B Impact Assessment™

TODO1 COLOMBIA LTDA

Service with Minor Environmental Footprint

50-249 Employees

2016-05-23

As a wholly-owned subsidiary of TODO1 Services, TODO1 Colombia LTDA 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 TODO1 Colombia LTDA 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 out as such:

Full Impact Assessment

Governance

Level of Impact Focus Points Earned: 0 of 0

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 th 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 Points Earned: 0 of 0

Please type or paste your mission statement here.

Facilitar el acceso a los servicios financieros para transformar positivamente la vida de las personas y la productividad de las empresas, resolviendo problemas complejos de forma rentable.

Mission Statement Characteristics Points Earned: 0.3 of 0.4

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 Points Earned: 0.3 of 0.7

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 missio and goals
- ☐ Non-managers' performance evaluation includes execution of company's social or environmental mission and goals

Social/Environmental Key Performance Indicators Points Earned: 0.4 of 0.7

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 soc and environmental objectives
- ☐ We measure social and environmental outcomes over time (e.g. 3rd-party studies, customer or household surveys, progre out of poverty index, etc.)

Mission-driven Executive Compensation Points Earned: 0 of 0.7

Is the compensation of your CEO and those who directly report to the CEO tied to achieving specific social and environmental metrics or objectives?
Please check all that apply.

- [x] No
- [ ] Yes, CEO/President compensation
- [ ] Yes, other senior management team member(s) compensation

Stakeholder Engagement Points Earned: 0 of 0.4

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.

- [x] 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)

Corporate Accountability

Governance Structures Points Earned: 0.6 of 0.6

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 Responsibilities Points Earned: 0.9 of 1.2

Does your Board of Directors have written responsibility for the following issues?
Please check all that apply.

- [x] Guiding corporate strategy, setting strategic goals and major plans of action
- [x] Approving annual budgets, overseeing major capital expenditures and general risk management
- [x] 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

Governing Body Characteristics Points Earned: 1.2 of 1.2

Which of the following apply to your company's Board of Directors or equivalent governing body?
Please check all that apply.

- [×] Meets at least twice annually
- [ ] Includes at least one independent member
- [ ] Includes at least 50% independent members
- [×] Oversees executive compensation
- [ ] Has an Audit Committee with at least one independent member
- [ ] Has a Compensation Committee with at least one independent member
- [ ] Company is a cooperative and elects Board from membership
- [ ] None of the above
- [ ] N/A - no Board of Directors or equivalent

Ethics

Financial Controls Points Earned: 1.1 of 1.1

Does the company maintain any of the following financial controls?
Please check all that apply.

- [ ] None
- [×] 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
- [×] Fraud risk assessment is conducted at least annually and any internal control deficiencies identified are communicated to BoD and senior management
- [×] Lines of financial reporting, responsibilities and limits for the authorization, approval and verification of disbursements are all documented in writing
- [×] Financial control activities are documented and at a minimum cover controls around cash disbursement, accounts receivable, accounts payable, and inventory management

Work Conduct Policy Points Earned: 0.6 of 0.6

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.

Instruction on Code of Ethics Points Earned: 0.8 of 1.1

Which of the following describes how your company instructs employees regarding your Code of Ethics about behavioral expectations, bribery and corruption?
Please check all that apply.

- [ ] No Code of Business Conduct (or equivalent policy) or training on the Code
- [ ] We instruct the Board of Directors on the Code at least annually
- [×] We instruct all newly hired workers on the Code
- [ ] We instruct managers on the code on an on-going basis
- [ ] We instruct all non-managerial workers on the Code on an ongoing basis
- [×] We communicate changes to the Code whenever it is updated
- [ ] Other (please describe)

Whistleblower Policy Points Earned: 0.6 of 0.6

Does the company have a written whistleblower policy?

- (●) Yes
- ( ) No

Conflict of Interest Questionnaire Points Earned: 0 of 0.6

Is there an annual conflict of interest questionnaire filled out by all board members and officers?
Include members of other governing body if not a Board. Please choose N/A if your company has no governing body.

