

# QUESTIONNAIRE

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## COMMUNICATION ON PROGRESS

(Effective 2023)

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**United Nations**  
Global Compact



Beginning in 2023, the Communication on Progress will require participants to annually a) submit an electronic statement by the Chief Executive Officer expressing continued support for the UN Global Compact as well as b) complete the Communication on Progress questionnaire. This reference document contains the questions that will be presented in the questionnaire.

Overall, the questionnaire is designed to add value to participants in several ways:

- Build credibility and brand value by showing their commitment to corporate sustainability, the Ten Principles and the Sustainable Development Goals.
- Measure and demonstrate progress on the Ten Principles, in a consistent and harmonized way.
- Receive insight, learn and continuously improve performance. The new platform will provide technical help, resources, and guidance at every step of the way. It will help you identify gaps and set goals to improve sustainability performance year over year.
- Compare progress against peers with access to one of the largest sources of free, public, and comparable corporate sustainability data.

The questionnaire is structured in five sections. The first section, Governance, provides a cross-cutting overview of the companies' sustainability governance structure. The remaining four sections, Human Rights, Labour, Environment, and Anti-Corruption, survey companies about their performance with respect to the Ten Principles of the UN Global Compact. Within each section, companies will answer questions that address process and policies that demonstrate a company's commitment to progress, efforts taken to prevent negative social and environmental impact, performance indicators, and remediation and reporting mechanisms to address grievances and reflect on lessons learned.

Notably, the human rights and environment sections contain additional nuance. The human rights section provides companies with the opportunity to select their material topics for disclosure, while the environment section includes curated sector-specific questions, for example on water and biodiversity, that are to be answered only by business participants operating in certain industries. This document contains all questions and possible answer options; not all companies will answer all questions when using the digital platform.

Please note that this questionnaire may be subject to minor edits. Please refer to the digital platform for the final version. Please refer to the United Nations Global Compact Communication on Progress for additional guidance including question rationale and calculation methodology.



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# **COMMUNICATION ON PROGRESS QUESTIONNAIRE**



What is the time period covered by your Communication on Progress? (MM/YYYY) - (MM/YYYY)

\_\_\_\_/\_\_\_\_-\_\_\_\_/\_\_\_\_

## GOVERNANCE

### Policies and Responsibilities

**G1. Does the board/highest governance body or most senior executive of the company:**

*Linked to: GRI Disclosures 2-12, 2-14, 2-22 (2021)*

*(Select all that apply)*

- ☒ Issue an annual statement about the relevance of sustainable development to the company
- ☒ Issue an annual statement that addresses impacts on both people and the environment
- ☐ Issue an annual statement highlighting a zero tolerance for corruption
- ☒ Sign off on organizational sustainability targets
- ☒ Supervise Environmental, Social, and Governance reporting
- ☐ Regularly review potential risks related to the business model
- ☐ None of the above

Please provide additional information: \_\_\_\_\_

**G2. Does the company have a publicly stated commitment regarding the following sustainability topics?**

*Linked to: GRI Disclosure 2-23 (2021)*

*(Matrix – Select one answer option per line)*

	No, this is not a current priority	No, but we plan to have a commitment within 2 years	Yes, and the commitment is focused on our own operations	Yes, and the commitment includes our own operations and suppliers	Yes, and the commitment includes our own operations and the value chain (including suppliers, consumers, communities, other business relationships)
Human Rights	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Labour Rights/Decent Work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Environment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Anti-Corruption	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please provide a link, upload the document, and/or provide additional information:

\_\_\_\_\_

### G3. Does the company have in place a code of conduct regarding each of the following sustainability topics?

Linked to: NASDAQ G6.1; GRI Disclosure 2-23 (2021)

(Matrix – Select one answer option per line)

	No, this is not a current priority	No, but we plan to have a code of conduct within two years	Yes, focused on employee conduct	Yes, focused on employees and suppliers	Yes, focused on our own operations and the value chain (including suppliers, consumers, communities, other business relationships)
Human Rights	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Labour Rights/Decent Work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Environment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Anti-Corruption	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please provide additional information: \_\_\_\_\_

### G4. Has the company appointed an individual or group responsible for each of the following sustainability topics?

Linked to: GRI Disclosure 2-13 (2021)

(Matrix – Select one answer option per line)

