

ReportName ... _____ ReportNameID: _____
 Primary Analyst _____ AccessDate: _____
 Second Analyst: _____ PDF File Name: _____
 Overseeing Analyst: _____ Year of Analysis: _____

Robert Center Analyst: Check all the apply, include page numbers for future reference, and document any significant initiatives, techniques, or programs worth discussing in the commentary, note interesting facts and initiatives. Commentary should address the strengths, weaknesses, opportunities, and threats of strategies taken by companies. Look closely to the performance data and make sure you get the data and unit correctly.

Pacific Sustainability Index 3.0 Scoring Sheet

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Revised 10/05/2009

Score computation:

Environmental and Social Intent (Max: 2 pts)
 One point for discussion, another for initiatives or actions.

- 4 Report contact person** EI
 Discussion: identification of, and contact information for, person specifically designated to answer questions about the report or sustainability issues. Investor relation contact information does not count.
 Initiatives/actions: Measures to facilitate such contact, i.e. providing email address or a link for feedback and questions.
 Discussion
 Initiatives/Actions
 Page #: _____

- 5 Environmental visionary statement** EI
 Discussion: clear visionary statement expressing a corporate commitment to good environmental performance.
 Initiatives/actions: measures to fulfill that commitment.
 Discussion
 Initiatives/Actions
 Page #: _____

- 6 Environmental impediments and challenges** EI
 Discussion: discussion of impediments and challenges faced by the company in attempting to realize its environmental vision and commitments.
 Initiatives/actions: measures to overcome them.
 Discussion
 Initiatives/Actions
 Page #: _____

- 9 Environmental policy statement** EI
 Discussion: a formal statement of the company's environmental policy or plan.
 Initiatives/actions: check the box if there is a description of how the policy is being implemented.
 Discussion
 Initiatives/Actions
 Page #: _____

- 10 Climate change/global warming** EI
 Discussion: discussion of the company's position on climate change and/or global warming.
 Initiatives/actions: measures taken by the company to decrease its contribution to climate change.
 Discussion
 Initiatives/Actions
 Page #: _____

- 11 Habitat/ecosystem conservation** EI
 Discussion: discussion of the company's position on conserving natural ecosystems and habitat.
 Initiatives/actions: measures taken by the company to increase conservation of natural ecosystems.
 Discussion
 Initiatives/Actions
 Page #: _____

- 12 Biodiversity** EI
 Discussion of the company's position on biodiversity.
 Initiative(s) by the company to foster biodiversity.
 Discussion
 Initiatives/Actions
 Page #: _____

Analyst Notes:



<p>13 Green purchasing EI</p> <p>Discussion: discussion of the company's use of purchasing that places preference on products which have reduced environmental impact in any part of their life cycle (development, manufacturing, use, recycling, and disposal), or which are designated as eco-friendly by organizations that are active proponents of environmental preservation.</p> <p>Initiatives/actions: measures to implement green purchasing.</p> <p><input type="checkbox"/> Discussion <input type="checkbox"/> Initiatives/Actions</p> <p>Page #: _____</p>	<p>23 Stakeholder consultation EI</p> <p>Discussion: discussion of consultation and dialogue with stakeholders regarding the company's environmental aspects and impacts and aspects.</p> <p>Initiatives/actions: identification of specific consultation activities.</p> <p><input type="checkbox"/> Discussion <input type="checkbox"/> Initiatives/Actions</p> <p>Page #: _____</p>
<p>16 Environmental education EI</p> <p>Discussion: discussion of efforts to promote environmental education and awareness of employees, the general public, or children.</p> <p>Initiatives/actions: measures taken to provide such education.</p> <p><input type="checkbox"/> Discussion <input type="checkbox"/> Initiatives/Actions</p> <p>Page #: _____</p>	<p>42 Social visionary statement SI</p> <p>Discussion: clear visionary statement expressing a corporate commitment good social performance.</p> <p>Initiatives/actions: measures taken to fulfill that commitment.</p> <p><input type="checkbox"/> Discussion <input type="checkbox"/> Initiatives/Actions</p> <p>Page #: _____</p>
<p>19 Environmental structure or management EI</p> <p>Discussion: discussion of the organizational structure or staffing responsible for environmental management.</p> <p>Initiatives/actions: check the box if the responsibilities of the positions in the above organization are identified.</p> <p><input type="checkbox"/> Discussion <input type="checkbox"/> Initiatives/Actions</p> <p>Page #: _____</p>	<p>43 Social impediments and challenges SI</p> <p>Discussion: discussion of impediments and challenges faced by the company in attempting to realize its social vision and commitments.</p> <p>Initiatives/actions: measures taken to overcome them.</p> <p><input type="checkbox"/> Discussion <input type="checkbox"/> Initiatives/Actions</p> <p>Page #: _____</p>
<p>20 Environmental management system EI</p> <p>Discussion: statement of adoption of ISO 14001 or other formal environmental management system.</p> <p>Initiatives/actions: check the box if there is information on the extent to which the system is implemented.</p> <p><input type="checkbox"/> Discussion <input type="checkbox"/> Initiatives/Actions</p> <p>Page #: _____</p>	<p>45 Social policy statement SI</p> <p>Discussion: a formal statement of the company's social policy or plan.</p> <p>Initiatives/actions: check the box if there is a description of how the policy is being implemented.</p> <p><input type="checkbox"/> Discussion <input type="checkbox"/> Initiatives/Actions</p> <p>Page #: _____</p>
<p>21 Environmental accounting EI</p> <p>Discussion: discussion of environmental expenditures</p> <p>Initiatives or actions: Check the box if there is detailed accounting of expenditures.</p> <p><input type="checkbox"/> Discussion <input type="checkbox"/> Initiatives/Actions</p> <p>Page #: _____</p>	<p>47 Code of conduct or business ethics SI</p> <p>Discussion: a formal corporate code of conduct or business ethics.</p> <p>Initiatives/actions: check the box if the code of conduct is thorough and detailed, not cursory.</p> <p><input type="checkbox"/> Discussion <input type="checkbox"/> Initiatives/Actions</p> <p>Page #: _____</p>

Analyst Notes:



<p>49 Supplier screening based on social or environmental performance/ Supplier management. SI</p> <p>Discussion: discussion of existing procedures (or the application of such procedures) to evaluate and select major suppliers on their ability to meet the requirements of the company's social or environmental policy and principles. Initiatives/actions: measures to implement such screening or selection. <input type="checkbox"/> Discussion <input type="checkbox"/> Initiatives/Actions Page #: _____</p>	<p>80 Employment for individuals with disabilities SI</p> <p>Discussion: discussion of appropriate actions to accommodate employees with disabilities. Initiatives/actions: measures to implement such accommodations. <input type="checkbox"/> Discussion <input type="checkbox"/> Initiatives/Actions Page #: _____</p>
<p>51 Social or Health and Safety organization structure or Labour/management relations SI</p> <p>Discussion: discussion of social responsibility or health and safety organizational structure or staffing. Initiatives/actions: check the box if the responsibilities of the positions in the above organization are identified. <input type="checkbox"/> Discussion <input type="checkbox"/> Initiatives/Actions Page #: _____</p>	<p>82 Employee training and development to enable upward mobility and to enhance performance and career development SI</p> <p>Discussion: discussion of training, skills and learning programs appropriate to support employees' upward mobility. Initiatives/actions: measures to implement such accommodations. <input type="checkbox"/> Discussion <input type="checkbox"/> Initiatives/Actions Page #: _____</p>
<p>52 Workforce profile: Age SI</p> <p>Discussion: discussion of age distribution of workforce. Initiatives/actions: measures taken to avoid age discrimination. <input type="checkbox"/> Discussion <input type="checkbox"/> Initiatives/Actions Page #: _____</p>	<p>168 Workforce profile: Gender SI</p> <p>Discussion: discussion of gender distribution of workforce. Initiatives/actions: measures taken to avoid gender discrimination <input type="checkbox"/> Discussion <input type="checkbox"/> Initiatives/Actions Page #: _____</p>
<p>53 Emergency preparedness program SI</p> <p>Discussion: discussion of emergency preparedness programs to prepare employees or the public to cope with potential emergencies at the company's facilities. Initiatives/actions: specific measures taken to implement such a system. <input type="checkbox"/> Discussion <input type="checkbox"/> Initiatives/Actions Page #: _____</p>	<p>169 Workforce profile: Ethnicities/Race SI</p> <p>Discussion: discussion of racial or ethnic distribution of workforce. Initiatives/actions: measures taken to avoid racial or ethnic discrimination. <input type="checkbox"/> Discussion <input type="checkbox"/> Initiatives/Actions Page #: _____</p>
<p>54 Third party validation SI</p> <p>Discussion: discussion of the value (or lack thereof) of third-party auditing or validation. Initiatives/actions: check both the discussion and initiative boxes if the environmental/sustainability report has been audited or validated by a qualified external third-party source. <input type="checkbox"/> Discussion <input type="checkbox"/> Initiatives/Actions Page #: _____</p>	