- ◯ Yes
- ⬤ No
- ◯ N/A - No Board of Directors or equivalent

Transparency

Financial Reporting Standards Points Earned: 1.8 of 1.8

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 Points Earned: 0.5 of 0.5

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 Points Earned: 0.6 of 0.9

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 Points Earned: 0 of 0.9

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 Points Earned: 0.5 of 0.5

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

- ⬤ Yes
- ◯ No

Client Protection Warranty Points Earned: 0.5 of 0.5

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 Points Earned: 0 of 0

On what date did your last fiscal year end?

2017-12-31

Reporting Currency Points Earned: 0 of 0

Reporting currency

Colombian Peso - COP

Revenue Last Year Points Earned: 0 of 0

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 Points Earned: 0 of
0 Total Earned Revenue
From the fiscal year before last

Earnings Before Interest & Taxes Last Year Points Earned: 0 of
0 EBIT (Earnings Before Interest & Taxes)
From the last fiscal year

Earnings Before Interest & Taxes Year Before Last Points Earned: 0 of
0 EBIT (Earnings Before Interest & Taxes)
From the fiscal year before last

Net Income Last Year Points Earned: 0 of
0 Net Income
From the last fiscal year

Net Income Year Before Last Points Earned: 0 of
0 Net Income
From the fiscal year before last

Payments to Government Points Earned: 0 of 0

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

Mission Locked

Mission Lock Points Earned: 7.5 of 10

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, communit̶ 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 (e̶ 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 Points Earned: 0 of 0

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 Points Earned: 0 of 0

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.

181

# of Full Time Workers Last Year Points Earned: 0 of 0

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.

175

# of Part Time Workers Points Earned: 0 of 0

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 Points Earned: 0 of 0

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 Points Earned: 0 of 0

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 Points Earned: 0 of 0

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.

> *5*

Compensation & Wages

Total Wages Points Earned: 0 of 0
Total Wages (including bonuses)

Lowest Paid Wage Points Earned: 0 of 0

What is the company's lowest wage calculated on an hourly basis?
Please exclude students and interns in this calculation.

> *2.13*

Inflation Rate Compensation Adjustments Points Earned: 0 of 2.2

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.

○ Yes
● No

% Increase in Wages Points Earned: 1.5 of 2.2

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%+

Bonus Plan Characteristics Points Earned: 2.2 of 2.2

Which of the following are true about the company's bonus plan:

☐ Bonuses are given but there is no formal bonus plan
☒ Formal guidelines on the structure of the bonus plan (e.g. eligibility, profit/revenue target tied to the bonus pool, allocatio criteria) are disseminated and accessible to all workers
☒ All full-time and part-time workers are eligible in the plan
☐ None of the above

Bonus Pool Distribution Points Earned: 0 of 0

Tell us how your bonus pool is distributed.

> *La distribucion se hace tenienod en cuenta informacion multifuente. Hacemos anualmente una evaluacion 360 grados de los recursos, revisamos su rendimiento en los proyectos, su compromiso con la empresa y nieveles de eficiencia entre otros y de acuerdo a esto se distribuyen las bonificaciones. TODO1 busca compensar a sus empleados de alto desempeno muy por encima del mercado para retenerlos.*

Non-Cash Bonus Points Earned: 0 of 0

If you provide a non-cash bonus, describe what the bonus is and how you value it.

> *No entregamos bono no monetario*

Employees Receiving a Bonus Points Earned: 0 of 2.2

What % of full-time and part-time employees, excluding founders and executives, received a bonus in the last fiscal year?

- ○ 0%
- ● 1-24%
- ○ 25-49%
- ○ 50-74%
- ○ 75-99%
- ○ 100%

High to Low Pay Ratio Points Earned: 0 of 4.4

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 Points Earned: 0 of 1.7

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 Points Earned: 2.9 of 2.9

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)
- ☐ None of the above

Paid Secondary Caregiver Leave Points Earned: 0.9 of 2.9

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 Points Earned: 0 of 1.4

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 Points Earned: 2.9 of 2.9

Which supplementary benefits are provided to a majority of non-managerial workers?
Including full time and part time employees. 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)

  pago de educación, actividades deportivas, clases de idiomas, beneficios por graduación, matrimonio, etc.