	No one is specifically responsible for this topic	Yes, with limited influence on outcomes (e.g., limited access to internal information, limited decision-making authority)	Yes, with moderate influence on outcomes (e.g., has access to relevant information, reports to senior manager)	Yes, with direct influence of some outcomes (e.g., has access to relevant information, includes one or more senior manager with decision making rights)	Yes, with direct influence at the highest levels of the organization (e.g., has access to relevant information, includes most senior members of organization)
Human Rights	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Labour Rights/Decent Work	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Environment	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Anti-Corruption	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please provide additional information: \_\_\_\_\_

**G5. Does the company have a formal structure(s) (such as a cross-functional committee) to address each of the following sustainability topics?**

Linked to: GRI Disclosures 2-9, 2-13 (2021)

(Matrix – Select one answer option per line)

	No formal structure	Yes, and with limited influence on outcomes (e.g., limited access to internal information necessary to understand risks, poor representation from relevant departments or functions)	Yes, with moderate influence on outcomes (e.g., it includes representatives of some functions, departments, or business units most relevant for addressing the risks concerned, has access to relevant information, reports to senior manager)	Yes, with direct influence on some outcomes (e.g., it includes representatives of functions, departments, or business units most relevant for addressing the risks concerned, has access to relevant information, it involves one or more members of senior management)	Yes, and with direct influence at the highest level of the organization (e.g., full access to relevant information, it involves members at highest level of organization)
Human Rights	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Labour Rights/Decent Work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Environment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Anti-Corruption	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

Please provide additional information: \_\_\_\_\_

## Prevention

**G6. Does the company have a process or processes to assess risk?**

Linked to: GRI Disclosure 205-1 (2016)

(Matrix – Select one answer option per line)

Risk Category:	No, this is not a current priority	No, but we are planning to develop one in the next two years	Yes, related to our own operations [Prompts G6.1 for each yes]	Yes, related to our own operations and suppliers [Prompts G6.1 for each yes]	Yes, related to our own operations and the value chain (including suppliers, consumers, communities, other business relationships) [Prompts G6.1 for each yes]
Human rights risks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Labour rights risks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Environmental risks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Corruption risks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

Please provide additional information: \_\_\_\_\_



**G6.1 During the assessment of risk, has your company reviewed those suppliers and/or other business relationships where the risk related to human rights, labour, environment and/or anti-corruption may be particularly severe?**

*(Matrix – Select one answer option per line)*

Risk Category:	No	Yes
Human rights risks	<input type="radio"/>	<input checked="" type="radio"/>
Labour rights risks	<input type="radio"/>	<input checked="" type="radio"/>
Environmental risks	<input type="radio"/>	<input checked="" type="radio"/>
Corruption risks	<input type="radio"/>	<input checked="" type="radio"/>

Please provide additional information: \_\_\_\_\_

**G7. Does the company have a due diligence process through which it identifies, prevents, mitigates, and accounts for actual and potential negative impacts on sustainability topics?**

*Linked to: GRI Disclosures 2-12, 2-23-a-ii, 3-1, 3-3-d (2021)*

*(Matrix – Select one answer option per line)*

Risk Category:	No, this is not a current priority	No, but we are planning to develop one in the next two years	Yes, related to our own operations <i>[Prompts G7.1 for each yes]</i>	Yes, related to our own operations and suppliers <i>[Prompts G7.1 for each yes]</i>	Yes, related to our own operations and the value chain (including suppliers, consumers, communities, other business relationships) <i>[Prompts G7.1 for each yes]</i>
Human rights risks	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Labour rights risks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Environmental risks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Corruption risks	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please provide additional information: \_\_\_\_\_

**G7.1 During the due diligence process, has your company reviewed those suppliers and/or other business relationships where the risk of adverse impacts on human rights, labour, environment and/or anti-corruption may be particularly severe?**

Linked to: GRI Disclosures 2-23-e, 3-1 (2021)  
(Matrix – Select one answer option per line)

Risk Category:	No	Yes
Human rights risks	<input type="radio"/>	<input checked="" type="radio"/>
Labour rights risks	<input type="radio"/>	<input checked="" type="radio"/>
Environmental risks	<input type="radio"/>	<input checked="" type="radio"/>
Corruption risks	<input type="radio"/>	<input checked="" type="radio"/>

Please provide additional information: \_\_\_\_\_

**Concerns and Grievance Mechanisms**

**G8. Are there any processes through which members of the company's workforce can raise concerns about the company's conduct related to human rights, labour rights, environment, or anti-corruption?**

Linked to: Reporting Guidance on the 10th Principle Against Anti-corruption – B3; GRI Disclosure 2-26 (2021)  
(Radial – Select One)

- ☐ No, this is not a current priority
- ☐ No, but we plan to within two years
- ☒ Yes, we have an informal process (e.g., through supervisors, others) [Prompts G8.1]
- ☐ Yes, we have a formal process [Prompts G8.1]

Please provide additional information: \_\_\_\_\_

If respondent answers either of the 'yes' options in G8, the below question will be displayed.

