

## CARD 1

### Data Protection and Cybersecurity Policy

Outline your company's data protection and cybersecurity policy.

Policy Overview:

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How do you protect sensitive data and ensure cybersecurity within your organisation?

Data Protection Measures:

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Cybersecurity Practices:

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## CARD 2 Governance Risks

Identify and describe any governance risks that your company faces.

Governance Risks:

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List the tools and methodologies your company uses for risk management.

Risk Management Tools:

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### CARD 3 Internal Control and Risk Management

Describe your company's control risk management strategies and practices.

Control Risk Management:

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Strategies and Practices:

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Tax Payments:

Explain how your company handles tax payments and ensures compliance with tax regulations.

Tax Payment Procedures:

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Compliance Measures:

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#### CARD 4 Control and Internal Audit Procedures

Describe your control and internal audit procedures and how they contribute to risk mitigation.

Control Procedures:

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Audit Procedures:

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Risk Mitigation:

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### CARD 5 Climate and Environmental Protection

Describe your company's strategy and business model in the context of requirements for climate and environmental protection.

Strategy and Business Model in terms of environmental protection:

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Provide information on any environmental permits your company holds or is required to obtain.

Environmental Permits:

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Requirements and Compliance:

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## CARD 6 Environmental Protection Policy

Explain your company's environmental protection policy and its commitment to sustainability.

Environmental Protection Policy:

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Sustainability Commitment:

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Revenue from Sustainable Incomes:

Detail how your company generates revenue from sustainable income sources or products.

Revenue from Sustainability:

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Sustainable Income Sources:

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### CARD 7 Environmental Risks and Hazards

Identify and describe any environmental risks and hazards that your company faces.

Environmental Risks and Hazards:

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### Environmental Risk Analysis

Provide an analysis of environmental risks, including their potential impact and how you manage them.

Risk Analysis:

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Impact Assessment:

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Risk Management:

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## CARD 8 Supply Chain Sustainability

Explain how your company ensures sustainability within its supply chain.

Supply Chain Structure:

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Supply Chain Sustainability:

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Sustainability Initiatives:

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## CARD 9 Resource and Waste Management

Describe your company's resource and waste management practices and efforts to improve waste efficiency.

Resource Management:

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Waste Efficiency Initiatives:

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Waste Efficiency Data and statistics:

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## CARD 10 Environmental Improvement and Mapping

Detail your company's initiatives for environmental improvement and how you map your progress.

Improvement Initiatives inside of the company:

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Improvement Initiatives outside of the company:

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Mapping and Reporting:

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### CARD 11 Evaluating Energy Efficiency and Renewable Energy

Explain how your company evaluates and improves energy efficiency, including the use of renewable energy sources.

Current energy mix:

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Energy Efficiency Evaluation:

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Renewable Energy Utilisation:

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## CARD 12 Water Usage and Resource Usage

Provide information on your company's water and resource usage, as well as any recycling, reusing or renewing initiatives.

Water Usage:

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Resource Usage:

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Recycling, reusing, and renewing:

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### CARD 13 Diversity and Inclusion Statement and Policy

Provide an overview of your company's diversity and inclusion statement or policy.

Overview:

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### CARD 14 Recruitment Policy

Explain your company's recruitment policy, including any diversity-related goals and practices.

Recruitment Policy:

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Diversity Goals:

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Diversity Practices:

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## CARD 15 Accessibility Statement

Describe your company's commitment to accessibility and inclusivity.

Accessibility Statement:

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Inclusivity Initiatives:

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Current Practices:

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### **CARD 16 Human Rights Policy (Including Modern Slavery, Human Rights, Child Labour)**

Detail your company's human rights policy, including measures to combat modern slavery, protect human rights, and prevent child labour.

Human Rights Policy:

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Modern Slavery Measures:

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Child Labour Prevention:

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## CARD 17 Equal Pay

Explain how your company ensures equal pay for equal work and gender pay equity.

Salary structure:

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Equal Pay Measures:

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Gender Pay Equity:

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### CARD 18 Workplace Practices and Policies

Describe your workplace practices and policies that promote diversity, inclusion, and employee well-being.

Workplace Practices:

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Inclusion Policies:

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Employee Well-being:

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## CARD 19 Health and Safety Policy and Risk

Provide an overview of your company's health and safety policy.

Overview:

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Identify and describe the main health and safety risks associated with your business operations.

Health and Safety Risks:

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Health and safety legal compliance:

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## CARD 20 Tracking and managing accidents and incidents related to health and safety.

Incident Reporting:

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Management Procedures:

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Accident Prevention Initiatives:

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## CARD 21 Insurance and Compensation Policy

Describe your company's insurance and compensation policy in case of accidents.

Insurance Coverage:

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Compensation Policy:

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## CARD 22 Training, Growth, and Development

Describe your company's training, growth, and development initiatives for employees.

Training and Development Overview:

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Growth Opportunities:

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Development Programmes:

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### CARD 23 Employee Health and Safety, Wellbeing, and Support

Explain how your company addresses employee health, safety, wellbeing, and provides support.

Health and Safety Measures:

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Wellbeing Initiatives:

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Employee Support Programs:

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## CARD 24 Community Investment and Stakeholder Engagement Programs

Describe your company's community investment and stakeholder engagement programs.

Community Investment Overview:

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Stakeholder Engagement Initiatives:

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Long-term impacts of these initiatives:

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## CARD 25 Responsible Marketing

Explain your company's responsible marketing practices and principles.

Responsible Marketing Practices:

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Ethical Advertising:

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Anti-greenwashing Practices:

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## CARD 26 Treating Customers Fairly Principles

Outline the principles and measures your company follows to treat customers fairly.

Treating Customers Fairly Principles:

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Customer-Centric Policies:

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Returns or Guarantee Policies:

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## CARD 27 Consumer Health and Safety

Describe your company's commitment to consumer health and safety.

Importance of Consumer Health and Safety:

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Health and Safety Standards:

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Product Safety Initiatives:

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## CARD 28 Competences of an ESG Leader

Describe your current abilities and gaps to fill, based on the following competences.

Vision and Strategic Thinking:

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Innovation:

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Technical and Industry Knowledge:

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## CARD 29 Competences of an ESG Leader

Describe the differences in methods of communication with different audiences.

Communication Skills – Stakeholders:

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Communication Skills – Employees:

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Communication Skills – Clients and consumers:

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### CARD 30 Competences of an ESG Leader

Describe your current abilities and gaps to fill, based on the following competences.

Risk Management:

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Regulatory Awareness:

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Sustainable Procurement:

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