:

- 1. Evidence of risk-based approach
- 2. Collection of data on 3rd parties
- 3. Benchmarking or other results



Whistleblower procedure for stakeholders to report information security concerns

Examples of documents to attach

- Standalone whistleblower procedure
- Description of a procedure in an information security policy document
- Description of a procedure in a Code of Ethics or Code of Conduct
- Description of a procedure in an employee handbook or manual

Document guidelines

Your document should demonstrate an established mechanism for different parties to report information security issues. Elements of a whistleblower procedure to be credited should include all of the following:

- 1. Confidentiality guarantee
- 2. Non-retaliation guarantee
- 3. Dedicated reporting channel (i.e. internal or third-party email, phone, hotline, contact person).



✓ Information security risk assessments performed

Examples of documents to attach

- Standard operating procedures
- Third-party conducted risk assessments
- Internal system monitoring documents

Document guidelines

Your document should demonstrate assessment of information security-related risks across the company operations to prioritize risk management efforts.

Elements of risk assessment to be credited should include at least 2 out of 3 of the following elements:

- 1. Periodic review of risks
- 2. Risks' descriptions
- 3. Presence of a corrective action plans



Audits of control procedures to prevent information security breaches

Examples of documents to attach

- Formal audit reports
- Internal auditing procedures

Document guidelines

Your document should demonstrate regular monitoring of the effectiveness of an ethics and compliance control system performed through internal testing and formal external auditing.

Elements of an audit of control procedures to be credited should include at least 2 out of the 3 following:

- 1. Indication of the scope of the audit
- 2. Indication of the accountable person or entity
- 3. Retrospective control of the existing system



☑ Incident response plan (IRP) to manage breaches of confidential information

Examples of documents to attach

- Standard operating procedures
- Work instructions
- Business continuity plans covering information security

Document guidelines

Your document should demonstrate instructions or a procedure to detect, respond to and limit the impact of information security breaches to prevent further damage and reassure affected parties.



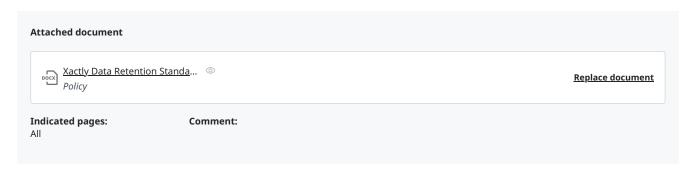
✓ Implementation of a records retention schedule

Examples of documents to attach

- Standard operating procedures
- Work instructions
- Employee handbook or manuals
- · Documented retention records

Document guidelines

Your document should demonstrate a formalized and detailed schedule indicating the length of time each type of third-party data must be retained for.



Measures to protect third party data from unauthorized access or disclosure

Examples of documents to attach

- Work instructions or procedures
- Subject access request procedure
- Description of functioning of firewalls

Document guidelines

Your document should demonstrate internal controls to restrict physical or digital access to the customer or client data by unauthorized employees or third parties.



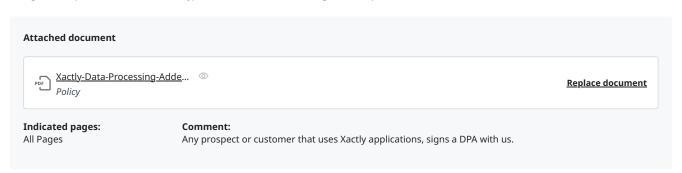
Measures for gaining stakeholder consent regarding the processing, sharing and retention of confidential information

Examples of documents to attach

- Standard operating procedures
- Work instructions
- Consent forms used by the company
- Records of consent documents kept by the company

Document guidelines

Your document should demonstrate instructions or an operational process to consult and inform the customers or clients on the particulars of collection and storage of their personal data (such as the type of data collected, data sharing with third parties, etc).



| | Other actions to ensure responsible information management not included elsewhere in this question | | |
|---|---|--|--|
| | Please select this option only if the rest of the options listed do not apply. | | |
| | Document guidelines Your document should demonstrate actions different than those specified in the other options taken by your company to tackle problems related to information security. | | |
| | Examples of documents to attach | | |
| | Standard operating procedures Work instructions Annual or Sustainability report | | |
| | Please specify | | |
| | No actions yet/I don't know | | |
| (| 2 Reporting indicator has a medium impact on the Ethics theme score | | |

Indicator: **Reporting**

Reporting is based on quantitative KPIs that measure your implementation of sustainability practices.