**G8.1. Please provide additional detail regarding the process(es) the company has through which members of the company's workforce can raise concerns about the company's conduct.**

*Linked to: GRI Disclosure 2-26 (2021)*  
*(Matrix – Select one answer option per line)*

	No	Yes
Is the process communicated to all employees/workers in local languages	<input type="radio"/>	<input checked="" type="radio"/>
Is the process available to non-employees (e.g., suppliers, consumers, communities, and other business relationships)	<input type="radio"/>	<input checked="" type="radio"/>
Is the process confidential (e.g., whistleblowing process)	<input type="radio"/>	<input checked="" type="radio"/>
Are there processes in place to avoid retaliation	<input type="radio"/>	<input checked="" type="radio"/>
Can concerns be raised about suppliers or other business relationships (e.g., clients, partners, etc.)	<input type="radio"/>	<input checked="" type="radio"/>
Other (Please provide additional information) <i>[If yes, makes text box mandatory]</i>	<input type="radio"/>	<input type="radio"/>

Please provide additional information: Publicise the HUB Institute's recruitment needs by promoting gender diversity (non-gendered and non-stereotypical job offers)  
Guarantee non-discriminatory recruitment and evaluation practices by ensuring that as many women as possible are represented in the profile evaluation, interview and selection phases  
Implement a gender-neutral management of potential, to identify and support high potentials  
Set up a technical or operational test to focus on skills and to be able to assess candidates on the most objective criteria possible



## Lessons

### G9. How does the company capture lessons regarding each of the following sustainability topics?

Linked to: GRI Disclosure 3-3-e (2021)

(Matrix – Select one answer option per line)

Please select highest level of engagement. Options progress from left to right.

	No lessons are regularly captured	Conducts root cause analyses/investigation of incidents	Conducts root cause analyses/investigation and changes organizational policies, processes, and practices accordingly	Systematically conducts root cause analyses/investigation and leverages learnings to influence both internal and external affairs
Human Rights	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Labour Rights/Decent Work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Environment	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Anti-Corruption	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please provide additional information: \_\_\_\_\_

## Executive Pay

### G10. Is executive pay linked to performance on one or more of the following sustainability topics?

Linked to: CDP W6.4 2022, CDP F4.3a 2022, CDP C1.3a (2022); Nasdaq G3 2335; GRI Disclosure 2-19 (2021)

(Matrix – Select one answer option per line)

	No, and we have no intention to change for this is not a current priority	No, but we plan to within two years	Yes
Human Rights	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Labour Rights/Decent Work	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Environment	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Anti-Corruption	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please provide additional information: \_\_\_\_\_

## Board Composition

### G11. Percentage of individuals within the company's Board/highest governance body by:

Linked to: ISAR D.1.2., ISAR D.1.3.; GRI Disclosures 2-9 (2021), 405-1 (2016)

(Matrix – Percentage & Commentary for each line)

	Number	Not applicable
Total number of board members (#)	7	
Male (%)	47	
Female (%)	53	
Non-binary (%)		0
Under 30 years old (%)	4	
30-50 years old (%)	92	
Above 50 years old (%)	4	
From minority or vulnerable groups (%)		0
Executive (%)		0
Independent (%)		0

Please provide additional information: \_\_\_\_\_

### G12. Do you produce sustainability reporting according to:

Linked to: Nasdaq G9.1

(Select all that apply)

- ☒ National/local regulation on sustainability
- ☐ Security exchange regulations
- ☐ European Union Corporate Sustainability Reporting Directive (CSRD)
- ☐ Global Reporting Initiative (GRI)
- ☐ Sustainability Accounting Standards Board (SASB, now consolidated into the IFRS Foundation)
- ☐ International Integrated Reporting Council (IIRC, now consolidated into the IFRS Foundation)
- ☐ Climate Disclosure Standards Board (CDSB, now consolidated into the IFRS Foundation)
- ☐ Task Force on Climate-related Financial Disclosures (TCFD)
- ☐ Other voluntary frameworks (Please specify in text box) *[Makes text box mandatory]*
- ☐ No sustainability reporting according to any frameworks nor regulations
- ☒ We do not produce sustainability reporting outside of this Communication on Progress

