Pre-Reading Information

How to prepare for your 1-hour session with an EcoVadis Analyst

Document Outline

What is an EcoVadis Analyst Live Session?

We are thrilled to meet with you to discuss your EcoVadis Sustainability Scorecard questions!

This **1-hour discussion** with a sustainability analyst offers you the opportunity to ask questions about your assessment (for <u>1 rated entity</u> only) and the EcoVadis methodology.

AGENDA

- Scorecard walkthrough and review of useful resources
- Review of management indicators and key sustainability themes as identified by the analyst.
- Specific questions related your assessment (examples on *this slide*)

⚠️ Depending on your subscription, **follow-up questions should be directed to your Account Manager** or **Customer Care team via our Help Center**. Please review this resource before submitting your questions: How can I get help with understanding my scorecard results?

⚠️ We will not pre-check documents for future assessments or offer consultative advice (e.g., whether to pursue "X" certification or endorse "Y" initiative).

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How can I prepare?

- **Review your full scorecard and the Score Details section**, including evaluation indicators' scores, strengths, improvement areas, 360 news.

- **Confirm your qualification information**, refer to <u>slide 7</u> of this deck.

- **Submit your specific questions to the analyst** at least 7 business days before the meeting.

- **Provide the analyst with a participant list** (name, title, email).

- **All participants should familiarize themselves with the concepts in this deck** for a productive discussion focused on your company's results and areas of improvement.

  - Kindly let us know in advance if you would like to review specific concepts of our methodology, especially if you want more information about, for example, a specific management indicator (<u>slide 8</u>) or activated sustainability topic (<u>slide 9</u>).

- **Review** the Scoring Principles and Document Guide documents.

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Examples of Questions

Please review **How can I get help with understanding my scorecard results?** before submitting your questions.

N.B. Questions are not just a list or screenshot of your improvement areas.
Please include specific questions about documents or reference clear evidence (i.e., document name **and** page number) to support your questions.

- *Why did I receive the improvement area "Declares a specific process in place to assess and document environmental risks, but no supporting documentation available" if I have provided our ISO 14001 certificate?*

- *What is my Labor & Human Rights policy missing to achieve a score of 100/100?*

- *Why was document Emergency preparedness and Response Procedure not accepted as valid evidence for the questionnaire option ENV100–"Does your company have a formalized environmental policy?" Evidence has been provided on page 56.*

- *Why is some information that is compiled by our parent company not credited or not fully credited?*

- *What is the best approach to provide evidence of coverage for a large number of locations and/or employees?*

Reviewing Rejected Options

Please note that we won't be able to review and explain all rejected options. There are some important reminders when reviewing rejected options:

- A rejected option does not mean the document itself was rejected. Please review the [Documents tab](#) on your platform to review each Document's status. For rejected documents, please check your Document Library on the platform.

- An option rejected in one document might be approved in another. This means the information has been credited elsewhere, and the rejection of an option from a particular piece of evidence does not negatively impact your overall score.

- When reviewing rejection reasons, please review the document submitted as evidence for the rejected option.

Rejection reason	Reasons why option may be rejected
The document met our quality standards but lacked sufficient evidence to support the answer.	**Insufficient detail found in supporting documentation.** For our team to credit an action in place, a certain level of detail must be shared. E.g., EcoVadis requires actual training material, instead of a mention that "employees are trained on …".
	An option was rejected because **there was a more accurate/specific option already approved** from the supporting documentation
	The supporting documentation does not match the option selected. Valid evidence could have been provided, however it was attached to the incorrect option. For example, for Diversity, Equity & Inclusion *Reporting* "% of workforce trained on anti-discrimination topics" the document must contain reporting evidence (i.e., quantitative data and specified reporting time period). Evidence such as training attendance sheets, clauses saying "all employees must be trained," or similar without specific quantitative data will be rejected because there is no reporting evidence present, even if the evidence could be considered evidence for the *Measure* "Awareness training regarding diversity, discrimination, and/or harassment."
	Other options can be rejected when - The page number is not specified, and the description is not sufficient for our analysts to find the answer within the document

Please confirm your Qualification Information

How is my company's industry (ISIC) defined and what do I do if I want to change it?