- ☐ None

Worker Benefits (Salaried)

Number of Paid Days Off Points Earned: 0.9 of 1

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 Points Earned: 0.5 of 1

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 Points Earned: 0.9 of 0.9

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 Points Earned: 0.9 of 0.9

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 Points Earned: 0.9 of 0.9

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 Points Earned: 0.2 of 0.9

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 Points Earned: 0.9 of 0.9

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 Points Earned: 0.5 of 1.9

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 Points Earned: 1.1 of 4.5

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 Points Earned: 0 of 4.5

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 Points Earned: 0 of 0

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

Por medio de una encuesta 360 grados, todos los empleados que lleven mas de seis meses en la organizacion son evaluados por el jefe inmediato, colegas del mismo equipo, personas de otras áreas, subordinados si se tienen y clientes o proveedores si aplica. En esta encuesta, se califican competencias de los evaluados, identificando cómo fue el desempeño en el anio anterior e identificando fortalezas y áreas de mejora. Los supervisores califican tanto competencias como objetivos de los miembros de su equipo, evaluando cumplimiento de los objetivos acordados para el anio anterior y acordando objetivos individuales para el anio siguiente. De este plan se hace revision minimo dos veces al anio para poder medir el mejoramiento del colaborador.

Worker Satisfaction Surveys Points Earned: 0.6 of 0.8

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 Points Earned: 0.8 of 0.8

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 Points Earned: 0.8 of 0.8

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 Points Earned: 0.8 of 0.8

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)
- ☐ None of the above

Management & Worker Communication (Salaried)

Performance Reviews Points Earned: 0.6 of 0.8

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 Points Earned: 0.3 of 0.3

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 Points Earned: 0.3 of 0.3

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

Human Rights Reviews/Certifications Points Earned: 0 of 0.6

Have your company's human rights and labor practices been certified or reviewed by an independent third party during the last 12 months?

- ( ) Yes
- (●) No

Occupational Health & Safety

Worker Safety Practices Points Earned: 2 of 2

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

Worker Business Models Introduction

Impact Business Model: Worker Ownership Points Earned: 0 of 0

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 Points Earned: 0 of 0

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:

6

New Jobs Added Year Before Last Points Earned: 0 of 0

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:

44

Job Growth Rate Points Earned: 1.4 of 4.3

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 Points Earned: 2.2 of 4.3

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 Points Earned: 0 of 0

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 Points Earned: 0 of 4.3

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 Points Earned: 0 of 0

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

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

88

Non-managerial Worker Diversity Points Earned: 1 of 1.5

What % of non-managerial full-time and part-time employees are women or from chronically-underemployed communities?
Women

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

Ownership Diversity Points Earned: 0 of 1.5

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

Non-managerial Worker Diversity Points Earned: 0.5 of 1.5

What % of non-managerial full-time and part-time employees are women or from chronically-underemployed communities?
Chronically-underemployed

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

Female Management Points Earned: 1 of 1.5

What % of management (both full-time and part-time workers) are women, from chronically-underemployed communities or expatriates?
Women

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

Management from Underemployed Groups Points Earned: 0 of 1.5

What % of management (both full-time and part-time workers) are women, from chronically-underemployed communities or expatriates?
Chronically-underemployed

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

Expatriate Management Points Earned: 0 of 0

What % of management (both full-time and part-time workers) are women, from chronically-underemployed communities or expatriates?
Expatriates

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

Nonprofit Ownership Points Earned: 0 of 0.8

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 Points Earned: 0 of 0

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

Ownership by Individuals from Underemployed Groups Points Earned: 0 of 0

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 Points Earned: 0.5 of 1.5

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 Points Earned: 0 of 1.5

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

Diversity and Inclusion Training Points Earned: 0 of 1.5

Does the company provide specific content in worker training on inclusion and diversity issues related to any of the following specific underrepresented groups?

Check all that apply.