We'll ask you to attach documents that include your sustainability metrics. A valid **reporting document** includes the reporting **year** and the reporting **unit** (such as kWh or liters).

Make sure the latest reporting period is within the **last 2 calendar years**.

Learn more about the document requirements 🗵

- Business ethics report
- Business ethics whistleblower report
- Reporting section in your Annual or Sustainability report

Your document should: Demonstrate the metrics on the number of confirmed cases of corruption.

A confirmed corruption incident is defined as the corruption incident that has been found to be a substantiated violation of the corruption-related code of conduct, company policies, or law.

An incident that is still under investigation during the reporting period is not regarded as a confirmed incident.

Year

2024 **v** Value

■ Number of confirmed information security incidents Examples of documents to attach: • Business ethics report Business ethics whistleblower report • Reporting section in your Annual or Sustainability report Your document should: Demonstrate the metrics on the number of confirmed information security-related incidents. A confirmed information security incident is defined as the information security incident that has been found to be a substantiated violation of the information security-related code of conduct, company policies, or law. It includes unauthorized access to company networks, data or applications, breaches of customer An incident that is still under investigation during the reporting period is not regarded as a confirmed incident. 2024 Value Other metrics on business ethics Please select this option only if the rest of the options listed do not apply and describe your own declaration in the open text field. Please specify Anti-bribery **Attached document** Business code of conduct Replace document Policy / Code of Conduct **Indicated pages:** Comment: 1-8 Not yet monitored/I don't know

🝘 This theme has a low impact on your overall score. The impact is calculated based on the sustainability issues relevant for your company.

Theme: Sustainability procurement

The theme focuses on the management of sustainability risks in your supply chain. The key questions relate to:

- the materials you buy
- the **services** vou hire
- your actions to promote sustainable practices and operations among your supplier base
- your actions to support **sustainable procurement**

 $\textbf{Sustainability issues} \ \text{relevant for your company:} \\$

Supplier Environmental Practices Supplier Social Practices

- Based on your company's industry, size and location, we selected the most relevant sustainability issues.
- Selected sustainability issues define what questions you receive and the impact of this theme on your overall score.

Policies indicator has a high impact on the Sustainability procurement theme score

Indicator: Policies

A policy is a set of objectives that addresses specific sustainability issues. It shows your **company's intention** to reduce impact, mitigate risk, or improve performance.

Examples of policies:

- General **principles**, **statements** and **qualitative objectives** to improve sustainability.
- Specific **quantitative targets** with a defined deadline in the future. You can submit both absolute and relative targets. A conclusive target should meet the following conditions:
 - Be time-bound: include a baseline and target year.
 - $\circ\;$ Be measurable: include a quantitative goal to be achieved.
 - Be achievable: realistic and relevant to the company's activities.

Get more examples and best practices for developing policies 🗷

Does your company have a policy with qualitative objectives and quantitative targets for:

Sustainable procurement policy on environmental issues

Examples of documents to attach:

- Sustainable Procurement Policy
- Supply Chain Due Diligence Policy
- Annual or Sustainability report

Your document should: Demonstrate your company's commitment to managing the risks of environmental impacts in supply chain management, alongside conventional procurement considerations such as price, quality, and reliability. Your policy can include either qualitative objectives, quantitative targets, or both.

