
CAFEXPORT

Wholesale/Retail

10-49 Employees

2017-09-27

As a wholly owned subsidiary of CafeExport Switzerland, Cafexport Sucursal Colombia is required to make its full B Impact Assessment transparent. The PDF contains a completed B Impact Assessment that has been reviewed by B Lab with Cafexport Sucursal Colombia for its certification as a B Corporation. Answers to questions that would reveal sensitive information (e.g. that would advantage competitors or prejudice litigation) are covered such as:

Full Impact Assessment

Governance

Mission & Engagement

Level of Impact Focus (Score Value: Not Scored)

Select the description that best describes your business.

This is an unweighted question that will not impact your score and is asked only for research/benchmarking purposes.

- ☐ Positive social/environmental impact is desirable but not a particular focus for our business.
- ☐ Social and environmental impact is frequently considered but it isn't a high priority.
- ☐ We consider social and environmental impact in some aspects of our business but infrequently.
- ☐ We consistently incorporate social and environmental impact into decision-making because we consider it important to the success and profitability of our business.
- ☒ We treat our social/environmental impact as a primary measure of success for our business and prioritize it even in cases where it may not drive profitability.

Mission Statement (Score Value: Not Scored)

Please type or paste your mission statement here.

To trade coffee and to develop innovative projects that strengthen the supply chain in the source

Mission Statement Characteristics (Score Value: Low)

Does your company have a corporate mission statement, and does it include any of the following?

Please check all that apply.

- ☐ No written statement
- ☐ A written corporate mission statement that does not include a social or environmental commitment
- ☐ A general commitment to social and/or environmental responsibility and stewardship
- ☒ A commitment to a specific positive social impact (e.g. poverty alleviation, sustainable economic development)
- ☐ A commitment to a specific positive environmental impact (e.g. reducing waste to landfill with upcycled products)
- ☐ A commitment to serve a target in-need beneficiary group (e.g. low income customers, smallholder farmers)

Social & Environmental Internal Engagement (Score Value: Medium)

Does your company have any of the following internal engagement practices that focus on the social or environmental mission of your company?

Check all that apply. If your company does not have a written social or environmental mission, select "No social or environmental mission."

- ☐ No social or environmental mission
- ☐ Company has a social or environmental mission, but there is no training of employees on that mission
- ☐ Only informal inclusion of the company's social and environmental goals in orientation, training or instruction, and/or performance evaluation
- ☒ All workers receive orientation, training, or instruction that explicitly covers the company's social and/or environmental mission and goals
- ☐ Managers' performance evaluation includes how the manager executed on the company's social or environmental mission and goals
- ☐ Non-managers' performance evaluation includes execution of company's social or environmental mission and goals

Social/Environmental Key Performance Indicators (Score Value: Medium)

Are there key performance indicators (KPIs) or metrics that your company tracks at least annually to determine if you are meeting your social or environmental objectives?

- ☐ We don't track key social or environmental performance indicators
- ☒ We measure KPIs/metrics or outputs that we have identified and defined in order to determine if we are achieving our social and environmental objectives
- ☐ We measure social and environmental outcomes over time (e.g. 3rd-party studies, customer or household surveys, progress out of poverty index, etc.)

Stakeholder Engagement (Score Value: Low)

In the last year, how did the company solicit specific feedback from its external stakeholders (excluding employees and investors) regarding the company's social and environmental performance?

Check all that apply.

- ☐ No formal stakeholder engagement
- ☐ Annual stakeholder meeting
- ☐ Online stakeholder forum to provide/report social or environmental concerns or feedback
- ☐ Meetings or other engagement mechanisms with local community members
- ☐ Meetings or other engagement mechanisms with social or environmental advocacy groups
- ☐ Community/environmental representation on an advisory board.
- ☐ Third party or anonymous surveys about social/environmental performance
- ☒ Other (please describe)

One to one meetings with specific stakeholders

Corporate Accountability

Governance Structures (Score Value: Low)

What is the company's highest level of corporate oversight?

The answer to this question affects questions you'll encounter further on in your assessment.

- ☐ Owner/Manager only
- ☒ Non-Fiduciary Advisory Board
- ☐ Board of Directors or Equivalent

Governing Body Characteristics (Score Value: Medium)

Which of the following apply to your company's Board of Directors or equivalent governing body?

Please check all that apply.

- ☐ Includes at least one independent member
- ☐ Includes at least 50% independent members
- ☐ Meets at least twice annually (2x per year)
- ☐ Our company is a cooperative and elects its board from membership
- ☐ None of the above
- ☒ N/A - no Board of Directors or equivalent

Governing Body Responsibilities (Score Value: Medium)

Does your Board of Directors have written responsibility for the following issues?

Please check all that apply.

- ☐ Guiding corporate strategy, setting strategic goals and major plans of action
- ☐ Approving annual budgets, overseeing major capital expenditures and general risk management
- ☐ Overseeing executive compensation
- ☐ Overseeing the company's social and environmental mission, with specific goals and targets (if no mission statement, do not select this option)
- ☐ Other
- ☐ None of the above
- ☒ N/A - no Board of Directors or other governing body

Ethics

Financial Controls (Score Value: Medium)

Does the company maintain any of the following financial controls?

Please check all that apply.

- ☐ None
- ☒ Access to accounting software systems is limited to appropriate personnel only
- ☒ Access to credit/ATM cards is limited to appropriate personnel only
- ☒ Inventory management system with routine management oversight or third-party review
- ☐ Segregation of Accounts Receivable (A/R) and Accounts Payable (A/P) duties (duties assigned to different employees)
- ☒ Segregation of check writing and check signing privileges (duties assigned to different employees)
- ☒ IT systems have different password protection systems that are changed periodically with different access levels according to the position of the staff member accessing the data

Work Conduct Policy (Score Value: Medium)

Does your company have one of the following policies regarding work conduct?

Check only one.

- ☐ None
- ☒ A written Code of Business Conduct that explicitly establishes behavioral expectations for the organization
- ☐ A written Code of Business Conduct that explicitly establishes behavioral expectations for the organization and that includes a statement against bribery and corruption.

Whistleblower Policy (Score Value: Medium)

Does the company have a written whistleblower policy?

- ☐ Yes
- ☒ No

Transparency

Financial Reporting Standards (Score Value: Medium)

During the last fiscal year, with which financial reporting standards did your company comply?

- ☒ IFRS (International Financial Reporting Standards, via the International Accounting Standards Board)
- ☐ GAAP (Generally Accepted Accounting Principles, via independent U.S. standards body)
- ☐ Local accounting standard (via local independent standard setting body)
- ☐ Other (describe)
- ☐ None of the above
- ☐ N/A - Our company is pre-revenue

Reviewed / Audited Financials (Score Value: Low)

If your company's financial statements were audited or reviewed, what type of individual or entity conducted that review?

- ☐ None/ Neither Audited nor Reviewed
- ☒ Locally-accredited auditing firm or CPA/CFA
- ☐ Internationally-accredited auditing firm or CPA/CFA

Accessible Financial Data (Score Value: Medium)

Does your company maintain financial data from last fiscal year that can be accessed or viewed by the following?

Exclude compensation data. Please check all that apply.

- ☒ Shared with all managers
- ☐ Shared with all non-managers
- ☐ Shared publicly (e.g. posted on website)
- ☐ None

Impact Reporting (Score Value: Medium)

Does the company publicly share information on its social and/or environmental performance? If so, how?

- ☒ No public reporting on social or environmental performance
- ☐ Specific quantifiable social and/or environmental indicators or outcomes are made public
- ☐ Company sets public targets and shares progress to those targets
- ☐ Information is shared/updated annually
- ☐ Information is presented in a formal report that allows comparison to previous time periods
- ☐ Information adheres to a comprehensive third party standard (ex. GRI or B Impact Assessment)
- ☐ A third party has validated the information shared
- ☐ Impact reporting is integrated with financial reporting

Public Feedback Channel (Score Value: Low)

Is there a publicly-known mechanism through which customers can provide product feedback, ask questions or file complaints?

- ☒ Yes
- ☐ No

Client Protection Warranty (Score Value: Low)

Is the product or service made or sold by your company covered by a warranty or a client protection policy for consumers?

Select N/A only if your company provides consulting services.

- ☒ Yes
- ☐ No
- ☐ NA

Governance Metrics

Last Fiscal Year (Score Value: Not Scored)

On what date did your last fiscal year end?

2017-10-31

Reporting Currency (Score Value: Not Scored)

Reporting currency

US Dollar - USD

Revenue Last Year (Score Value: Not Scored)

Total Earned Revenue

From the last fiscal year

This question will be used for scored calculation questions later in the assessment. Please complete for accurate scoring. The answer to this question affects questions you'll encounter further on in your assessment.