Please provide additional information: \_\_\_\_\_

## Data Assurance

### G13. Is the information disclosed in this questionnaire assured by a third-party?

Linked to: CDP C10.1 2022; GRI Disclosure 2-5 (2021)

(Select all that apply)

- ☐ No assurance for any metrics
- ☐ Limited assurance for minority of metrics (e.g., GHG emissions only)
- ☒ Limited assurance for majority of metrics
- ☐ Reasonable assurance for minority of metrics
- ☐ Reasonable assurance for majority of metrics
- ☐ Other (Please provide additional information) *[Makes text box mandatory]*

Please provide additional information: \_\_\_\_\_

Treat all women and men fairly at work, respect and support human rights and act against discrimination  
Fight against all forms of sexual and moral harassment in accordance with the internal regulations and the ethical charter  
Guarantee the same conditions for training and promotion throughout the career, regardless of the employee's background  
Encourage the taking of paternity and maternity leave by promoting the existing legal provisions for women and men  
Guarantee equal pay at all levels of the hierarchy  
Promote work-life balance  
Promote the well-being of employees through bi-annual team meetings in a focus group format  
For stakeholder relations  
In choosing its suppliers and partners, HUB Institute is careful to work with actors who protect the rights of their employees  
and respect the legislation and regulations in force



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# HUMAN RIGHTS

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## Materiality

**HR1. Which of the following has the company identified as material human rights topics connected with its operations and/or value chain, whether based on their salience (e.g., the most severe potential negative impacts on people) or another basis?** *[Please select your top 5 material topics]*

*Linked to: GRI Disclosure 3-2 (2021)*

*(Select all that apply) [Limit 5]*

- ☒ Freedom of association and the effective recognition of the right to collective bargaining
- ☐ Child labour
- ☒ Forced labour
- ☒ Non-discrimination in respect of employment and occupation
- ☒ Safe and healthy working environment
- ☒ Working conditions (wages, working hours) *[Prompts additional line 'Working conditions (wages, working hours)' in Questions L1, L2, L3, L4, L5, L12]*
- ☒ Freedom of expression *[Prompts additional line 'Freedom of expression' in Questions HR2–HR7]*
- ☒ Right to participate in cultural life *[Prompts additional line 'Right to participate in cultural life' in Questions HR2–HR7]*
- ☒ Access to water and sanitation *[Prompts additional line 'Access to water and sanitation' in Questions HR2–HR7]*
- ☒ Digital security/privacy *[Prompts additional line 'Digital security/privacy' in Questions HR2–HR7]*
- ☒ Gender equality and women's rights *[Prompts additional line 'Rights of women and/or girls' in Questions HR2–HR7]*
- ☐ Rights of indigenous peoples *[Prompts additional line 'Rights of indigenous peoples' in Questions HR2–HR7]*
- ☐ Rights of refugees and migrants *[Prompts additional line 'Rights of refugees and migrants' in Questions HR2–HR7]*
- ☐ Other \_\_\_\_\_

Please provide additional information: \_\_\_\_\_

Note: Labour rights topics (Freedom of association and the effective recognition of the right to collective bargaining, child labour, forced labour, non-discrimination in respect of employment and occupation, and a safe and healthy working environment) are a subset of human rights and for completeness, were included in this question. Regardless of these labour topics being selected as material in this question or not, all companies will be asked to provide additional details about these labour rights topics in the next section (L.1 and following). For the other human rights topics selected as material in this question, seven additional questions will be asked in the following section.

Commitment

**HR2. Does the company have a policy commitment in relation to the following human rights topics?** Matrix will be populated only for the human rights topics selected in HR1.  
*Linked to: GRI Disclosures 2-23-a-iv, 2-23-b, 3-3-c (2021)*  
*(Matrix – Select one answer option per line)*

Human Rights Topics:	No, and we have no plans to develop a policy	No, but we plan to in the next two years	Yes, included within a broader policy or as a stand-alone policy	If yes, year policy last reviewed (YYYY)
Freedom of expression	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	_____
Right to participate in cultural life	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	_____
Access to water and sanitation	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	_____
Digital security/privacy	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	_____
Gender equality and women’s rights	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Rights of indigenous peoples	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Rights of refugees and migrants	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____

Please provide a link, upload the document, and/or provide additional information: \_\_\_\_\_

If respondent answers 'yes' in HR2, the below question will be displayed for each relevant topic.

**HR2.1. For each human rights policy, is it:**

*Linked to: GRI Disclosures 2-23-c, 2-23-d, 2-23-e (2021)*

*(Matrix – Select all that apply for each line)*

Human Rights Topics:	Aligned with international human rights standards	Publicly available	Approved at most senior level of the company	Applied to the company's own operations	Applied to the company's own operations and suppliers	Applied to the company's own operations and the value chain (including suppliers, consumers, communities, other business relationships)	Developed involving human rights expertise from inside and outside the company	Other (Please provide additional information) <i>[Makes text box mandatory]</i>
Freedom of expression	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Right to participate in cultural life	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Access to water and sanitation	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Digital security/privacy	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Gender equality and women's rights	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Rights of indigenous peoples	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Rights of refugees and migrants	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please provide additional information: \_\_\_\_\_



## Prevention

**HR3. In the course of the reporting period, has the company engaged with affected stakeholders or their legitimate representatives in relation to the following human rights topics?** Matrix will be populated only for the human rights topics selected in HR1.

*Linked to: GRI Disclosures 3-1-b, 3-3-f (2021)*

*(Matrix – Select one answer option per line)*

Please select the company's highest level of engagement. Options progress from left to right.

Human Rights Topics:	No engagement on this topic	To better understand the risks/impacts in question	To discuss potential ways to prevent or mitigate the risks/impacts in question	To agree on a way to prevent/mitigate the risks/impacts in question	To assess progress in preventing/mitigating the risks/impacts in question	To collaborate in the prevention/mitigation of the risks/impacts in question
Freedom of expression	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Right to participate in cultural life	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Access to water and sanitation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Digital security/privacy	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Gender equality and women's rights	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
Rights of indigenous peoples	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Rights of refugees and migrants	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please provide additional information: \_\_\_\_\_

#### HR4. What type of action has the company taken in the reporting period with the aim of preventing/mitigating the risks/impacts associated with this human rights topic?

Matrix will be populated only for the human rights issues selected in HR1.

Linked to: GRI Disclosure 3-3-d (2021)

(Matrix – Select all that apply for each line)

Human Rights Topics:	Provided internal training/capacity building for the direct workforce	Built capacity among relevant business relationships (e.g., suppliers, consumers, communities)	Conducted an audit process and/or corrective action plan	Collective Action with peers or other stakeholders to address the issue	Collaborated with governmental or regulatory bodies	Other (Please provide additional information) [Makes text box mandatory]	No action within reporting period
Freedom of expression	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Right to participate in cultural life	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Access to water and sanitation	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Digital security/privacy	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Gender equality and women's rights	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Rights of indigenous peoples	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Rights of refugees and migrants	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please provide additional information: \_\_\_\_\_

**HR5. Who receives training for the following human rights topics?** Matrix will be populated only for the human rights topics selected in HR1.

Linked to: GRI Disclosure 3-3-d (2021)  
(Matrix – Select all that apply for each line)

Human Rights Topics:	No training provided	Select employees	All employees	Contractors	Direct suppliers of the organization	Indirect suppliers of the organization	Other – such as partners, clients, etc.
Freedom of expression	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Right to participate in cultural life	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Access to water and sanitation	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Digital security/privacy	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Gender equality and women’s rights	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Rights of indigenous peoples	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Rights of refugees and migrants	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please provide additional information: \_\_\_\_\_

**HR6. How does the company assess progress in preventing/mitigating the risks/impacts associated with the following human rights topics?** Matrix will be populated only for the human rights issues selected in HR1.  
 Linked to: *GRI Disclosure 3-3-e (2021)*  
 (Matrix – Select one answer option per line)

Please select the company’s highest level of engagement. Options progress from left to right.

Human Rights Topics:	No monitoring of progress	Review opics on ad hoc basis	Set annual targets/goals, track progress over time (internal programmes only)	Set annual targets/goals, track progress over time (internal and external programmes)	Other (Please provide additional information) [Makes text box mandatory]
Freedom of expression	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Right to participate in cultural life	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Access to water and sanitation	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Digital security/privacy	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Gender equality and women’s rights	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Rights of indigenous peoples	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Rights of refugees and migrants	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please provide additional information: \_\_\_\_\_

## Response

**HR7. During the reporting period, has the company been involved in providing or enabling remedy if it has caused or contributed to adverse impact associated with the following human rights topic(s)?** Matrix will be populated only for the human rights topics selected in HR1.