- ☐ Gender inclusiveness
- ☐ Minorities
- ☐ LGBT community
- ☐ Individuals with disabilities
- ☐ Other underrepresented groups (please describe)
- ☒ None of the Above

Civic Engagement & Giving

Corporate Citizenship Program Points Earned: 1.1 of 1.1

Does your company have a formal corporate citizenship program (with allocated resources) in place that includes the following:

- [ ] Statement on the intended social or environmental impact of company's charitable contributions
- [x] Cash and in-kind donations (excluding political causes)
- [x] Volunteer and pro bono service
- [x] Formal donations commitment (e.g. 1% for the planet)
- [ ] Matching individual workers' charitable donations
- [x] Allowing workers and/or customers to select charities to receive company's donations
- [x] Other (please describe)

    construccion de viviendas para los mas necesitados, proyectos en los cuales la empresa pone gran parte del dinero y los empleados ponen la mano de obra.

- [ ] None of the above

Civic Memberships and Partnerships Points Earned: 0.5 of 0.5

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
- [x] Chamber of Commerce
- [x] Governmental Institutions
- [x] Local academic institutions
- [ ] Cooperatives
- [ ] Other (describe)

Volunteer Service Policies Points Earned: 0.5 of 1.1

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
- [x] Workers offered incentives for volunteerism (office parties, competitions with prizes, etc.)
- [ ] Do not offer paid or unpaid time off

% of Employees Volunteer Service Points Earned: 0.3 of 1.1

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 Points Earned: 0.2 of 0.5

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 Points Earned: 0 of 0

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.

400

Volunteer Service Per Capita Points Earned: 0.4 of 1.1

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%
- ⬤ 1-2.4% of time
- ◯ 2.5-5% of time
- ◯ >5% of time
- ◯ Don't know / not monitored

Total Amount of Charitable Donations Points Earned: 0 of 0

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 Points Earned: 0.8 of 4.2

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
- ⬤ 0.1-0.4% of revenues
- ◯ 0.5-1% of revenues
- ◯ 1.1-2.4% of revenues
- ◯ 2.5-5%. of revenues
- ◯ 5%+ of revenues
- ◯ Don't know

Advocacy for Social and Environmental Standards Points Earned: 0 of 0.5

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

Local Purchasing and Hiring Policies Points Earned: 2.7 of 2.7

Does your company have the following written local purchasing or hiring policies in place?

- ☐ No written local purchasing strategy in place
- ☐ Written preference at each facility to purchase from local suppliers
- ☐ Ready-to-use lists of preferred local suppliers/vendors for specific facilities
- ☒ Written preference for hiring and recruiting local managers with equitable compensation
- ☒ Preference for hiring and recruiting local staff (management and non-management) with training for employees
- ☐ Incentives for staff to live within 40 km of local company facility
- ☐ Other (please describe)

Spending on Local Suppliers Points Earned: 0.9 of 2.7

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 Points Earned: 2.7 of 2.7

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

- ● Yes
- ○ No

Suppliers, Distributors & Product

Significant Supplier Descriptions Points Earned: 0 of 0

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 Points Earned: 0 of 0

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

Independent Contractor Practices Points Earned: 0 of 2.2

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 compa
- ☐ Independent contractors are verified to either work on a time-bound basis, or else split their time with work for other clie 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 Points Earned: 1.6 of 2.2

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 Points Earned: 2.2 of 2.2

What % your services have been reviewed and certified by an accreditation body? Select N/A if industry or service relevant accreditation does not exist.

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

Community Business Models Introduction

Community Oriented Business Models Points Earned: 0 of 0

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 (workforc 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

Workforce Development

Barriers to Employment Addressed Points Earned: 0 of 0

What is the main barrier to employment that your company targets through its hiring practices?
Check all that apply.

- ☐ Chronically discriminated against based on gender, race, color, disability, political opinion, sexual orientation, age, religio social or ethnic origin
- ☐ Physical or mental disability
- ☐ Homelessness
- ☐ Incarceration or criminal history
- ☐ Drug or alcohol dependency
- ☐ Violence - either political, gang, or domestic
- ☒ Poverty via hiring low-income, poor and very poor workers
- ☒ Immigrants, displaced persons or refugees
- ☐ Other (please specify)
- ☐ If none of the above, do not complete the remainder of this section

Job Status for Underemployed Points Earned: 0 of 0

Which job type describes a majority of the workers at your company from chronically underemployed communities?
Select only one.