Revenue Year Before Last (Score Value: Not Scored)

Total Earned Revenue

From the fiscal year before last

Earnings Before Interest & Taxes Last Year (Score Value: Not Scored)

EBIT (Earnings Before Interest & Taxes)

From the last fiscal year

Earnings Before Interest & Taxes Year Before Last (Score Value: Not Scored)

EBIT (Earnings Before Interest & Taxes)
From the fiscal year before last

Net Income Last Year (Score Value: Not Scored)

Net Income
From the last fiscal year

Net Income Year Before Last (Score Value: Not Scored)

Net Income
From the fiscal year before last

Payments to Government (Score Value: Not Scored)

Payments to government in the last fiscal year.
Select N/A if company is pre-revenue.

6925

Mission Locked

Mission Lock (Score Value: Very High)

Separate from a mission statement, has your company done any of the following to legally ensure that its social or environmental mission will be maintained over time, regardless of company ownership?

- ☒ Signed a contract or board resolution to amend or adopt a legal form that requires consideration of employees, community and the environment (i.e. Signed B Corp Term sheet but have not yet adopted stakeholder consideration)
- ☐ Amended corporate governing documents to require the consideration of employees, community and the environment (e.g. Amended Articles of Incorporation)
- ☐ Has a specific legal entity/governance structure that preserves mission (i.e. cooperative)
- ☐ Legal entity/governance structure preserves mission and requires stakeholder consideration (i.e. Benefit Corp or cooperative that has amended governing documents to include stakeholder consideration)
- ☐ Other - Please describe
- ☐ None of the above

Workers

Worker Metrics

Majority Hourly vs. Salaried Workers (Score Value: Not Scored)

Are the majority of your employees paid on a fixed salary or a daily/hourly wage?

This is a REQUIRED question that determines the set of additional questions your company will respond to regarding your employee impact. The answer to this question affects questions you'll encounter further on in your assessment.

- ☒ Fixed Salary
- ☐ Daily/Hourly Wage

of Full Time Workers (Score Value: Not Scored)

Number of Total Full-Time Workers
Current Total Full-Time Workers

The answer to this question affects questions you'll encounter further on in your assessment.

15

of Full Time Workers Last Year (Score Value: Not Scored)

Number of Total Full-Time Workers

Total Full-Time Workers 12 months ago

The answer to this question affects questions you'll encounter further on in your assessment.

12

of Part Time Workers (Score Value: Not Scored)

Number of Total Part-Time Workers

Current Total Part-Time Workers

The answer to this question affects questions you'll encounter further on in your assessment.

0

of Part Time Workers Last Year (Score Value: Not Scored)

Number of Total Part-Time Workers

Total Part-Time Workers 12 months ago

The answer to this question affects questions you'll encounter further on in your assessment.

0

of Temporary Workers (Score Value: Not Scored)

Number of Total Temporary Workers

Current Total Temporary Workers

The answer to this question affects questions you'll encounter further on in your assessment.

3

of Temporary Workers Last Year (Score Value: Not Scored)

Number of Total Temporary Workers

Total Temporary Workers 12 months ago

The answer to this question affects questions you'll encounter further on in your assessment.

1

Compensation & Wages

Total Wages (Score Value: Not Scored)

Total Wages (including bonuses)

Lowest Paid Wage (Score Value: Not Scored)

What is the company's lowest wage calculated on an hourly basis?

Please exclude students and interns in this calculation.

1.53

Inflation Rate Compensation Adjustments (Score Value: High)

During the last fiscal year, did all full-time and part-time workers receive an increase to their salary/wages (excluding bonuses) that at least meets the inflation rate in your country?

Do not include commissions paid to commission-based workers in this response. Click on ? to link to an inflation table.



Yes



No

% Increase in Wages (Score Value: High)

Subtracting for inflation increase, what was the average % increase in wage/salary paid to all full-time and part-time workers (excluding bonuses, commissions) in the last fiscal year?

Select 0% if average increase was at or below inflation rate.

- ☒ 0%
- ☐ 0.1-1.9%
- ☐ 2.0-4.9%
- ☐ 5%+

High to Low Pay Ratio (Score Value: High)

What multiple is the highest compensated individual paid (inclusive of bonus) as compared to the lowest paid full-time worker?

- ☐ >20x
- ☐ 16-20x
- ☒ 11-15x
- ☐ 6-10x
- ☐ 1-5x

Compensation & Wages (Salaried)

Bonus Plan Characteristics (Score Value: Medium)

In the last fiscal year, the company's bonus plan for non-executives represented what % of the company's salary base?

Please select 0% if your company did not have bonuses issued.

- ☐ 0%
- ☐ <1%
- ☒ 1-5%
- ☐ 6-15%
- ☐ >15%

Benefits

Additional Supplementary Benefits (Score Value: High)

Are any of the following benefits provided to employees to supplement government programs?

- ☐ Disability coverage/ accident insurance
- ☐ Life insurance
- ☒ Financial services (credit or savings programs)
- ☐ Private dental insurance
- ☐ Private supplemental health insurance
- ☒ Other (describe)

Access to a cooperative with social and financial services

- ☐ None of the above

Paid Secondary Caregiver Leave (Score Value: High)

What is the minimum paid secondary caregiver leave offered to full-time workers either through the company or the government?

- ☐ None
- ☒ Up to 2 weeks
- ☐ 2 to 5 weeks
- ☐ 6+ weeks

Healthcare Eligibility for Part Time Workers (Score Value: Medium)

How many hours per week must a part-time employee work in order to qualify for the previously-selected benefits?

- ☐ No benefits beyond what is provided under national law
 - ☐ 30+ hours per week
 - ☐ 25-30 hours per week
 - ☐ 20-24 hours per week
 - ☐ <20 hours per week
 - ☒ N/A - No part-time workers
-

Supplementary Benefits (Score Value: High)

Which supplementary benefits are provided to a majority of full-time and part-time workers?

Please check all that apply.

- ☐ Free transportation or transit subsidy
 - ☐ Free or subsidized meals
 - ☐ Health benefits extend to immediate family (spouse and children)
 - ☐ Child-care (On-site or subsidized)
 - ☐ Access to local medical services/clinic (on-site or subsidized)
 - ☐ Free or subsidized housing
 - ☐ Other free or subsidized benefits (describe)
 - ☒ None
-

Worker Benefits (Salaried)

Number of Paid Days Off (Score Value: Medium)

How many paid days off (including holidays) do full-time employees receive annually?

- ☐ 0-15 days
 - ☒ 16-22 days
 - ☐ 23-29 days
 - ☐ 30-35 days
 - ☐ 36+ work days
-

Paid Primary Caregiver Leave for Salary Workers (Score Value: Medium)

What is the minimum number of weeks salaried workers receive paid primary caregiver leave, either through the company or the government?

- ☐ 0-5 weeks
 - ☐ 6-11 weeks
 - ☒ 12-17 weeks
 - ☐ 18-23 weeks
 - ☐ 24+ weeks
-

Training & Education

Intern Hiring Practices (Score Value: Medium)

Which of the following is true of intern hiring practices?

Check all that apply. If there is no third party living wage calculated for your country of operations, please do not select "payment of a living wage."

- ☐ There is a formalized policy/program outlining the objectives of internships or internship programs for participants
- ☒ Company partners with education institutions to provide internship opportunities
- ☐ Interns are paid a living wage
- ☒ Interns receive formal performance reviews
- ☒ Interns have a formal opportunity to provide feedback on experience
- ☒ Interns have been hired on as full time permanent employees in the past two years
- ☒ Intern tenures are restricted to not exceed 1 year if interns are not currently enrolled in school
- ☐ None of the above apply to my intern programs
- ☐ N/A - Company does not employ interns

Amount of Training for New Hires (Score Value: Medium)

During the last 12 months, what was the average amount of training that a newly hired worker received?

Use average of both full-time and part-time employees.

- ☐ No training
- ☐ On-the-job training (1-day to 1 week)
- ☒ On-the-job training (1 week to 1 month)
- ☐ Apprenticeship/technical training (1 month+)
- ☐ N/A - No new hires during the last 12 months

Training & Education (Salaried)

Skills-Based Training Participation (Score Value: Medium)

Excluding newly hired workers, what % of full-time and part-time workers received the following types of formal training during the last 12 months?

Skills-based training to advance core job responsibilities

- ☐ 0%
- ☐ 1-24%
- ☒ 25-49%
- ☐ 50-74%
- ☐ 75%+
- ☐ Don't know

Providing Cross-Job Skills Training (Score Value: Medium)

Excluding newly hired workers, what % of full-time and part-time workers received the following types of formal training during the last 12 months?

Skills-based training on cross-job functions (i.e. training beyond regular job responsibilities, e.g. public speaking training or management training for non-managers)

- ☐ 0%
- ☐ 1-24%
- ☐ 25-49%
- ☒ 50-74%
- ☐ 75%+
- ☐ Don't know

Life Skill Training Participation (Score Value: Medium)

Excluding newly hired workers, what % of full-time and part-time workers received the following types of formal training during the last 12 months?

Training on life skills for personal development (i.e. literacy, personal financial planning, etc.)

- ☐ 0%
- ☐ 1-24%
- ☐ 25-49%
- ☒ 50-74%
- ☐ 75%+
- ☐ Don't know

External Professional Development Participation (Score Value: Medium)

What % of full-time workers have participated in external professional development opportunities or lifelong learning opportunities in the past fiscal year?