Analyst Notes:



Score computation:

Environmental and Social Quantitative Data (7 criteria totalled to 7 pts)

1. A discussion on the topic.
2. An external context (i.e. awards, industry standards, competitor performance, etc.)
3. One or more explicit numerical goals.
4. A numerical measure of performance of the topic.
5. One or more previous measures of numerical performance.
6. Better performance than the previous year(s).
7. Better performance than the rest of the companies analysed by PSI within the same analysis period.

26 Energy used/consumption ER

Sum of the energy used by a company in all different forms, including electricity, fuel, natural gas and others.

- * Discussion
- * External context (rather than just reported)
- Explicit numerical goal(s)
- * Current year quantitative data
- Past year(s) quantitative data
- * Improvement of current year better than previous year

Year	Data	Unit
_____	_____	_____
_____	_____	_____

Page #: _____

27 Renewable energy consumption ER

Energy used from renewable sources such as wind, solar, hydroelectric, or other renewable sources.

- * Discussion
- * External context (rather than just reported)
- Explicit numerical goal(s)
- * Current year quantitative data
- Past year(s) quantitative data
- * Improvement of current year better than previous year

Year	Data	Unit
_____	_____	_____
_____	_____	_____

Page #: _____

29 Water used ER

Sum of all water used during operations.

- * Discussion
- * External context (rather than just reported)
- Explicit numerical goal(s)
- * Current year quantitative data
- Past year(s) quantitative data
- * Improvement of current year better than previous year

Year	Data	Unit
_____	_____	_____
_____	_____	_____

Page #: _____

30 Waste recycled ER

Sum of all waste recycled, including hazardous waste.

- * Discussion
- * External context (rather than just reported)
- Explicit numerical goal(s)
- * Current year quantitative data
- Past year(s) quantitative data
- * Improvement of current year better than previous year

Year	Data	Unit
_____	_____	_____
_____	_____	_____

Page #: _____

32 Office recycling rate ER

The recycling of paper, cardboard, metal, and plastic in an office setting.

- * Discussion
- * External context (rather than just reported)
- Explicit numerical goal(s)
- * Current year quantitative data
- Past year(s) quantitative data
- * Improvement of current year better than previous year

Year	Data	Unit
_____	_____	_____
_____	_____	_____

Page #: _____

Analyst Notes:



34 Waste disposed of ER

Includes hazardous and non-hazardous waste landfilled, incinerated, or transferred.
 * Discussion
 * External context (rather than just reported)
 Explicit numerical goal(s)
 * Current year quantitative data
 Past year(s) quantitative data
 * Improvement of current year better than previous year

Year	Data	Unit
_____	_____	_____
_____	_____	_____
_____	_____	_____

Page #: _____

35 Hazardous waste produced ER

Sum of all hazardous materials remaining after production, irrespective of final disposition.
 * Discussion
 * External context (rather than just reported)
 Explicit numerical goal(s)
 * Current year quantitative data
 Past year(s) quantitative data
 * Improvement of current year better than previous year

Year	Data	Unit
_____	_____	_____
_____	_____	_____
_____	_____	_____

Page #: _____

37 Hazardous waste released ER

The amounts of hazardous materials released into the environment, total (TRI, PRTR, and similar indices), may include mercury or lead. Depending on the nationality of the company, this is labeled differently; American companies call this "TRI" (Toxic Release Inventory), many European companies call it "substance releases".
 * Discussion
 * External context (rather than just reported)
 Explicit numerical goal(s)
 * Current year quantitative data
 Past year(s) quantitative data
 * Improvement of current year better than previous year

Year	Data	Unit
_____	_____	_____
_____	_____	_____
_____	_____	_____

Page #: _____

38 Environmental notices of violation ER

The total number of NOVs (notices of violation) or fines per year for all environmental infractions. Check all five* if the company states that no fines were levied.
 * Discussion
 * External context (rather than just reported)
 Explicit numerical goal(s)
 * Current year quantitative data
 Past year(s) quantitative data
 * Improvement of current year better than previous year