- ● Full-time and part-time
- ○ Temporary

Benefits for Underemployed Workers Points Earned: 0 of 0

Which of the following does your company provide to chronically-underemployed workers?
Check all that apply.

- ☒ Payment above the local minimum wage (if no minimum wage, wages are considered a fair or living wage by local standards) (See help text for local minimum wage list)
- ☒ Basic training in order to complete the required job functions
- ☒ If full and part-time workers were previously selected, the company's standard benefits apply to all chronically-underemployed workers
- ☐ If temporary workers were previously selected, the company hires a majority of these temporary workers on an on-going basis to ensure semi-stable job status and income. (i.e. rehiring seasonal workers annually, rehiring same day/contract workers, helping workers obtain employment elsewhere)

Workforce Development Summary Points Earned: 0 of 0

Did you select three or more options for the previous question?
The answer to this question affects questions you'll encounter further on in your assessment.

- ○ No, I did not select three of the previous options . (Skip the remaining questions in this section)
- ● Yes - I selected three answer options from the previous question with regard to my FT and PT workers
- ○ Yes - I selected three answer options from the previous question with regard to my Temporary workers

Underemployed Workers Hired Points Earned: 0 of 0

How many individual workers from chronically-underemployed communities were employed by the company and receiving the previously mentioned benefits during the last 12 months?

19

Disabled Workers Hired Points Earned: 0 of 0

If tracked, provide a detailed breakdown of the number of chronically underemployed individuals employed based on the primary factor that classified them as "chronically underemployed" during the last 12 months. Do not double count individuals.
Physical or mental disability

2

Discriminated Workers Hired Points Earned: 0 of 0

If tracked, provide a detailed breakdown of the number of chronically underemployed individuals employed based on the primary factor that classified them as "chronically underemployed" during the last 12 months. Do not double count individuals.
Chronically discriminated against based on gender, race, color, disability, political opinion, sexual orientation, age, religion, social or ethnic origin

0

Homeless Workers Hired Points Earned: 0 of 0

If tracked, provide a detailed breakdown of the number of chronically underemployed individuals employed based on the primary factor that classified them as "chronically underemployed" during the last 12 months. Do not double count individuals.
Homelessness

0

Ex-Incarcerated Workers Hired Points Earned: 0 of 0

If tracked, provide a detailed breakdown of the number of chronically underemployed individuals employed based on the primary factor that classified them as "chronically underemployed" during the last 12 months. Do not double count individuals.
Incarceration or Criminal History

0

Drug/Alcohol Dependant Workers Hired Points Earned: 0 of 0

If tracked, provide a detailed breakdown of the number of chronically underemployed individuals employed based on the primary factor that classified them as "chronically underemployed" during the last 12 months. Do not double count individuals.
Drug or alcohol dependency

0

Workers with History of Violence Hired Points Earned: 0 of 0

If tracked, provide a detailed breakdown of the number of chronically underemployed individuals employed based on the primary factor that classified them as "chronically underemployed" during the last 12 months. Do not double count individuals.
Violence--including political, gang, or domestic

0

Low-Income Workers Hired Points Earned: 0 of 0

If tracked, provide a detailed breakdown of the number of chronically underemployed individuals employed based on the primary factor that classified them as "chronically underemployed" during the last 12 months. Do not double count individuals.
Low-income, poor or very poor

19

Immigrant Workers Hired Points Earned: 0 of 0

If tracked, provide a detailed breakdown of the number of chronically underemployed individuals employed based on the primary factor that classified them as "chronically underemployed" during the last 12 months. Do not double count individuals.
Immigrants, displaced persons or refugees

Other Underemployed Workers Hired Points Earned: 0 of 0

If tracked, provide a detailed breakdown of the number of chronically underemployed individuals employed based on the primary factor that classified them as "chronically underemployed" during the last 12 months. Do not double count individuals.
Other

0

Chronically-Underemployed Workers Points Earned: 0 of 0

What % of your total workforce (including full-time, part-time, temporary) are from chronically-underemployed communities and receive the previous selections?
The answer to this question affects questions you'll encounter further on in your assessment.