Only include professional development paid for in advance, reimbursed or subsidized by the company.

- ☐ None
- ☐ 1-24%
- ☐ 25-49%
- ☒ 50-74%
- ☐ 75%+

Worker Ownership

% Participation in Employee Ownership (Score Value: High)

What % of all full-time employees (including founders and executives) own stocks, stock equivalents and stock options, or participate in an ESOP or other qualified ownership plans in the company?

Select N/A if your company is a consumer/shared services cooperative, a producer cooperative or a nonprofit.

- ☒ 0%
- ☐ 1-24%
- ☐ 25-49%
- ☐ 50-74%
- ☐ 75-99%
- ☐ 100%
- ☐ N/A

% of Company Owned by Non-Executive Employees (Score Value: High)

What % of the company is owned by non-executive, non-founder, full-time workers?

Select 0% if none of the workers own the business. Select N/A if your company is a consumer/shared services cooperative, a producer cooperative or a nonprofit.

- ☒ 0%
- ☐ 1-24%
- ☐ 25-49%
- ☐ 50%+
- ☐ N/A

Management & Worker Communication

Employee Review Process (Score Value: Not Scored)

Please describe your formal, written evaluation process for providing feedback to all workers on their performance here.

At least a yearly meeting between boss and employee where key objectives previously set are reviewed and evaluated. Evalua

Worker Satisfaction Surveys (Score Value: Low)

Does the company do any of the following regarding worker satisfaction / engagement?

- ☐ Company conducts anonymous surveys at least biannually
- ☐ Company separates survey results by gender and/or by other underrepresented groups
- ☐ Company shares results with employees
- ☒ None of the above

Employee Satisfaction (Score Value: Low)

What percent of your employees are 'Satisfied' or 'Engaged'?

Select N/A if satisfaction or engagement is not formally surveyed.

- ☒ N/A
- ☐ <65%
- ☐ 65-80%
- ☐ 81-90%
- ☐ >90%

Termination Policy (Score Value: Low)

Which of the following is included in your company's termination policy?

Exclude situations requiring immediate dismissal / with cause.

- ☐ No required written notice prior to termination
- ☐ Written notice of worker performance only
- ☒ Written notice of worker performance and a stated probationary period
- ☐ N/A--no written termination policy

Worker / Management Conflict Mediation (Score Value: Low)

Has the company identified one of the following designated agents to mediate complaints / issues between workers or workers and management?

- ☐ Informally-designated worker who passes information to other workers
- ☐ Union representative
- ☒ Human Resources-designated representative
- ☒ Employee Representative mutually-designated by company management and employees
- ☐ 3rd party Ombudsman
- ☒ Other (describe)
lawyer when needed to mediate
- ☐ None of the above

Management & Worker Communication (Salaried)

Performance Reviews (Score Value: Medium)

Is there a written performance review for any of the following workers?

Check the box if all workers in that category receive a formal performance review on an annual basis.

- ☐ No written performance review
- ☒ Managers
- ☒ Full-time non-managerial workers
- ☐ Part-time non-managerial workers
- ☐ Temporary workers

Human Rights & Labor Policy

Employee Handbook Information (Score Value: Medium)

Does your company have a written employee handbook that workers have access to and includes the following information?

- ☐ No written employee handbook
 - ☐ A non-discrimination statement
 - ☒ An anti-harassment policy
 - ☒ Statement on work hours
 - ☒ Pay and performance issues
 - ☒ Policies on benefits, training and leave
 - ☒ Grievance resolution
 - ☒ Disciplinary procedures and possible sanctions
 - ☒ Statement regarding workers' right to bargain collectively and freedom of association
 - ☒ Prohibition of child labor and forced/compulsory labor
-

Non-Discrimination Policy (Score Value: Medium)

If you have a written non-discrimination policy, which of the following are covered in hiring and in the workplace?

Please check all that apply.

- ☒ No written policy
 - ☐ Gender
 - ☐ Race
 - ☐ Color
 - ☐ Disability
 - ☐ Political opinion
 - ☐ Sexual orientation
 - ☐ Age
 - ☐ Religion
 - ☐ HIV status
-

Occupational Health & Safety

Worker Safety Practices (Score Value: Low)

Which of the following are true of your occupational health and safety policies?

- ☒ There are written policies and practices to minimize on-the-job employee accidents and injuries
 - ☒ Injury/accident/lost /absentee days are measured and transparent
 - ☒ A worker health and safety committee helps monitor and advise on health and safety programs.
 - ☐ None of the above
-

Handling Hazardous Materials (Score Value: Medium)

If your company uses any hazardous or dangerous materials on-site, check all that apply.

Hazardous materials include chemicals, gasoline or fuel, fertilizer, pesticides, etc.

- ☐ All workers who are in contact with hazardous materials receive initial and on-going (2x per year) training for proper storage, handling, and disposal of materials
 - ☐ All workers who handle hazardous materials are required to wear protective gear, including clothing, eye and foot protect
 - ☐ All workers are made aware of all health risks associated with handling hazardous materials
 - ☐ We monitor the health of all workers who work with hazardous materials and provide them with annual health check-ups
 - ☐ Other (describe)
 - ☐ None
 - ☒ N/A
-

Machinery Practices (Score Value: Medium)

Does your company do any of the following with regard to equipment or machinery used by workers?

This includes machinery, vehicles, etc. Check all that apply. Select N/A only if the company has no equipment.

- ☐ All workers who use equipment receive initial and ongoing training on proper operation and emergency shut-off of the machinery
- ☐ All workers are required to wear appropriate protective gear, including clothing, eye and foot protection, when working w machinery
- ☐ The company regularly inspects whether correct protective gear and operation of machinery is being followed by workers
- ☐ Machinery is checked at least once per year for necessary maintenance issues
- ☐ Signs regarding hazards and proper use of equipment are posted on or near equipment in the local language
- ☐ Other (describe)
- ☐ None
- ☒ N/A

Worker Business Models Introduction

Impact Business Model: Worker Ownership (Score Value: Not Scored)

Is your company structured to benefit its employees in the following way?

The answer to this question affects questions you'll encounter further on in your assessment.

- ☐ Ownership structures that provide significant equity (>40%) and empowerment to all employees (i.e. employee-owned companies/cooperative)
- ☒ No

Community

Job Creation

New Jobs Added Last Year (Score Value: Not Scored)

Number of net full-time and part-time jobs that have been added to your company's payroll. Enter 0 if none or if your company has no workers.

Last 12 months:

3

New Jobs Added Year Before Last (Score Value: Not Scored)

Number of net full-time and part-time jobs that have been added to your company's payroll. Enter 0 if none or if your company has no workers.

Prior 12 months:

1

Job Growth Rate (Score Value: High)

What % of full-time and part-time jobs were newly created at your company during the last 12 months?

This does not include existing positions that were filled due to vacancy.

- ☐ 0% (Has not grown on a net basis)
- ☐ 1-14%
- ☐ 15-24%
- ☒ 25%+

Promoting Employees (Score Value: High)

What % of positions above entry level have been filled through internal promotion during the last 12 months?

If there have been no job openings above an entry level, enter 0.

- ☐ 0%
- ☐ 1-24%
- ☒ 25-49%
- ☐ 50%+

Departed Employees (Score Value: Not Scored)

Number of full-time and part-time workers that departed/left the company during the last 12 months.

Enter 0 if None. Select N/A only if there are no workers.

Attrition Rate (Score Value: High)

What % of full-time and part-time workers have left the company during the last 12 months?

Calculation should include voluntary and involuntary separation, but exclude workers dismissed with cause.

Diversity & Inclusion

Female Employees (Score Value: Not Scored)

Number of total full-time and part-time female employees.

Enter 0 if None. Select N/A only if there are no workers.

5

Ownership Diversity (Score Value: Medium)

What % of the company is owned by:

Women and/or individuals from chronically-underemployed communities

- ☒ 0%
- ☐ 1-9%
- ☐ 10-24%
- ☐ 25-39%
- ☐ 40-49%
- ☐ 50%+
- ☐ Don't know

Workers from Underemployed Groups (Score Value: Medium)

What % of your workforce (both full-time and part-time) are women or from chronically underemployed communities?

Women

- ☐ 0%
- ☐ 1-9%
- ☐ 10-24%
- ☒ 25-39%
- ☐ 40-49%
- ☐ 50%+
- ☐ Don't know

Workers from Underemployed Groups (Score Value: Medium)

What % of your workforce (both full-time and part-time) are women or from chronically underemployed communities?
Chronically-underemployed

- ☐ 0%
- ☒ 1-9%
- ☐ 10-24%
- ☐ 25-39%
- ☐ 40-49%
- ☐ 50%+
- ☐ Don't know
-

Nonprofit Ownership (Score Value: Medium)

What % of the company is owned by:
Non-profit organization

- ☒ 0%
- ☐ 1-9%
- ☐ 10-24%
- ☐ 25-39%
- ☐ 40-49%
- ☐ 50%+
- ☐ Don't know
-

Female Ownership (Score Value: Not Scored)

Optional unweighted metrics: Approximately what % of the company's ownership is held by the following groups?
Women

0

Ownership by Individuals from Underemployed Groups (Score Value: Not Scored)

Optional unweighted metrics: Approximately what % of the company's ownership is held by the following groups?
Individuals from chronically underemployed communities

0

Board of Directors Diversity (Score Value: Medium)

What % of the members of your Board of Directors (or equivalent) are women or individuals from chronically underemployed communities?