Year	Data	Unit
_____	_____	_____
_____	_____	_____
_____	_____	_____

Page #: _____

Analyst Notes:



39 Environmental expenses and/or investments ER

An accounting of money spent or invested specifically to decrease environmental damage or to benefit the environment

- * Discussion
- * External context (rather than just reported)
- Explicit numerical goal(s)
- * Current year quantitative data
- Past year(s) quantitative data
- * Improvement of current year better than previous year

Year	Data	Unit
_____	_____	_____
_____	_____	_____
_____	_____	_____

Page #: _____

40 Environmental fines ER

The amount of money charged to and/or spent by a company for government-imposed environmental fines. Check all five* if stated that no fines were levied.

- * Discussion
- * External context (rather than just reported)
- Explicit numerical goal(s)
- * Current year quantitative data
- Past year(s) quantitative data
- * Improvement of current year better than previous year

Year	Data	Unit
_____	_____	_____
_____	_____	_____
_____	_____	_____

Page #: _____

74 Recordable incident rate/ Accident indices SR

The total number of employee incidents or accidents, such as: "total case incident rate", "incident rate"

- * Discussion
- * External context (rather than just reported)
- Explicit numerical goal(s)
- * Current year quantitative data
- Past year(s) quantitative data
- * Improvement of current year better than previous year

Year	Data	Unit
_____	_____	_____
_____	_____	_____
_____	_____	_____

Page #: _____

75 Lost workday case rate SR

The total number of employee injuries or illnesses that resulted in one or more lost workdays, typically normalized per a certain number of employees or work hours.

- * Discussion
- * External context (rather than just reported)
- Explicit numerical goal(s)
- * Current year quantitative data
- Past year(s) quantitative data
- * Improvement of current year better than previous year

Year	Data	Unit
_____	_____	_____
_____	_____	_____
_____	_____	_____

Page #: _____

76 Health and safety citations SR

The number of health and safety citations or notices of violation given by the government in a given year or total amount levied against company for health and safety violations. Check all five* if stated that no fines were levied.

- * Discussion
- * External context (rather than just reported)
- Explicit numerical goal(s)
- * Current year quantitative data
- Past year(s) quantitative data
- * Improvement of current year better than previous year

Year	Data	Unit
_____	_____	_____
_____	_____	_____
_____	_____	_____

Page #: _____

Analyst Notes:



77 Health and safety fines SR

The total amount levied against a company for health and safety violations. Check all five* if stated that no fines were levied.

- * Discussion
- * External context (rather than just reported)
- Explicit numerical goal(s)
- * Current year quantitative data
- Past year(s) quantitative data
- * Improvement of current year better than previous year

Year	Data	Unit
_____	_____	_____
_____	_____	_____
_____	_____	_____

Page #: _____

81 Social community investment SR

The amount of money spent on community outreach, including education grants, donations, and relief effort funds.

- * Discussion
- * External context (rather than just reported)
- Explicit numerical goal(s)
- * Current year quantitative data
- Past year(s) quantitative data
- * Improvement of current year better than previous year

Year	Data	Unit
_____	_____	_____
_____	_____	_____
_____	_____	_____

Page #: _____

181 Turnover Rate SR

Annual employee turnover rate.

- * Discussion
- * External context (rather than just reported)
- Explicit numerical goal(s)
- * Current year quantitative data
- Past year(s) quantitative data
- * Improvement of current year better than previous year

Year	Data	Unit
_____	_____	_____
_____	_____	_____
_____	_____	_____

Page #: _____

Score computation:

Environmental and Social Qualitative Data (4 criteria equally weighted to 7 pts)

1. Discussion of the topic.
2. Initiative or action taken by the company on the topic.
3. Demonstration of an external context showing superior performance, i.e. awards or third party recognition.
4. Improvement from last report when there is a monitoring of the existing program or a new program related to the topic.

66 Community Development SR

Efforts to participate in social activities that improve the quality of life of communities including that of indigenous people, where the company operates.

- Discussion
- Initiatives/Actions
- Performance put into perspective (rather than just reported)
- Improvement reported

Page #: _____

67 Employee Satisfaction Survey SR

Surveys to monitor employee satisfaction.