Training Program for Underemployed Workers Points Earned: 0 of 0

Does your company have an intentional training program to improve career opportunities for chronically underemployed workers, leading either to permanent employment with your company or placement with other businesses?

- ○ No - If No, skip the remaining questions in this section
- ● Yes - An on-going in-house skills-based training program
- ○ Yes - Training/support services provided through a partnering organization

Workforce Development Program Characteristics Points Earned: 3.2 of 6.5

Do any of the following apply to your workforce development program?

- ☒ Dedicated staff member(s) exclusively focused on coordinating onboarding, mentorship and professional development
- ☐ Onsite training facility established with professional certification and accredited program offerings
- ☐ An Open Hiring Program (see definition/example in Need Help) that is explicitly designed to hire workers regardless of barriers to employment

Training and Support for Underemployed Groups Points Earned: 0 of 0

What types of training or activities are available to employees from chronically underemployed populations?
The answer to this question affects questions you'll encounter further on in your assessment.

- ☒ Technical/professional training in the last year that extends beyond requirement for the job (e.g. Management skills, technical skills related to the trade but not essential to the job)
- ☒ Life or "soft" skills training programs that enhance personal and professional well-being (e.g. financial literacy, conflict management, etc.)
- ☐ Training programs or formal guidance on job searching / interviewing
- ☐ A personal coaching or mentorship program (guided by either another employee or dedicated social worker)
- ☐ None of the above

% Underemployed Workers in Training Points Earned: 0 of 0

What % of your employees have barriers to employment and participated in the previously selected training or activities?
The answer to this question affects questions you'll encounter further on in your assessment.

10.5

Number of Workers from Underemployed Groups Participating Points Earned: 0 of 0

How many individual workers from chronically-underemployed communities participated in workforce development programs by the company during the last 12 months?

19

Average Hours of Training Provided Points Earned: 0 of 0

During the last 12 months, on average how many total hours of training were provided to individuals that participated in the workforce development program?

Advancement of Chronically-Undermployed Workers Points Earned: 0 of 0

During the last 12 months, what % of chronically-underemployed workers that went through your company's workforce development program "graduated", and have moved on to other gainful employment?

30

Tracking Post-Program Success Points Earned: 1.6 of 1.6

Do you track workers that have completed your workforce development program to gauge their "success" post-program/intervention?

- ○ No
- ○ Yes - for less than 12 months
- ○ Yes - for 1-2 years
- ● Yes - for 3-5 years
- ○ Yes - for more than 5 years

Employment Three Years After Program Points Earned: 0 of 0

What % of workers are gainfully employed in full-time permanent positions 3 years after completing the program?
This includes employment within and outside of your company.

100

Innovative Workforce Development Points Earned: 0 of 0

Is there something different or innovative about the company's workforce development or job creation model that has changed the industry? Is this something replicable, unique at the time that it was created, and that has been emulated by other organizations?
Please explain.

TODO1 es una empresa que da oportunidades a todas las personas por igual siempre que estas tengan buena actitud y ganas de salir adelante. Tenemos una politica clara de no discriminacion y trabajamos contantemente en la vinculacion y capacitacion de personas de bajos recursos para aportar un grano de arena al mejoramiento del mundo. Para nuestra empresa es fundamental tener a todos nuestros empleados profesionalizados, por esta razon pagamos el 50% de su pre-grado y les prestamo el 50% restante a cero interes. Dando oportunidades de crecimieto y desarrollo, contribuimos a un mejoramiento continuo. Esto cambia personas y familias enteras y asi mismo la sociedad en general.

Environment

Environment Introduction

Type of Facilities Points Earned: 0 of 0

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

Previously Constructed Buildings Points Earned: 1.1 of 1.1

What % of the square footage or metric of all company facilities is located in previously constructed buildings?