Select N/A only if your company is governed by an owner/manager structure and does not have a Board of Directors or governing body.

- ☐ 0%
- ☐ 1-9%
- ☐ 10-24%
- ☐ 25-39%
- ☐ 40-49%
- ☐ 50%+
- ☒ N/A - No board of directors or equivalent
- ☐ Don't know
-

Supplier Ownership Diversity (Score Value: Medium)

What % of your Significant Suppliers are majority owned by women or individuals from underrepresented populations?

- ☐ 0%
- ☐ 1-9%
- ☐ 10-19%
- ☐ 20-29%
- ☒ 30%+
- ☐ Don't Know

Civic Engagement & Giving

Corporate Citizenship Program (Score Value: Medium)

Does your company have the following charitable giving practices implemented in practice or written in policy?

- ☐ Statement on the intended social or environmental impact of company's charitable contributions
- ☒ Cash and in-kind donations (excluding political causes)
- ☐ Volunteer and pro bono service
- ☐ Formal donations commitment (e.g. 1% for the planet)
- ☐ Matching individual workers' charitable donations
- ☒ Allowing workers and/or customers to select charities to receive company's donations
- ☐ Other (please describe)
- ☐ None of the above

Civic Memberships and Partnerships (Score Value: Low)

Does your company have membership or a civic partnership with any of the following types of organizations?

Check all that apply.

- ☐ None
- ☒ Business or Trade Associations
- ☒ Chamber of Commerce
- ☐ Governmental Institutions
- ☒ Local academic institutions
- ☒ Cooperatives
- ☐ Other (describe)

Volunteer Service Policies (Score Value: Medium)

Are full-time employees granted in writing any of the following options for volunteer service?

- ☐ Non-paid time off
- ☐ Paid time off
- ☐ 20 hours or more a year of paid time off
- ☐ Workers offered incentives for volunteerism (office parties, competitions with prizes, etc.)
- ☒ Do not offer paid or unpaid time off

% of Employees Volunteer Service (Score Value: Medium)

What % of employees took paid time off for volunteer service last year?

- ☒ 0%
- ☐ 1-24%
- ☐ 25-49%
- ☐ 50-74%
- ☐ >75%
- ☐ Don't know

Tracking Volunteer Service (Score Value: Low)

Does your company monitor and record volunteer hours of company workers?

- ☒ We do not currently monitor and record our hours contributed
- ☐ Our company monitors and records hours contributed (no increase targets)
- ☐ Our company monitors hours contributed and has specific increase targets
- ☐ Our company monitors hours contributed and has met specific increase targets during the reporting period

Total Amount of Volunteer Service Hours (Score Value: Not Scored)

Number of hours volunteered by full-time and part-time employees of the organization during the last fiscal year.

This should include both paid and unpaid time spent volunteering during traditional work hours, either for company-organized events or for employee-initiated activities.

Volunteer Service Per Capita (Score Value: Medium)

What was the % of per capita worker volunteer, community service, or pro bono time donated in the reporting period?

Calculate by total volunteer hours / total hours worked, generally 2000 hours per FTE.

- ☐ 0%
- ☐ 0.1-0.5% of time
- ☐ 0.6-1% of time
- ☐ 1.1-2% of time
- ☐ >2% of time
- ☒ Don't know / not monitored

Total Amount of Charitable Donations (Score Value: Not Scored)

Total amount (in currency terms) donated to registered charities in the last fiscal year.

Report with the currency specified in "Reporting currency" for this metric.

% of Revenue Donated (Score Value: High)

What was the equivalent % of revenue donated to charity during the last fiscal year?

Please include tax deductible in-kind donations but do not include pro bono time.

- ☐ No donations last FY
- ☐ Less than 0.1% of revenues
- ☒ 0.1-0.4% of revenues
- ☐ 0.5-0.9% of revenues
- ☐ 1-1.9% of revenues
- ☐ 2%+ of revenues
- ☐ Don't know

Advocacy for Social and Environmental Standards (Score Value: Low)

Has your company worked with policymakers and/or stakeholders (including competitors) to develop or advocate for increased adoption of social and environmental standards or voluntary practices in your industry in the past two years?

Check all that apply.

- ☒ Yes, company has offered support in name and/or signed petitions
- ☒ Yes, company has provided active staff time or financial support
- ☒ Yes, company has directly introduced, testified, made recommendations or provided expertise to advance standards
- ☒ Yes, company has worked with other industry players on a cooperative initiative
- ☐ Yes, and efforts resulted in a specific institutional, industry or regulatory reform
- ☐ Other (please describe)
- ☐ None of the above

Local Involvement

Spending on Local Suppliers (Score Value: High)

What % of your company's expenses (excluding labor) was spent with independent suppliers local to the company's headquarters or relevant production facilities?

- ☐ <20%
- ☒ 20-39%
- ☐ 40-59%
- ☐ 60%+
- ☐ Don't know

Focus on Local Customers (Score Value: High)

Do a majority of your customers live locally to your company's headquarters or production facilities?

- ☐ Yes
- ☒ No

Suppliers, Distributors & Product

Significant Supplier Descriptions (Score Value: Not Scored)

Please select the types of companies that represent your Significant Suppliers:

All companies have significant suppliers, which are defined as the largest suppliers of the company amounting to approximately 80% of non-labor costs. Select all that apply.

- ☐ Product Manufacturers
- ☒ Professional Service Firms (Consulting, Legal, Accounting)
- ☐ Independent Contractors
- ☐ Marketing/Advertising
- ☒ Office Supplies
- ☒ Benefits Providers
- ☒ Technology
- ☐ Raw materials
- ☒ Farms
- ☐ Other

Social or Environmental Screening of Suppliers (Score Value: Not Scored)

Does your company screen and/or evaluate Significant Suppliers for social and environmental impact?

This question determines the set of supplier-focused questions your company will respond to. The answer to this question affects questions you'll encounter further on in your assessment.

- ☒ Yes
- ☐ No

Supplier Screen Topics (Score Value: High)

What is the social and environmental screen that is used for a majority of your company's Significant Suppliers:

- ☐ No formal screening process in place
- ☒ Screened for negative practices or regulatory non-compliance (e.g. no child labor)
- ☒ Screened for positive practices (e.g. environmentally-friendly manufacturing process; excellent labor practices, etc)

Supplier Evaluation Practices (Score Value: High)

When monitoring and evaluating the on-going social and environmental performance of the majority of Significant Suppliers, which of the following apply?

- ☐ No formal supplier monitoring and evaluation process
- ☒ Significant Suppliers are evaluated based on company's own criteria
- ☒ Significant Suppliers are evaluated based on specific social and environmental performance standards that are best-in-class for your industry (ISO, SA8000, etc)
- ☐ Company visits a majority of Significant Suppliers on-site

Length of Supplier Relationships (Score Value: High)

What is the average tenure of your relationships with Significant Suppliers?

- ☐ Less than 12 months
- ☐ 13-36 months
- ☐ 37-60 months
- ☒ 61+ months
- ☐ Don't know

Verified Fair Wages (Score Value: High)

Is the payment of a fair wage to workers for a majority of Significant Suppliers verified or certified?

Fair wages are based on fair trade standard or local living standard.

- ☐ Neither verified nor certified
- ☐ Verified by the company
- ☒ Certified as part of a product or production process certification or certified by another third-party
- ☐ Other (describe)

Independent Contractor Practices (Score Value: High)

Which of the following describe your relationships with all your company's independent contractors?

- ☐ Formal routine process for independent contractors to receive post-project/contract performance feedback
- ☐ Formal routine process for independent contractors to communicate post-project or post-contract feedback to the company
- ☐ Independent contractors are verified to either work on a time-bound basis, or else split their time with work for other clients. Contractors not meeting either criteria have been offered employment.
- ☐ Independent contractors are paid a living wage (when calculated as hourly wage when living wage data is available)
- ☐ We have independent contractors, but have not engaged in any of these practices
- ☒ N/A - We haven't used independent contractors in the last year

Supplier Certifications (Score Value: High)

During the last fiscal year, what % of your Significant Suppliers (on currency basis) had internationally-recognized product certifications?

Select 0% if you do not know whether your Significant Suppliers are certified.

- ☐ 0%
- ☐ 1-24%
- ☐ 25-49%
- ☐ 50-74%
- ☒ 75%+
- ☐ Don't know

Revenue from Certified Products (Score Value: High)

During the last fiscal year, what % of revenues are generated from products that have a certification that assesses the product or production process for the product (including certifications related to social and environmental performance)?

- ☐ 0%
- ☐ 1-9%
- ☐ 10-24%
- ☐ 25-74%
- ☒ 75-99%
- ☐ 100%
- ☐ Don't know
- ☐ N/A

Tracking System for Quality Assurance (Score Value: High)

Does your company have a tracking system in place for all products to manage quality assurance issues?