If you notice anything wrong with your industry, location or size, please let us know right away as this will directly impact your assessment and needs to be dealt with first.

Directions:

1. Go to My Performance
2. Under your company name, click the "Show company details" button
3. Confirm your Legal Entity Name, HQ location, industry classification and size.

This information is also presented to you upon entering the questionnaire through the **"Assessment Toolkit"**.

Industry Classification reference document:

The International Standard Industrial Classification of All Economic Activities (ISIC)

PDCA Cycle

POLICIES
25%

+

ACTIONS
40%

+

RESULTS
35%
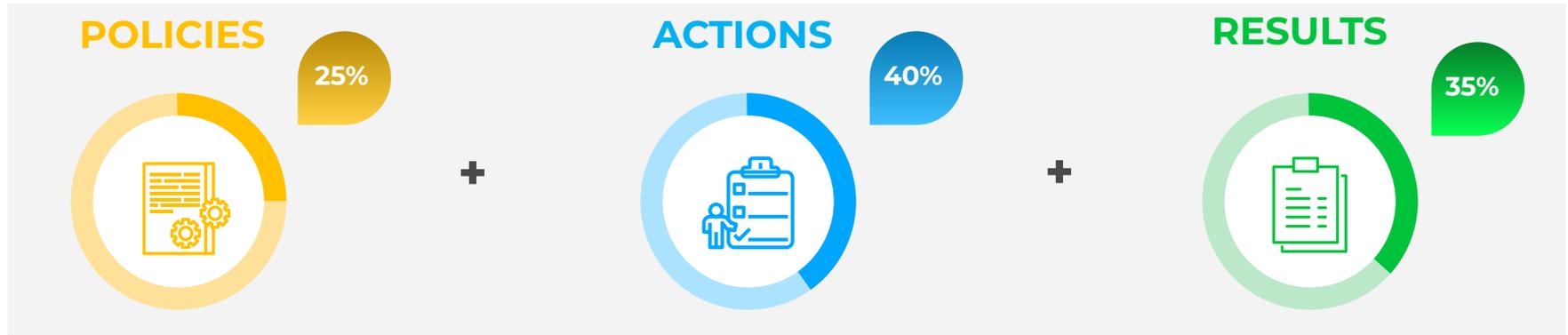
1. **Policies**
Missions, value statements, commitments, principles, and quantitative targets issued by the company

2. **Endorsements**
Formal public adherence to external sustainability initiatives and principles (e.g. UNGC, SBTi, etc.)

3. **Measures**
Actions implemented (e.g., procedures, trainings, equipment)

4. **Certifications**
Certificates, labels, and 3rd party audits (e.g. ISO 14001, 45001, etc.)

5. **Coverage –** only applicable to L-sized companies ≥1000 employees
Level of deployment or dissemination of actions and certifications (indicated by proxy)

6. **Reporting**
Monitoring key performance indicators and results through quantitative data

7. **360° News**
Positive developments, standpoints of stakeholders, condemnations, controversies

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EcoVadis Reference Model – Sustainability Issues

ENVIRONMENT	LABOR & HUMAN RIGHTS	ETHICS	SUSTAINABLE PROCUREMENT
Policies—Actions—Results			
• Energy Consumption & GHGs • Water • Biodiversity • Air Pollution • Materials, Chemicals, & Waste • Product Use • Product End-of-Life • Customer Health & Safety • Environmental Services & Advocacy	• Employee Health & Safety • Working Conditions • Social Dialogue • Career Management & Training • Child Labor, Forced Labor & Human Trafficking • Diversity, Equity & Inclusion • External Stakeholder Human Rights	• Corruption • Responsible Information Management	• Supplier Environmental Practices • Supplier Social Practices

The Scoring Formula

The seven management indicator scores generate a theme score based on the weight allocated to each management **indicator** and management **layer**.