Here are some examples:

- Qualitative objective: Commit to managing the risks of adverse environmental impacts in our supply chain and selecting suppliers that implement the best environmental practices.
- Quantitative targets:
- Global Sustainable Procurement level: Aim to train 90% of its employees from the procurement team on environmental issues in the supply chain by 2025 (baseline year: 2020).
- Criteria level: Reduce supply chain emissions by 20% by 2025 (baseline year: 2023)

A Sustainable Procurement Policy should exist in a separate document from a Supplier Code of Conduct. A Sustainable Procurement Policy aims to communicate the company's commitments for sustainable procurement internally. While a Supplier Code of Conduct aims at communicating externally the company's requirements for suppliers in order to do business with them.

| Attached document | | |
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Supplier social practices

Examples of documents to attach:

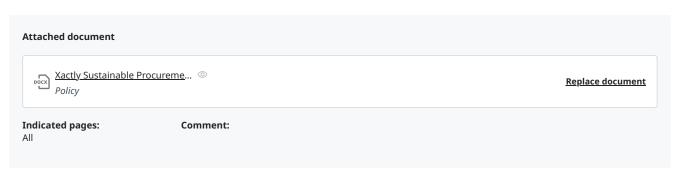
- Sustainable Procurement Policy
- Supply Chain Due Diligence Policy
- Annual or Sustainability Report

Your document should: Demonstrate your company's commitment to managing risks of social impacts (such as working hours, wages) in supply chain management alongside conventional procurement considerations. Your policy can include either qualitative objectives, quantitative targets, or both.

Here are some examples:

- Qualitative objective: Commit to managing the risks of adverse social impacts in our supply chain and selecting suppliers that implement the best social practices.
- Quantitative targets:
- Global Sustainable Procurement level: Aim to train 90% of its employees from the procurement team on environmental issues in the supply chain by 2025 (baseline year: 2020).
- Criteria level: 100% suppliers' employees paid a living wage by 2030 (baseline year: 2022)

A Sustainable Procurement Policy should exist in a separate document from a Supplier Code of Conduct. A Sustainable Procurement Policy aims to communicate the company's commitments for sustainable procurement internally. While a Supplier Code of Conduct aims at communicating externally the company's requirements for suppliers in order to do business with them.



■ No policies yet/I don't know

Measures indicator has a high impact on the Sustainability procurement theme score

Indicator: Measures

This indicator is about your company's actions to support your sustainability policies and commitments.

The answer options in each question represent best practices for your company's size and industry. Select options that your company has already **implemented** and provide the documented proof of your actions.

Learn more about the document requirements 🗷

What actions has your company implemented to integrate social and environmental factors within procurement?

Supplier sustainability code of conduct

Examples of documents to attach:

- Supplier code of conduct
- Annual or Sustainability report

Your document should: Demonstrate your company's communication towards suppliers, setting the expectations for suppliers to follow in order to be socially and environmentally responsible.

A supplier code of conduct should exist in a separate document from a company's sustainable procurement policy as each serves a different purpose (the former is external for suppliers and the latter is internal for the procurement team or other purchasing employees).



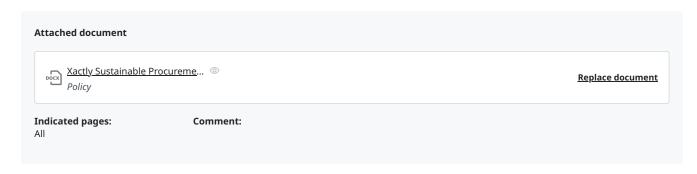
Integration of social and environmental clauses into supplier contracts

Examples of documents to attach:

- Supplier contracts' instructions
- Supplier contracts with clauses
- Supplier Code of Conduct with a section indicating how suppliers will be held legally responsible in case of a breach

Your document should: Demonstrate provisions or clauses in business contracts that cover sustainability issues and the management of risks of adverse impacts in cooperation with the supplier. These issues are not directly related to the contract's subject matter but aim to set expectations for sustainability and due diligence.