- ◯ 0%
- ◯ 1-24%
- ◯ 25-49%
- ◯ 50-74%
- ◯ 75-99%
- ● 100%

Facility Environmental Efficiency Points Earned: 0.4 of 1.1

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 Points Earned: 1.1 of 1.1

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 Points Earned: 0.4 of 0.5

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 Points Earned: 1.1 of 1.1

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 Points Earned: 0.8 of 1.1

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 Points Earned: 2.1 of 2.1

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

Monitoring Energy Usage Points Earned: 0.4 of 1.2

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 Points Earned: 0.4 of 1.2

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

Water Conservation Practices Points Earned: 0.6 of 1.2

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 Points Earned: 0 of 1.2

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 Points Earned: 0 of 1.2

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 Points Earned: 1.7 of 1.7

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 Points Earned: 1.7 of 1.7

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 Points Earned: 0 of 1.7

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 busine activities
- ☐ All containers with hazardous materials are labeled, with instructions for proper storage, use and disposal
- ☐ None of these procedures
- ☒ N/A

Types of Carbon Credits Purchased Points Earned: 0 of 0.9

Has your company purchased any of the following types of carbon credits during the last fiscal year?

- ☐ Voluntary Carbon Credits
- ☐ Certified Carbon Credits
- ☒ None

Environmental Models Introduction

Environmental Business Model Points Earned: 0 of 0

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 impac 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 Points Earned: 0 of 0

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 Points Earned: 0 of 0

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

Gambling Points Earned: 0 of 0

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

○ Yes
● No

Internationally Banned Pharmaceuticals Points Earned: 0 of 0

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

Involved In Payday Lending Points Earned: 0 of 0

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

○ Yes
● No

Disclosure Pornography Points Earned: 0 of 0

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

○ Yes
● No

Disclosure Wildlife Regulated Under CITES Points Earned: 0 of 0

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 Points Earned: 0 of 0

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.

> *No se aplica*

Disclosure Practices

No formal Registration Under Domestic Regulations Points Earned: 0 of 0

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 Points Earned: 0 of 0

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 Points Earned: 0 of 0

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 Points Earned: 0 of 0

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 Points Earned: 0 of 0

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 Points Earned: 0 of 0

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 Points Earned: 0 of 0

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) Points Earned: 0 of 0

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 Points Earned: 0 of 0

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 Points Earned: 0 of 0

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 Points Earned: 0 of 0

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 Points Earned: 0 of 0

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 Points Earned: 0 of 0

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

B Impact Assessment: TODO1 COLOMBIA LTDA

Worker ID cards kept by company Points Earned: 0 of 0

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

Conduct Business in Conflict Zones Points Earned: 0 of 0

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 Points Earned: 0 of 0

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 Points Earned: 0 of 0

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.

No se aplica

Disclosure Outcomes

On-Site Fatality Points Earned: 0 of 0

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) Points Earned: 0 of 0

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 Points Earned: 0 of 0

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 Litigation Points Earned: 0 of 0

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 Points Earned: 0 of 0

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 Points Earned: 0 of 0

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 Points Earned: 0 of 0

If you selected "Yes" 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.

A former employee of TODO1 Colombia filed a labour related lawsuit with their parent company, TODO1 Services Inc. (in the U.S.) at the end of 2017. The case was related to a dispute about pay allegedly owing to the former employee and is still going through legal proceedings.

Disclosure Penalties

Penalties Assessed Regarding Diversity/Equal Opportunity Points Earned: 0 of 0

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 Points Earned: 0 of 0

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 Points Earned: 0 of 0

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 Points Earned: 0 of 0

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 Points Earned: 0 of 0

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 Points Earned: 0 of 0

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) Points Earned: 0 of 0

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 Points Earned: 0 of 0

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 Points Earned: 0 of 0

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 Pertaining To Company Taxes Points Earned: 0 of 0

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

Bribery, Fraud Or Corruption Penalties Assessed Points Earned: 0 of 0

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 Points Earned: 0 of 0

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.

No se aplica

Supplier Disclosure

Workers Under the Age of 15 Points Earned: 0 of 0

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 Points Earned: 0 of 0

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 Points Earned: 0 of 0

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 Points Earned: 0 of 0

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 Points Earned: 0 of 0

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 Points Earned: 0 of 0

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 Points Earned: 0 of 0

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 Points Earned: 0 of 0

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 Points Earned: 0 of 0

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 Points Earned: 0 of 0

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 Points Earned: 0 of 0

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.

Demanda de un empleado de Colombia a nuestra empresa TODO1 Services Inc.