You can find the weights for all indicators and management layers in the table on the right-hand side.

Please note that both themes and overall scores are automatically calculated by the system.

Help Center Article: What are the 7 management indicators, and how do they impact my score?

Review our EcoVadis Ratings Methodology Overview and Principles for more information.

	Environment	Labor & Human Rights	Ethics	Sustainable Procurement	Weight Of Management Indicators and Layers		
Policies	50	50	50	25	20%	25%	Policies
Endorsements	0	0	0	0	5%		
Measures	50	50	25	25	24%		Actions
Certifications	100	100	50	50	16%	40%	
Coverage	50	50	50	25	x^9		
Reporting	50	50	0	25	14%	35%	Results
360° Watch Findings	75	75	75	75	21%		
Theme Weight	● ● ● ○	● ● ● ●	● ● ○ ○	● ● ○ ○			
Depends on industry, country and size	60/100	50/100	50/100	40/100	51/100		

9. Multiplying factor

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Linking Documents to Questionnaire Options

Please review pages 8, 16-18 of our [Document Guide](#)

Make sure to link the supporting documents to the relevant questionnaire answer options.

📌 If an answer option is not selected, our analysts will not credit information not declared.

📌 If an option is not associated properly to a document (i.e., not matching the content of the document attached), our analysts will not credit the information.

📌 Companies can use the same document (e.g., Sustainability Report, Employee Handbook, Code of Ethics) for multiple questions – if there is evidence for many options in it.

Documents that have not been attached to any answers will not be analyzed.

Check which answer(s) each document is linked to. Note that a document will not be considered if it is not attached to an answer.
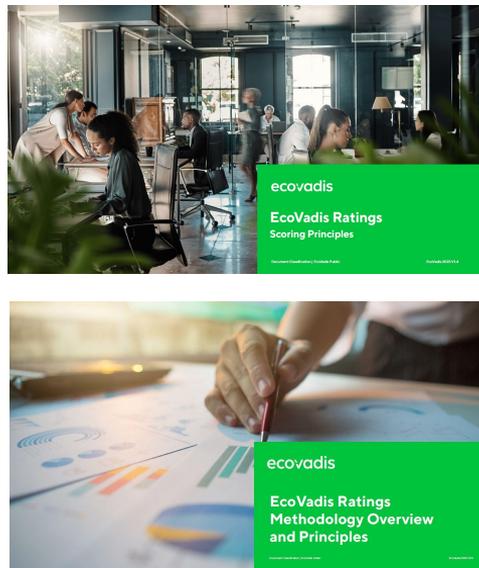
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Documents available on your platform > *Useful Resources* section

Sustainability How-To Guides
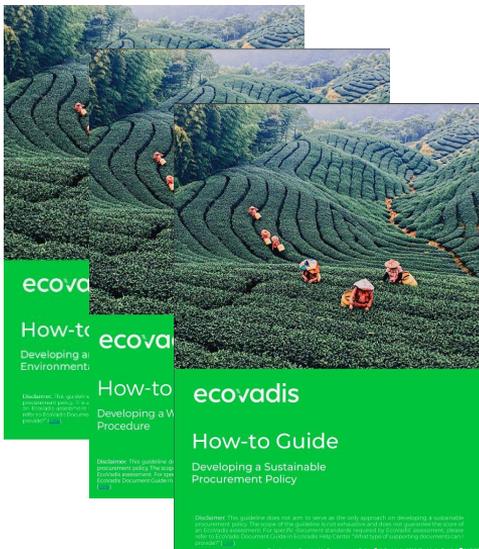
How-to Guides on **Policy** and **Reporting** on all 4 themes and Actions on selected criteria