These clauses contractually bind suppliers to abide by their requirements and usually contain disciplinary sanctions in case of a breach of contract, including termination.



Risk assessment of adverse sustainability impacts in the supply chain

Examples of documents to attach:

- Work instructions on supply chain risk assessments
- Internal supply chain risk assessment documents
- Supplier's sustainability risk assessment documents

Your document should: Demonstrate a process for identifying the most significant risks of adverse sustainability impacts in the supply chain and among suppliers. Adverse sustainability impacts include negative effects on individuals, workers, communities, and the environment related to disclosure, human rights, employment, bribery, and consumer interests. The process should assess the nature and extent of actual and potential impacts along the supply chain, incorporating relevant sustainability information from stakeholders and rights-holders, and prioritize risks based on severity and likelihood.

The result of this risk assessment could serve as a reference point for the company to consider whether further action should be taken on a particular supplier, product, or purchasing category (such as assessments and audits).

Supplier assessment on environmental and social practices

Examples of documents to attach:

- Supplier assessment's instructions
- Example of questionnaires
- Checklists

Your document should: Demonstrate questionnaire-based review of a supplier's sustainability practices to verify that risk mitigation measures are being implemented and to ensure that adverse impacts have been prevented or addressed.

The supplier assessment can be remote, such as, without going to a supplier site, done either by a third party or directly by the supplier without verification, for example, a self-assessment.

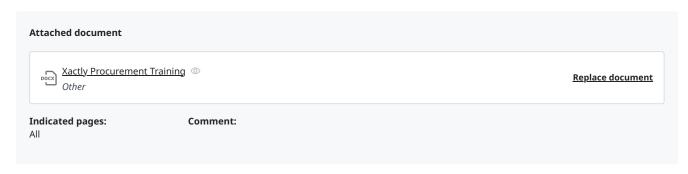


☑ Training of buyers on social and environmental issues within the supply chain

Examples of documents to attach:

- Training materials (such as slide decks, training content summaries)
- Evidence of training execution (such as progress reports, certificates of completion)

Your document should: Demonstrate that your company provides training programs to the company's procurement professionals on sustainable purchasing. This training program is for strengthening their knowledge of social and environmental issues and the risks of adverse impacts along the supply chain.



On-site audits of suppliers on environmental and social issues

Examples of documents to attach:

- Supplier audit instructions
- Inspection or audit reports

Your document should: Demonstrate instructions or operational process for conducting on-site or virtual audits of your company's suppliers, unannounced or announced, to identify non-conformances to the mandatory sustainability requirements. This process should enable monitoring the implementation and effectiveness of your internal commitments, activities and goals related to due diligence.

Sustainable procurement objectives integrated into buyer performance reviews

Examples of documents to attach:

- Work instructions on buyer performance review
- Employee evaluation documents with sustainable procurement objectives

Your document should: Demonstrate a process or mechanism that integrates the sustainability performance of suppliers into the performance appraisal of buyers. These objectives must be specific for buyers working in the procurement department who are responsible for selecting, managing, and interacting with your company's suppliers.

| Internal purchasing processes for specific products or services (for example stationery, paper products, data hosting services, office furniture or equipment) integrate sustainability |
|--|
| Examples of documents to attach: |
| Sustainable purchasing internal instructions for buyers Program implementation records |
| Your document should: Demonstrate a process or mechanism that integrates the sustainability performance of suppliers into internal purchasing processes for specific products or services. This can include a process to purchase only sustainable stationery products, certified wood products, energy-efficient data hosting services, etc. |
| An example of invoice or receipt showing a one-time purchase of sustainable products or services cannot be used as evidence. |
| |
| Other actions to promote sustainable procurement not included elsewhere in this question |
| Please select this option only if the rest of the options listed do not apply. |
| Your document should: Demonstrate actions, other than those specified in other options, to promote sustainable procurement. These actions are conducted by integrating environmental and labor and human rights issues in supply chain management alongside conventional procurement considerations (such as price, quality, reliability.) |
| Examples of documents to attach: |
| Standard operating procedures Work instructions Program implementation records |
| Please specify |
| |
| No actions yet/I don't know |
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| |

| Do you have a supplier diversity program in place or other actions designed to advance diversity in the supply chain? | |
|--|--|
| Actions to work with women-owned businesses in the supply chain | |
| The document(s) should demonstrate the following: operational process/efforts to promote inclusion of women-owned businesses (WBE) in their supply chain. Examples of actions can be (but are not limited to) to sourcing diverse suppliers from certified bodies and/or associations for women-owned businesses, supplier selection processes that consider local and/or global women-owned companies. Examples of documents to attach: Supplier Diversity Classifications, supplier diversity program, standard operation procedures, program implementation record, supplier data bases with information on ownership, Annual Report, CSR/Sustainability Report or any other implementation evidence. | |
| Actions to work with businesses owned by minorities/vulnerable groups in the supply chain | |
| The document(s) should demonstrate the following: operational process/efforts to promote inclusion of diverse suppliers, such as minority-owned (MBE), disability-owned (DBE), veteran-owned (VBE), disabled veteran- owned (DVBE), lesbian/gay/bisexual/transgender-owned (LGBTBE), black owned, and any other business which ownership is held by members of underrepresented groups in their supply chain. Examples of actions can be (but are not limited to) sourcing diverse suppliers from certified bodies/associations for minority-owned businesses. Examples of documents to attach: Supplier Diversity Classifications, supplier diversity program, standard operation procedures, program implementation record, Annual Report, CSR/Sustainability Report or any other implementation evidence. | |
| Actions to advance diversity, equity and inclusion in the workforce of suppliers | |
| The document(s) should demonstrate the implementation of actions to advance diversity, equity and inclusion within the workforce and operations of the company's suppliers. For example (but not limited to) provision of training program on diversity for suppliers, monitoring of implementation of diversity actions in the suppliers operations, monitoring diversity representation in the workforce, ensuring suppliers are certified in diversity topics, linking procurement-management compensation to supplier diversity goals. Examples of documents to attach: on-site audit records for suppliers, standard operation procedures, program implementation record, training materials and additional evidence of training execution (progress reports, certificates of completion, etc.), Annual Report, CSR/Sustainability Report or any other implementation evidence. | |
| Other actions designed to advance diversity in the supply chain not included elsewhere in this question | |
| Please select this option only if the rest of the options listed do not apply. The document(s) should demonstrate the following: actions other than those specified in the other options to advance diversity in the supply chain. Examples of documents to attach: Standard operating procedures, work instructions, program implementation records, Annual Report, CSR/Sustainability Report, etc. | |
| | |
| No actions yet/I don't know | |
| Reporting indicator has a medium impact on the Sustainability procurement theme score | |

Indicator: Reporting

Complete)

Reporting is based on quantitative KPIs that measure your implementation of sustainability practices.

We'll ask you to attach documents that include your sustainability metrics. A valid **reporting document** includes the reporting **year** and the reporting **unit** (such as kWh or liters).

Make sure the latest reporting period is within the **last 2 calendar years**. <u>Learn more about the document requirements</u> ☑

| Please report on the following sustainable procurement metrics: | |
|---|---|
| | Percentage of targeted suppliers who have signed the supplier code of conduct |
| | The document(s) should demonstrate the following: public or internal reporting of consolidated data on the percentage of targeted suppliers (e.g. by purchasing category, strategic suppliers, or other targeting factors) who have signed the supplier code of conduct during the reporting period. Examples of documents to attach: procurement management report, Annual Report, CSR/Sustainability Report, etc. Reporting for a partial scope or outside of company operations (e.g. from a subsidiary, parent company, sister company, etc.) is not guaranteed to have an impact on the assessment. The reporting period should be specified and cover a minimum period of one year. The latest reporting period should not be older than the last two calendar years. |
| | Percentage of targeted suppliers with contracts that include clauses on environmental, labor, and human rights requirements |
| | The document(s) should demonstrate the following: public or internal reporting of consolidated data on the percentage of targeted contracts (e.g. by purchasing category, strategic suppliers, or other targeting factors) that include clauses on environmental, labor, human rights, and ethical requirements during the reporting period. Examples of documents to attach: procurement management report, Annual Report, CSR/Sustainability Report, etc. Reporting for a partial scope or outside of company operations (e.g. from a subsidiary, parent company, sister company, etc.) is not guaranteed to have an impact on the assessment. The reporting period should be specified and cover a minimum period of one year. The latest reporting period should not be older than the last two calendar years. |
| | Percentage or number of targeted suppliers covered by a sustainability assessment |
| | The document(s) should demonstrate the following: public or internal reporting of consolidated data on the percentage or number of targeted suppliers (e.g. by purchasing category, strategic suppliers, or other targeting factors) that are covered by an assessment on their environmental and/or social practices. Examples of documents to attach: procurement management report, Annual Report, CSR/Sustainability Report, etc. Reporting for a partial scope or outside of company operations (e.g. from a subsidiary, parent company, sister company, etc.) is not guaranteed to have an impact on the assessment. The reporting period should be specified and cover a minimum period of one year. The latest reporting period should not be older than the last two calendar years. |
| | Percentage or number of targeted suppliers covered by a sustainability on-site audit |
| | The document(s) should demonstrate the following: public or internal reporting of consolidated data on the percentage or number of targeted suppliers (e.g. by purchasing category, strategic suppliers, or other targeting factors) that are covered by an on-site audit of their environmental and/or social practices. Examples of documents to attach: procurement management report, Annual Report, CSR/Sustainability Report, etc. Reporting for a partial scope or outside of company operations (e.g. from a subsidiary, parent company, sister company, etc.) is not guaranteed to have an impact on the assessment. The reporting period should be specified and cover a minimum period of one year. The latest reporting period should not be older than the last two calendar years. |
| | Percentage or number of all buyers who received training on sustainable procurement |
| | The document(s) should demonstrate the following: public or internal reporting of consolidated data on the percentage or number of the company's procurement staff (buyers) who received training on sustainable procurement to ensure understanding of social and environmental issues and how to integrate them into their procurement function. Examples of documents to attach: procurement management report, Annual Report, CSR/Sustainability Report, etc. Reporting for a partial scope or outside of company operations (e.g. from a subsidiary, parent company, sister company, etc.) is not guaranteed to have an impact on the assessment. The reporting period should be specified and cover a minimum period of one year. The latest reporting period should not be older than the last two calendar years. |
| | Attached document |
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Percentage or number of audited or assessed suppliers engaged in corrective actions or capacity building

Complete

SUP600 Medium impact on theme score

The document(s) should demonstrate the following: public or internal reporting of consolidated data on the percentage or number of audited/assessed suppliers that are engaged in corrective actions or capacity building on environmental or social issues. Examples of documents to attach: procurement management report, Annual Report, CSR/Sustainability Report, etc. Reporting for a partial scope or outside of company operations (e.g. from a subsidiary, parent company, sister company, etc.) is not guaranteed to have an impact on the assessment. The reporting period should be specified and cover a minimum period of one year. The latest reporting period should not be older than the last two calendar years.

| Other metrics on sustainable procurement |
|---|
| The document(s) should demonstrate the following: public or internal reporting of consolidated data on any other CSR KPIs on suppliers not listed above. Examples of documents to attach: procurement management report, Annual Report, CSR/Sustainability Report, etc. Reporting for a partial scope or outside of company operations (e.g. from a subsidiary, parent company, sister company, etc.) is not guaranteed to have an impact on the assessment. The reporting period should be specified and cover a minimum period of one year. The latest reporting period should not be older than the last two calendar years. |
| Please specify |
| None of the above/Do not know |