- Discussion
- Initiatives/Actions
- Performance put into perspective (rather than just reported)
- Improvement reported

Page #: _____

68 Community Education SR

Efforts to support education in the communities where the company is located.

- Discussion
- Initiatives/Actions
- Performance put into perspective (rather than just reported)
- Improvement reported

Page #: _____

70 Occupational health and safety protection SR

Efforts to provide a safe and healthy working environment at all sites.

- Discussion
- Initiatives/Actions
- Performance put into perspective (rather than just reported)
- Improvement reported

Page #: _____

Analyst Notes:



72 Employee volunteerism SR
 Efforts to promote employee volunteerism in social or environmental projects.
 Discussion
 Initiatives/Actions
 Performance put into perspective (rather than just reported)
 Improvement reported
 Page #: _____

182 Advancement of women SR
 Discussion of relative numbers of women in management.
 Discussion
 Initiatives/Actions
 Performance put into perspective (rather than just reported)
 Improvement reported
 Page #: _____

Score computation:

Human Rights Reporting. (Max 4 criteria equally weighted to 7 pts) Active participation in UN Global Compact automatically assumes discussion points for questions highlighted in yellow:

1. Formal adoption of policy or standard.
2. Action to reinforce policy, i.e. training.
3. Description of monitoring measures.
4. Quantitative indication of compliance.

58 Anti-Corruption practices SR
 Efforts to uphold the highest standards of business ethics and integrity. May be found under a Code of Conduct.
 Formal adoption of policy or standard
 Actions to reinforce policy
 Description of monitoring measures
 Quantitative indication of compliance
 Page #: _____

59 Corporal punishment of employees SR
 Commitment to oppose any corporal/hard labor punishment, mental/physical coercion, or verbal abuse.
 Formal adoption of policy or standard
 Actions to reinforce policy
 Description of monitoring measures
 Quantitative indication of compliance
 Page #: _____

60 Equal opportunity, elimination of discrimination, promotion of diversity, or non-discrimination policy SR
 Commitment not to engage in any kind of discrimination based on ethnicity, caste, religion, disability, sex, age, sexual orientation, union membership, or political affiliation in hiring practices or employee treatment.
 Formal adoption of policy or standard
 Actions to reinforce policy
 Description of monitoring measures
 Quantitative indication of compliance
 Page #: _____

61 Free association and collective bargaining of employees SR
 Efforts to respect the right of employees to form and join trade unions of their choice and to bargain collectively.
 Formal adoption of policy or standard
 Actions to reinforce policy
 Description of monitoring measures
 Quantitative indication of compliance
 Page #: _____

Analyst Notes:



62 Fair compensation of employees SR

Efforts to ensure that wages paid meet or exceed legal or industry minimum standard.

- Formal adoption of policy or standard
- Actions to reinforce policy
- Description of monitoring measures
- Quantitative indication of compliance

Page #: _____

63 Forced labor of employees SR

Assurance that all employees enter employment with the company of their own free will, not by compulsion.

- Formal adoption of policy or standard
- Actions to reinforce policy
- Description of monitoring measures
- Quantitative indication of compliance

Page #: _____

64 Working hours SR

Compliance with applicable laws and industry standards on working hours, including overtime.

- Formal adoption of policy or standard
- Actions to reinforce policy
- Description of monitoring measures
- Quantitative indication of compliance

Page #: _____

65 Use of illegal child labor SR

Statement regarding the rejection of illegal child labor by the company or its affiliates.

- Formal adoption of policy or standard
- Actions to reinforce policy
- Description of monitoring measures
- Quantitative indication of compliance

Page #: _____

170 Bribery SR

Company's effort in dealing with the issue of bribery

- Formal adoption of policy or standard
- Actions to reinforce policy
- Description of monitoring measures
- Quantitative indication of compliance

Page #: _____

171 Political Contributions SR

Company's effort in dealing with the issue of political contributions

- Formal adoption of policy or standard
- Actions to reinforce policy
- Description of monitoring measures
- Quantitative indication of compliance

Page #: _____

198 Sexual harassment SR

Commitment not to tolerate any form of sexual harassment.

- Formal adoption of policy or standard
- Actions to reinforce policy
- Description of monitoring measures
- Quantitative indication of compliance

Page #: _____

Analyst Notes:

