

Initial ESG Data Request

This document outlines the initial information requested as part of the ESG Readiness setup. Clients are not expected to create new data at this stage. Estimates and partial information are acceptable.

Environmental Information

- 1 Electricity and gas bills (up to the last 12 months, if available)
- 2 Summary of business travel (mileage claims, flights, company vehicles if applicable)
- 3 Any existing notes or records relating to environmental impact (optional)

Social / Workforce Information

- 1 Current total employee headcount
- 2 Health & safety information or procedures (formal or informal)
- 3 Any existing HR or people-related policies (if available)

Governance Information

- 1 Any existing governance or compliance policies (e.g. anti-bribery, ethics)
- 2 Name and role of the individual responsible for ESG or sustainability oversight
- 3 Top 5–10 key suppliers (names only)

Note: This request is intended to establish a baseline only. No formal reporting, certification, or audit evidence is required at this stage.