- ☒ Yes
- ☐ No
- ☐ NA

Community Business Models Introduction

Community Oriented Business Models (Score Value: Not Scored)

Is your company structured to benefit community stakeholders in any of the following ways?

The answer to this question affects questions you'll encounter further on in your assessment.

- ☐ A producer-owned cooperative structure in which suppliers share control and benefits of company operations (e.g. farmer cooperative, artisanal cooperative)
- ☒ Purchasing fair/direct trade to improve livelihoods for underserved groups in your supply chain
- ☐ A micro-distribution or micro-franchising model that provides economic opportunities to underserved groups
- ☐ A formal standing commitment to donate a significant portion of sales/profits/ownership to charitable causes (>2% sales, >20% profits/ownership)
- ☐ Providing high quality jobs and/or professional development for individuals with chronic barriers to employment (workforce development programs)
- ☐ Our company was created as a result of a government privatization scheme (within the past 5 years) or to produce a product in and for the local economy that previously had only been available through import (import substitution model)
- ☐ None of the above

Supply Chain Poverty Alleviation

Supporting Underserved Suppliers (Score Value: Not Scored)

Does your company source from and/or provide support to populations in low-income, poor, or very poor markets through your supply chain purchasing practices?

- ☒ Yes
- ☐ No (you may skip the rest of this section)

Purchasing From Underserved Suppliers (Score Value: Not Scored)

Do you purchase directly from underserved suppliers in low-income, poor, or very poor markets?

- ☒ Yes, I purchase directly from underserved suppliers
- ☐ No, I purchase from brokers or other companies that are verified to be purchasing from and supporting underserved suppliers

Types Of Underserved Suppliers (Score Value: Not Scored)

What types of suppliers from underserved markets are in your supply chain?

- ☐ Small-scale Factories in Underserved Markets
- ☐ Fair Wage/ Labor Certified Plantation/Estate Farms in Underserved Markets
- ☒ Worker or Producer-Owned Cooperatives
- ☐ Small-Holder Small Scale Farms/Suppliers in Underserved Markets (less than 50 employees)
- ☐ Micro-entrepreneurs/artisans in underserved markets

Beneficial Trade Terms for Underserved Suppliers (Score Value: Not Scored)

Are any of the following trade terms provided to underserved suppliers?

The answer to this question affects questions you'll encounter further on in your assessment.

- ☒ A premium is paid beyond market price for community support and development
- ☒ Input materials come from a relationship where contracts are signed and executed for the next year
- ☒ Input materials come from a relationship where the contract price was partially or fully paid in advance to significant suppliers (including loans through a partner organization)
- ☒ Pricing of product is determined collaboratively with suppliers
- ☐ Onsite visits are made to suppliers on at least an annual basis.
- ☐ None of the above

% Purchases with Beneficial Trade Terms (Score Value: Not Scored)

What % of your cost of materials comes from the stated under-served supplier groups that received the previous trade terms?

The answer to this question affects questions you'll encounter further on in your assessment.

96

Purchases from Suppliers with Beneficial Terms (Score Value: Not Scored)

What is the total cost of materials sourced through the previous trade terms?

Tracking Supplier Premiums (Score Value: Medium)

Do you track the premium paid to suppliers?

- ☒ Yes
- ☐ No

Premium Paid to Suppliers (Score Value: Not Scored)

If yes, what is the average premium paid to suppliers in the last year (either on product or wage)?

0.5

Methodology to Determine Premium Paid (Score Value: Not Scored)

Describe in the text box the methodology your company uses to calculate producer price premium.

based on certifications standards

Innovative Supply Chain Poverty Alleviation (Score Value: Not Scored)

Is there something different or innovative about the company's approach to fair-trade sourcing that has changed the industry? Is this something replicable, unique at the time it was created, and that has been emulated by other organizations? Please explain.

working together with clients to develop and implement innovative projects in the field in order to secure long term source of h

Support for Small-Scale Suppliers (Score Value: Not Scored)

Does the company provide or participate in support services for underserved suppliers?

This question factors into a calculated question that contributes to your overall score. The answer to this question affects questions you'll encounter further on in your assessment.

- ☒ Capacity building to improve the efficiency of operations for the supplier
- ☒ Capacity building to improve the social or environmental practices of the supplier
- ☒ Support and training to improve quality and maintain quality assurance for the supplier
- ☐ We do not purchase directly from underserved suppliers, or we do not provide capacity building services

% of Purchases from Supported Small-Scale Suppliers (Score Value: Not Scored)

What % of your total cost of materials (excluding labor) comes from suppliers that have received the above capacity building support?

The answer to this question affects questions you'll encounter further on in your assessment.

39

Verification of Fair Wages and Working Conditions (Score Value: Not Scored)

Are working conditions and wages of suppliers verified to meet credible standards to ensure dignity and equitable economic empowerment for employees? If so, what methodology is used to determine standards?

The answer to this question affects questions you'll encounter further on in your assessment.

- ☒ Suppliers meet third party certification standards (such as Fair Trade Certification)
- ☐ Workers receive wage equivalent to or greater than a third party fair or living wage calculation for the relevant industry/product/market
- ☐ Suppliers are not verified to meet third party labor standards
- ☐ None of the above.

Purchasing From Underserved Suppliers (Score Value: Not Scored)

What % of your cost of materials comes from under-served supplier groups that are verified for labor and wage practices as previously described?

The answer to this question affects questions you'll encounter further on in your assessment.

96

Wage and Working Conditions Screening (Score Value: Medium)

How are wage and working conditions screened and monitored to ensure that continual compliance with the previous standards?

- ☒ Suppliers are verified or certified by a third party to meet standards
- ☐ Company visits and reviews supplier facilities and documents compliance with the standards above
- ☐ None of the above

Third Party Certification of Supply Chain (Score Value: Not Scored)

Are the company's trade practices or purchases certified by a third party, including any of the following?

- ☒ Fair Trade International
- ☐ Fair Trade USA
- ☒ Rainforest Alliance
- ☒ Other (Please Describe)

Nespresso AAA Quality Program, Starbucks Cafe Practices, UTZ

Tracking Impact on Workers (Score Value: Medium)

Does your company track the impact of your work with small-scale suppliers on the lives of suppliers' employees?

- ☐ Yes
- ☒ No

Tracking Impact Explanation (Score Value: Not Scored)

If yes, please explain how.

none

Innovative Supply Chain Poverty Alleviation (Score Value: Not Scored)

Is there something different or innovative about the company's approach to sourcing from small-scale suppliers that has changed the industry? Is this something replicable, unique at the time it was created, and that has been emulated by other organizations? Please explain.

none

Supply Chain Transparency (Score Value: Medium)

Do customers and/or the public have access to information about the company's supply chain practices?

- ☒ Customers have access to information about suppliers being sourced from, including their location
- ☐ Customers can access information on the social and environmental standards required of suppliers
- ☐ None of the above

Environment

Environment Introduction

Type of Facilities (Score Value: Not Scored)

What kind of facilities does your business primarily operate in?

The answer to this question affects questions you'll encounter further on in your assessment.

- ☐ Company owned office space
- ☒ Leased office space
- ☐ Co-working Space
- ☐ Virtual/ Home Offices

Land, Office, Plant

Facility Environmental Efficiency (Score Value: Medium)

Which best describes a majority of the company's offices and plant facilities' environmental efficiency?

- ☒ Buildings employ energy saving strategies (e.g. energy use monitoring, efficient appliances and lighting, renewable energy use)
- ☒ Buildings use systems for increasing water efficiency (e.g. water efficient appliances, fixtures, and landscaping)
- ☒ Buildings use systems to monitor and improve air quality (e.g. increased ventilation)
- ☐ Building construction and/or operations make use of sustainable materials (e.g. reclaimed products)
- ☒ New building sites are chosen based on sustainability considerations (e.g. minimizing impact on ecosystems and waterways)
- ☐ Buildings are LEED certified or LEED equivalent certified
- ☐ Other (describe)
- ☐ None

Recycling Programs (Score Value: Medium)

Does your company have any of the following recycle/reduce/reuse programs?

- ☒ Company recycles and reuses materials on premises, with clearly-marked bins for use
- ☒ A written recycle/reduce/reuse policy that is posted at plant facilities with clearly-marked bins
- ☐ Other (describe)
- ☐ None

Environmentally Efficient Equipment (Score Value: Medium)

What % of new equipment purchased (by total cost) during the last 24 months was energy efficient or otherwise environmentally-preferred?

Select N/A if no capital expenditures were made during the last 24 months.

- ☐ 0% (no equipment)
- ☐ <50% (some equipment)
- ☒ 50%+ (majority of equipment)
- ☐ 100% (all equipment)
- ☐ N/A - No new equipment purchased

Environmental Management Systems (Score Value: Medium)

Does your company have an environmental management system that includes any of the following?

Please check all that apply.

- ☐ No environmental management system
- ☒ Policy statement documenting the company's commitment to the environment
- ☒ Internal or external assessment undertaken of the environmental impact of your company's business activities
- ☐ Stated objectives and targets exist for environmental aspects of your company operations
- ☐ Programming designed, with allocated resources, to achieve these targets
- ☐ Periodic compliance and auditing to evaluate impact of activities
- ☐ Other (describe)

Environmental Reviews or Audits (Score Value: Medium)

Has your company gone through an environmental review or audit during the last 24 months?

If yes, select what type of audit or review was conducted; if no, select no.

- ☐ No
- ☒ Internal Review
- ☐ 3rd party-conducted review
- ☐ 3rd party-conducted audit
- ☐ Other (describe)

Virtual Office Stewardship (Score Value: High)

Which of the following are true of how your company encourages good environmental stewardship in how employees manage their virtual offices?

- ☐ There is a written policy encouraging environmentally preferred products and practices in employee virtual offices (recycling, etc.)
- ☒ Company shares resources with employees regarding environmental stewardship in home offices (i.e. energy efficiency, recycling, etc.)
- ☐ Policy in place for the safe disposal of e-waste and other hazardous materials purchased for employee home offices.
- ☐ Employees are provided with a list of environmentally preferred vendors for office supplies
- ☐ None of the above
- ☐ N/A

Inputs

Environmentally Certified Products (Score Value: High)

During the last fiscal year, what % of your products sold had a product certification that assesses the environmental impacts of the product/production process for that product?

Select N/A only if there is no physical product being sold.

- ☐ 0%
- ☐ 1-24%
- ☐ 25-49%
- ☐ 50-74%
- ☒ 75%+
- ☐ N/A

Monitoring Energy Usage (Score Value: High)

Does your company monitor, record and/or report its energy usage?

- ☐ We do not currently monitor and record usage
- ☒ We monitor and record usage (no reduction targets)
- ☐ We monitor and record usage, and have specific reduction targets
- ☐ We monitor usage and have met specific reduction targets during the last fiscal year

Monitoring Water Usage (Score Value: High)

Does your company monitor, record and/or report its water usage?

- ☐ We do not currently monitor and record our usage
- ☒ We monitor and record usage (no reduction targets)
- ☐ We monitor and record usage, and have specific reduction targets
- ☐ We monitor usage and have met specific reduction targets during the last fiscal year

Environmental Assessments Conducted (Score Value: High)

Has your company conducted any of the following during the last 24 months with regard to a majority of the products you manufacture or sell:

A majority of products represent at least 50% of revenues.

- ☐ Periodic Life Cycle Assessment
- ☐ Cradle-to-Cradle certification
- ☐ Product has been source reduced
- ☐ Product has gone through toxicity reduction exercise
- ☒ None
- ☐ N/A My revenue is generated from a service

Environmentally Preferred Materials (Score Value: High)

What is the % of recycled, biodegradable, or environmentally-preferred/sustainable materials in the product (including packaging)?

- ☐ 0%
 - ☐ 1-24%
 - ☐ 25-49%
 - ☐ 50-74%
 - ☒ 75%+
 - ☐ Don't know
 - ☐ N/A - Company does not sell a physical product
-

Water Conservation Practices (Score Value: High)

Has your company implemented any of the following water conservation methods at your corporate office or plant facilities?

Please check all that apply.

- ☒ Low-flow faucets/taps, toilets/urinals, showerheads
 - ☐ Water recycling/reuse during the production process
 - ☐ Harvest rainwater
 - ☐ Other (describe)
 - ☐ None of the above
-

Electricity Sources (Score Value: High)

From what sources does your company get its electricity?

Please check all that apply.

- ☐ Diesel-generators
 - ☒ Municipal power grid (sources unknown/not renewable)
 - ☐ Municipal power grid (at least 10% of municipal power is generated from renewable sources such as solar, wind or small-scale hydropower)
 - ☐ Bio-fuel or other clean/renewable based generators
 - ☐ Renewable energy sources (including on-site renewable)
 - ☐ Other (describe)
-

Low Impact Renewable Energy Use (Score Value: High)

During the last fiscal year, what % of energy used by your company came from low-impact renewable sources?

Include on-site renewable generation. If none, or if you don't know, enter 0.

- ☒ 0%
 - ☐ 1-9%
 - ☐ 10-24%
 - ☐ 25-49%
 - ☐ 50%+
-

Outputs

Waste Disposal Methods (Score Value: High)

How does your company dispose of a majority of non-hazardous waste/garbage?

- ☐ Incinerate/burn/on-site disposal (uncertified)
- ☐ 3rd party garbage collection, no certification for disposal
- ☒ Municipal garbage collection
- ☐ Composting garbage
- ☐ Private 3rd party disposal (that had been certified and can provide documentation for responsible disposal)
- ☐ On-site disposal that is compliant with internationally-accepted methods (3rd party reviewed or audited)
- ☐ Waste is separated and recycled/reused for company's own production or donated/provided to other facilities
- ☐ Other (describe)

Hazardous Waste Disposal (Score Value: High)

During the last fiscal year, what % of non-reusable hazardous waste was disposed of responsibly, with a documented 3rd party?

Hazardous waste includes batteries, paint, electronic equipment, etc. Select N/A if your company does not generate any hazardous waste.

- ☐ <90%
- ☒ 90-99%
- ☐ 100%
- ☐ N/A
- ☐ Don't know

Hazardous Materials On-Site (Score Value: High)

If your company uses any hazardous materials on site, check all of the procedures that your company follows.

Hazardous materials include chemicals, pesticides, and fertilizer. Select N/A if you use no hazardous materials and chemicals.

- ☐ Written procedures for safe storage, use and disposal of each hazardous material available in the national language(s) of work
- ☐ All hazardous materials are kept in sealed containers in a locked storeroom located in a separate area from regular business activities
- ☐ All containers with hazardous materials are labeled, with instructions for proper storage, use and disposal
- ☐ None of these procedures
- ☒ N/A

Transportation, Distribution & Suppliers

Significant Suppliers Reporting Practices (Score Value: High)

Do any of your company's significant suppliers monitor and report on the following?

Please check all that apply.

- ☐ Use of renewable energy at their facilities
- ☐ Water recycling on-site or use a close-loop or other water recovery system
- ☒ Waste production
- ☐ Proper disposal of hazardous materials and provide documentation of such disposal
- ☒ Implementation of programs to reduce waste production or divert waste from landfills
- ☐ Have implemented programs to reduce GHG emissions, ozone depleting, toxic air and toxic water emissions
- ☐ Other (describe)
- ☐ None

Significant Suppliers Reporting Practices (Score Value: Medium)

During the last fiscal year, what % of your company's Costs of Goods Sold (less labor expenses) were procured from significant suppliers who monitor and report on any of the previously selected factors?

Select 0% if none of the previous factors were selected.

- ☐ 0%
- ☐ 1-19%
- ☐ 20-39%
- ☐ 40-50%
- ☒ >50%

Shipping Policies (Score Value: Low)

Has your company implemented an environmentally-efficient shipping or distribution policy?

- ☐ Yes
- ☒ No

Sourcing % of COGS from Local Suppliers (Score Value: Medium)

What % of the following was spent with suppliers located within 200 miles (or 322 km) of where the end product was used during the last fiscal year?

Cost of Goods Sold (excluding labor)

- ☒ 0%
- ☐ 1-9%
- ☐ 10-19%
- ☐ 20-29%
- ☐ 30%+
- ☐ Don't know

Sourcing % raw materials from Local Suppliers (Score Value: Medium)

What % of the following was spent with suppliers located within 200 miles (or 322 km) of where the end product was used during the last fiscal year?

Raw materials (in currency terms) grown or harvested

By company or local independent suppliers.

- ☒ 0%
- ☐ 1-9%
- ☐ 10-19%
- ☐ 20-29%
- ☐ 30%+
- ☐ Don't know

Managing Impact of Transportation (Score Value: Medium)

Has your company adopted any of the following techniques for minimizing the transportation-related environmental impact of its distribution and supply chain?

Please check all that apply.

- ☐ Utilize clean or low-emission vehicles (including hybrid, LPG, and electric) to transport and distribute product
- ☐ Utilize strategic planning software to minimize fuel usage and shipping footprint
- ☐ Train drivers and handlers in fuel efficient techniques
- ☒ Utilize freight/shipping methods with lower environmental impacts (i.e. - avoiding air shipment)
- ☐ Other (describe)
- ☐ None

Environmental Models Introduction

Environmental Business Model (Score Value: Not Scored)

Are your company's products or process structured to restore or preserve the environment in any of the following ways?

The answer to this question affects questions you'll encounter further on in your assessment.

- ☐ Through a manufacturing, wholesale or agriculture process which is designed to significantly reduce environmental impact compared to typical practices for the industry
- ☐ Through a product or service that preserves, conserves, or restores the environment or resources
- ☒ None of the above

Customers

Customer Models Introduction

Customer Impact Business Model Introduction (Score Value: Not Scored)

Does your product/service address a social or economic problem for or through your customers?

The answer to this question affects questions you'll encounter further on in your assessment.

- ☐ Yes
- ☒ No

Disclosure Questionnaire

Disclosure Industries

Illegal Product/Activity (Score Value: Not Scored)

Please indicate if the company is involved in production of or trade in any the following. Select Yes for all options that apply. Any product or activity deemed illegal under host country laws or regulations or international conventions and agreements

- ☐ Yes
- ☒ No

Disclosure Alcohol (Score Value: Not Scored)

Please indicate if the company is involved in production of or trade in any the following. Select Yes for all options that apply. Alcohol (excluding beer and wine)

- ☐ Yes
- ☒ No

Commercial Logging (Score Value: Not Scored)

Please indicate if the company is involved in production of or trade in any the following. Select Yes for all options that apply. Commercial logging and logging equipment

- ☐ Yes
- ☒ No

Disclosure Firearms Weapons (Score Value: Not Scored)

Please indicate if the company is involved in production of or trade in any the following. Select Yes for all options that apply. Firearms, weapons or munitions

- ☐ Yes
- ☒ No

Genetically Modified Organisms (Score Value: Not Scored)

Please indicate if the company is involved in production of or trade in any the following. Select Yes for all options that apply.
Genetically modified organisms

- ☐ Yes
☒ No

Petroleum Or Coal Utility (Score Value: Not Scored)

Please indicate if the company is involved in production of or trade in any the following. Select Yes for all options that apply.
Fossil fuel-based oil or coal utility

- ☐ Yes
☒ No

Banned Ozone Depleting Substances (Score Value: Not Scored)

Please indicate if the company is involved in production of or trade in any the following. Select Yes for all options that apply.
Ozone depleting substances subject to international phase-out

- ☐ Yes
☒ No

Banned Persistent Organic Pollutants (Score Value: Not Scored)

Please indicate if the company is involved in production of or trade in any the following. Select Yes for all options that apply.
Persistent organic pollutants (POPs) that are banned or scheduled to be phased out of production

- ☐ Yes
☒ No

Internationally Banned Pesticides/Herbicides (Score Value: Not Scored)

Please indicate if the company is involved in production of or trade in any the following. Select Yes for all options that apply.
Pesticides/herbicides subject to international phase-out or bans

- ☐ Yes
☒ No

Internationally Banned Pharmaceuticals (Score Value: Not Scored)

Please indicate if the company is involved in production of or trade in any the following. Select Yes for all options that apply.
Pharmaceuticals subject to international phase-outs or bans

- ☐ Yes
☒ No

Radioactive Materials (Score Value: Not Scored)

Please indicate if the company is involved in production of or trade in any the following. Select Yes for all options that apply.
Radioactive materials

- ☐ Yes
☒ No

Disclosure Tobacco (Score Value: Not Scored)

Please indicate if the company is involved in production of or trade in any the following. Select Yes for all options that apply.
Tobacco

- ☐ Yes
☒ No

Unbonded Asbestos Fibers (Score Value: Not Scored)

Please indicate if the company is involved in production of or trade in any the following. Select Yes for all options that apply.
Unbonded asbestos fibers

☐ Yes
☒ No

Disclosure Wildlife Regulated Under CITES (Score Value: Not Scored)

Please indicate if the company is involved in production of or trade in any the following. Select Yes for all options that apply.
Wildlife or wildlife products regulated under the Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES)

☐ Yes
☒ No

Company Explanation Of Disclosure Item Flags (Score Value: Not Scored)

If you selected "Yes" previously, please provide a detailed explanation of the company's involvement here.

If this does not apply to you, please enter "Does not apply" in the text area below.

Does not apply

Disclosure Practices

No formal Registration Under Domestic Regulations (Score Value: Not Scored)

Please indicate if the following statements are true regarding whether or not the company engages in the following practices.
Check all that apply. If the statement is true, select "Yes." If false, select "No."
Company is not formally registered in accordance with domestic regulations

☐ Yes
☒ No

Tax Reduction Through Corporate Shells (Score Value: Not Scored)

Please indicate if the following statements are true regarding whether or not the company engages in the following practices.
Check all that apply. If the statement is true, select "Yes." If false, select "No."
Company has reduced or minimized taxes through the use of corporate shells or structural means

☐ Yes
☒ No

Does not transparently report corporate financials to government (Score Value: Not Scored)

Please indicate if the following statements are true regarding whether or not the company engages in the following practices.
Check all that apply. If the statement is true, select "Yes." If false, select "No."
Company does not transparently report corporate financials to government

☐ Yes
☒ No

Facilities located in sensitive ecosystems (Score Value: Not Scored)

Please indicate if the following statements are true regarding whether or not the company engages in the following practices.
Check all that apply. If the statement is true, select "Yes." If false, select "No."
Company facilities are located adjacent to or in sensitive ecosystems

☐ Yes
☒ No

Workers not Provided Clean Drinking Water (Score Value: Not Scored)

Please indicate if the following statements are true regarding whether or not the company engages in the following practices. Check all that apply. If the statement is true, select "Yes." If false, select "No."

Company does not provide clean drinking water to employees at all times

- ☐ Yes
☒ No

Workers paid below minimum wage (Score Value: Not Scored)

Please indicate if the following statements are true regarding whether or not the company engages in the following practices. Check all that apply. If the statement is true, select "Yes." If false, select "No."

A portion of workers, contractors, subcontractors or day-workers are paid below minimum wage

- ☐ Yes
☒ No

No signed employment contracts for all workers (Score Value: Not Scored)

Please indicate if the following statements are true regarding whether or not the company engages in the following practices. Check all that apply. If the statement is true, select "Yes." If false, select "No."

Company does not have a signed contract of employment with each worker

- ☐ Yes
☒ No

Company/Suppliers Employ Under Age 15 (Or Other ILO Minimum Age) (Score Value: Not Scored)

Please indicate if the following statements are true regarding whether or not the company engages in the following practices. Check all that apply. If the statement is true, select "Yes." If false, select "No."

Company employs workers under the age of 15 (or other minimum work age covered by the International Labour Organization Convention No. 138) and/or company does not keep personnel records that include evidence of the date of birth of each

- ☐ Yes
☒ No

Overtime For Hourly Workers Is Compulsory (Score Value: Not Scored)

Please indicate if the following statements are true regarding whether or not the company engages in the following practices. Check all that apply. If the statement is true, select "Yes." If false, select "No."

Overtime work for hourly workers is compulsory

- ☐ Yes
☒ No

Payslips not provided to show wage calculation and deductions (Score Value: Not Scored)

Please indicate if the following statements are true regarding whether or not the company engages in the following practices. Check all that apply. If the statement is true, select "Yes." If false, select "No."

Company does not provide payslips or equivalent to all workers to show how wages are calculated and any deductions made

- ☐ Yes
☒ No

Company workers are prisoners (Score Value: Not Scored)

Please indicate if the following statements are true regarding whether or not the company engages in the following practices. Check all that apply. If the statement is true, select "Yes." If false, select "No."

Company uses workers who are prisoners

- ☐ Yes
☒ No

Company prohibits freedom of association/collective bargaining (Score Value: Not Scored)

Please indicate if the following statements are true regarding whether or not the company engages in the following practices. Check all that apply. If the statement is true, select "Yes." If false, select "No."

Company prohibits workers from freely associating and bargaining collectively for the terms of one's employment

- ☐ Yes
☒ No

Workers cannot leave site during non-working hours (Score Value: Not Scored)

Please indicate if the following statements are true regarding whether or not the company engages in the following practices. Check all that apply. If the statement is true, select "Yes." If false, select "No."

Company prohibits workers from freely leaving the site during non-working hours or at the end of their shift

This includes workers who live on site.

- ☐ Yes
☒ No

Worker ID cards kept by company (Score Value: Not Scored)

Please indicate if the following statements are true regarding whether or not the company engages in the following practices. Check all that apply. If the statement is true, select "Yes." If false, select "No."

Company keeps workers' original Id Cards/Passports

- ☐ Yes
☒ No

Animal Testing (Score Value: Not Scored)

Please indicate if the following statements are true regarding whether or not the company engages in the following practices. Check all that apply. If the statement is true, select "Yes." If false, select "No."

Animal testing is conducted

- ☐ Yes
☒ No

Conduct Business in Conflict Zones (Score Value: Not Scored)

Please indicate if the following statements are true regarding whether or not the company engages in the following practices. Check all that apply. If the statement is true, select "Yes." If false, select "No."

Company exploitatively operates in conflict zones

- ☐ Yes
☒ No

Employs Individuals on Zero-Hour Contracts (Score Value: Not Scored)

Please indicate if the following statements are true regarding whether or not the company engages in the following practices. Check all that apply. If the statement is true, select "Yes." If false, select "No."

Company employs individuals on zero-hour contracts

- ☐ Yes
☒ No

Company Explanation Of Disclosure Item Flags (Score Value: Not Scored)

If you selected "Yes" previously, please provide a detailed explanation of the company's engagement in these practices here.

If this does not apply to you, please enter "Does not apply" in the text area below.

Does not apply

Disclosure Outcomes

On-Site Fatality (Score Value: Not Scored)

Please indicate if the following statements are true regarding if the company has experienced any of the following in the past 5 years. Check all that apply. If the statement is true, select "Yes" If false, select "No".

Company has had an operational or on-the-job fatality

- ☐ Yes
☒ No

Hazardous Discharges Into Air/Land/Water (Past 5 Yrs) (Score Value: Not Scored)

Please indicate if the following statements are true regarding if the company has experienced any of the following in the past 5 years. Check all that apply. If the statement is true, select "Yes" If false, select "No".

Company sites have experienced accidental discharges to air, land or water of hazardous substances

- ☐ Yes
☒ No

Forced Relocation Of People Due To Company Operations (Score Value: Not Scored)

Please indicate if the following statements are true regarding if the company has experienced any of the following in the past 5 years. Check all that apply. If the statement is true, select "Yes" If false, select "No".

Construction or operation of company facilities resulted in physical resettlement or economic displacement involving 5,000 or more people near your facility

- ☐ Yes
☒ No

Material Recalls (Score Value: Not Scored)

Please indicate if the following statements are true regarding if the company has experienced any of the following in the past 5 years. Check all that apply. If the statement is true, select "Yes" If false, select "No".

Material recalls due to quality control issues

- ☐ Yes
☒ No

Material Litigation (Score Value: Not Scored)

Please indicate if the following statements are true regarding if the company has experienced any of the following in the past 5 years. Check all that apply. If the statement is true, select "Yes" If false, select "No".

Material litigation or arbitration against company

- ☐ Yes
☒ No

Company has filed for bankruptcy (Score Value: Not Scored)

Please indicate if the following statements are true regarding if the company has experienced any of the following in the past 5 years. Check all that apply. If the statement is true, select "Yes" If false, select "No".

Company has filed for bankruptcy

- ☐ Yes
☒ No

Material Breaches of Confidential Information (Score Value: Not Scored)

Please indicate if the following statements are true regarding if the company has experienced any of the following in the past 5 years. Check all that apply. If the statement is true, select "Yes" If false, select "No".

Company has had material breaches of individual's confidential information

- ☐ Yes
☒ No

Company Explanation Of Disclosure Item Flags (Score Value: Not Scored)

If you selected "True" previously, please provide a detailed explanation of the company's experience related to the previous statement here.

If this does not apply to you, please enter "Does not apply" in the text area below.

Does not apply

Disclosure Penalties

Penalties Assessed Regarding Diversity/Equal Opportunity (Score Value: Not Scored)

Please indicate if the company has had any formal complaint to a regulatory agency or been assessed any fine or sanction in the past five years for any of the following practices or policies. Check all that apply.

Diversity and equal opportunity

- ☐ Yes
☒ No

Penalties Assessed Regarding Company's Employee Safety (Score Value: Not Scored)

Please indicate if the company has had any formal complaint to a regulatory agency or been assessed any fine or sanction in the past five years for any of the following practices or policies. Check all that apply.

Employee safety or workplace conditions

- ☐ Yes
☒ No

Penalties Assessed For Environmental Issues (Score Value: Not Scored)

Please indicate if the company has had any formal complaint to a regulatory agency or been assessed any fine or sanction in the past five years for any of the following practices or policies. Check all that apply.

Environmental issues

- ☐ Yes
☒ No

Penalties Assessed Regarding Financial Reporting (Score Value: Not Scored)

Please indicate if the company has had any formal complaint to a regulatory agency or been assessed any fine or sanction in the past five years for any of the following practices or policies. Check all that apply.

Financial reporting

- ☐ Yes
☒ No

International Affairs Penalties (Score Value: Not Scored)

Please indicate if the company has had any formal complaint to a regulatory agency or been assessed any fine or sanction in the past five years for any of the following practices or policies. Check all that apply.

Geographic operations or international affairs

- ☐ Yes
☒ No

Penalties Assessed Regarding Investments Or Loans (Score Value: Not Scored)

Please indicate if the company has had any formal complaint to a regulatory agency or been assessed any fine or sanction in the past five years for any of the following practices or policies. Check all that apply.

Investments or Loans

- ☐ Yes
☒ No

Penalties Regarding Labor Issues (Including Supply Chain) (Score Value: Not Scored)

Please indicate if the company has had any formal complaint to a regulatory agency or been assessed any fine or sanction in the past five years for any of the following practices or policies. Check all that apply.

Labor issues (internal and supply chain)

- ☐ Yes
☒ No

Penalties Assessed Regarding Company's Marketing (Score Value: Not Scored)

Please indicate if the company has had any formal complaint to a regulatory agency or been assessed any fine or sanction in the past five years for any of the following practices or policies. Check all that apply.

Marketing

- ☐ Yes
☒ No

Penalties Assessed Regarding Political Contributions (Score Value: Not Scored)

Please indicate if the company has had any formal complaint to a regulatory agency or been assessed any fine or sanction in the past five years for any of the following practices or policies. Check all that apply.

Political contributions

- ☐ Yes
☒ No

Penalties Assessed Regarding Company's Product Safety (Score Value: Not Scored)

Please indicate if the company has had any formal complaint to a regulatory agency or been assessed any fine or sanction in the past five years for any of the following practices or policies. Check all that apply.

Product safety

- ☐ Yes
☒ No

Penalties Assessed Pertaining To Company Taxes (Score Value: Not Scored)

Please indicate if the company has had any formal complaint to a regulatory agency or been assessed any fine or sanction in the past five years for any of the following practices or policies. Check all that apply.

Taxes

- ☐ Yes
☒ No

Animal Welfare Penalties Assessed (Score Value: Not Scored)

Please indicate if the company has had any formal complaint to a regulatory agency or been assessed any fine or sanction in the past five years for any of the following practices or policies. Check all that apply.

Animal welfare

- ☐ Yes
☒ No

Bribery, Fraud Or Corruption Penalties Assessed (Score Value: Not Scored)

Please indicate if the company has had any formal complaint to a regulatory agency or been assessed any fine or sanction in the past five years for any of the following practices or policies. Check all that apply.

Bribery, fraud or corruption

- ☐ Yes
☒ No

Company Explanation Of Disclosure Item Flags (Score Value: Not Scored)

If you selected "Yes" previously, please provide a detailed explanation of the complaint/fine/sanction here.

If this does not apply to you, please enter "Does not apply" in the text area below.

Does not apply

Supplier Disclosure

Workers Under the Age of 15 (Score Value: Not Scored)

Please indicate if any of the following statements are true regarding your company's significant suppliers.

Significant Suppliers employ workers under the age of 15 (or other minimum work age covered by the International Labour Organization Convention No. 138)

- ☐ Yes
☒ No
☐ Don't Know

Workers Who are Prisoners (Score Value: Not Scored)

Please indicate if any of the following statements are true regarding your company's significant suppliers.

Significant suppliers use any workers who are prisoners

- ☐ Yes
☒ No
☐ Don't Know

Operational Fatality (Score Value: Not Scored)

Please indicate if any of the following statements are true regarding your company's significant suppliers.

Significant Suppliers have had an operational or on-the-job fatality

- ☐ Yes
☒ No
☐ Don't Know

Accidental Hazardous Substances (Score Value: Not Scored)

Please indicate if any of the following statements are true regarding your company's significant suppliers.

Significant Suppliers' sites have experienced accidental discharges to air, land or water of hazardous substances

- ☐ Yes
☒ No
☐ Don't Know

Resettlement or Economic Displacement (Score Value: Not Scored)

Please indicate if any of the following statements are true regarding your company's significant suppliers.

Construction or operation of Significant Suppliers' facilities resulted in physical resettlement or economic displacement involving 5,000 or more people near their facility

- ☐ Yes
☒ No
☐ Don't Know

Land Acquisition (Score Value: Not Scored)

Please indicate if any of the following statements are true regarding your company's significant suppliers.

Construction or operation of Significant Suppliers involved large scale land acquisition

- ☐ Yes
☐ No
☒ Don't Know

Land Conversion or Degradation (Score Value: Not Scored)

Please indicate if any of the following statements are true regarding your company's significant suppliers.
Construction or operation of Significant Suppliers involved large scale land conversion and/or degradation

- ☐ Yes
☒ No
☐ Don't Know
-

Construction or Refurbishment of Dams (Score Value: Not Scored)

Please indicate if any of the following statements are true regarding your company's significant suppliers.
Construction or operation of Significant Suppliers involved the construction or refurbishment of dams

- ☐ Yes
☒ No
☐ Don't Know
-

Material Fines or Sanctions (Score Value: Not Scored)

Please indicate if any of the following statements are true regarding your company's significant suppliers.
Significant Suppliers have had material fines or sanctions in the last five years regarding the issues indicated in the goal Disclosure Penalties.

- ☐ Yes
☒ No
☐ Don't Know
-

Business in Conflict Zones (Score Value: Not Scored)

Please indicate if any of the following statements are true regarding your company's significant suppliers.
Significant Suppliers exploitatively operate in conflict zones

- ☐ True
☒ False
☐ Don't Know
-

Other Disclosures

Other Disclosures (Score Value: Not Scored)

Are there any other sensitive aspects of the business that are necessary to disclose?

If this does not apply to you, please type "does not apply" in the area below.

Does not apply