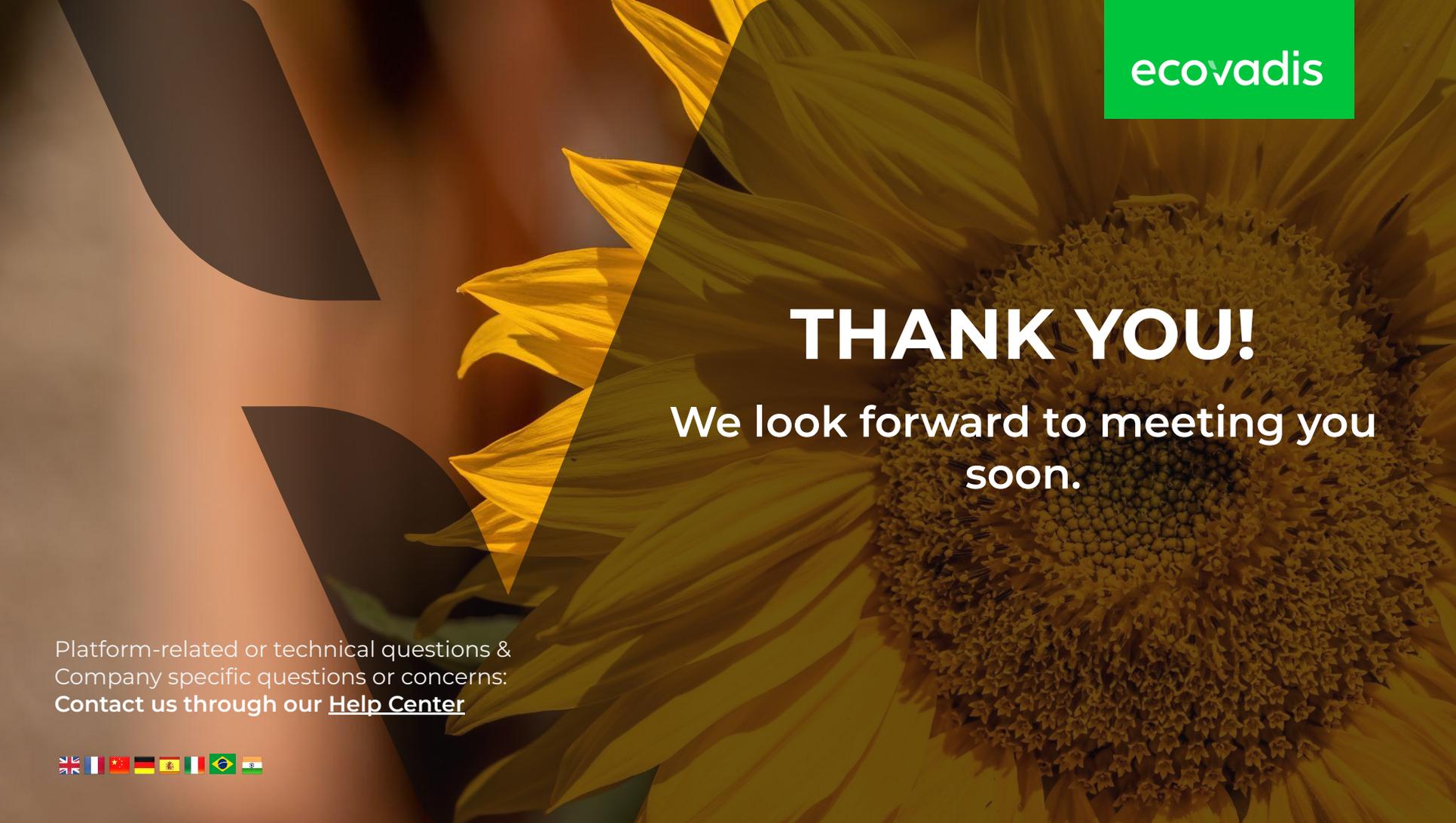## EcoVadis Assessment Explanation

Documents explaining our methodology, scoring, management indicators, etc.

Documents

Document eligibility guidelines, practical advice on 55-document limit, etc.

THANK YOU!

We look forward to meeting you soon.

Platform-related or technical questions &
Company specific questions or concerns:
Contact us through our Help Center