*Linked to: GRI Disclosure 3-3-d-ii (2021)*

*(Matrix – Select one answer option per line)*

Human Rights Topics:	Yes, remedy provided/enabled	No remedy provided/enabled	No adverse impact identified or caused	Choose to not disclose
Freedom of expression	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Right to participate in cultural life	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Access to water and sanitation	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Digital security/privacy	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Gender equality and women's rights	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Rights of indigenous peoples	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Rights of refugees and migrants	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

Please provide additional information: \_\_\_\_\_

**HR8. Briefly describe additional relevant practical actions the company has taken during the reporting period and/or plans to take to implement the human rights principles, including goals set and any challenges faced and actions taken towards prevention and/or remediation.**

*Linked to: GRI Disclosures 3-3-c and 3-3-d (2021)*

*(Text Box)*

HUB Institute is committed to a social climate and peaceful communication within the company so that everyone can develop in a healthy environment

HUB Institute is also committed to respecting the freedom of expression, thought and opinion of its employees

In accordance with Article L2311-2 of the French Labour Code, all employees are informed of the organisation of elections for the staff delegation to the Social and Economic Committee  
Right to information and listening

The management listens to its employees and sets up half-yearly team meetings in a focus group format

During these meetings, important information is shared concerning the company's strategic orientations, the latest news from the various departments, as well as a report on the company's financial health

The management is available to receive any questions or additional comments individually

Setting up a crisis unit in the event of an exceptional event

## LABOUR

### Commitment

**L1. Does the company have a policy commitment in relation to the following labour rights principles?** For the user, the “Working conditions (wages, working hours)” option would be visible only if selected in HR1.

Linked to: GRI Disclosure 3-3-c (2021) for topics GRI 407 (2016), GRI 409 (2016), GRI 408 (2016), GRI 406 (2016), GRI 403 (2018)

(Matrix – Select one answer option per line)

Labour Topics:	No, and we have no plans to develop a policy	No, but we plan to in the next two years	Yes, included within a broader policy or as a stand-alone policy [Prompts L1.1; L1.2 (first labour topic only)]	Not applicable (Please provide additional information) [Makes text box mandatory]	If yes, year policy last reviewed (YYYY)
Freedom of association and the effective recognition of the right to collective bargaining	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	_____
Forced labour	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	_____
Child labour	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Non-discrimination in respect of employment and occupation	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	_____
Safe and healthy working environment	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	_____
Working conditions (wages, working hours)	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	_____

Please provide a link, upload the document, and/or provide additional information: \_\_\_\_\_

If respondent answers 'yes' in L1, the below question will be displayed for each relevant topic.

**L1.1. For each labour rights policy, is it:**

*Linked to: ILO C155 - Occupational Safety and Health Convention 1981 (No. 155); GRI Disclosures 2-23-c, 2-23-d, 2-23-e (2021)*

*(Matrix – Select all that apply for each line)*

Labour Topics:	Aligned with international labour standards	Publicly available	Approved at most senior level of the company	Applied to the company's own operations	Applied to the company's own operations and the value chain (including suppliers, consumers, communities, other business relationships)	Developed in consultation with workers and their representatives	Developed involving labour rights expertise from inside and outside the company	Other (Please provide additional information) [Makes text box mandatory]
Freedom of association and the effective recognition of the right to collective bargaining	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Forced labour	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Child labour	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Non-discrimination in respect of employment and occupation	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Safe and healthy working environment	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working conditions (wages, working hours)	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please provide additional information: \_\_\_\_\_



If respondent answers 'yes' in L1 regarding 'Freedom of association and the effective recognition of the right to collective bargaining,' the below question will be displayed.

**L1.2. Does the existing company's policy on freedom of association and collective bargaining:**  
*Linked to: ILO C155 - Occupational Safety and Health Convention 1981 (No. 155); GRI Disclosures 2-23-c, 2-23-d, 2-23-e (2021)*  
*(Matrix – Select all that apply for each line)*

Labour Topics:	No, and we don't have plans to include it in a policy	No, but we plan to include it in a policy in the next two years	Yes, included in the relevant policy	Not applicable (Please provide additional information)
Reference the respect for the right of all workers to form and join a trade union of their choice without fear of intimidation or reprisal and protect workers against acts of antiunion discrimination	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Prohibit any acts of interference in trade unions	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Facilitate the collective bargaining with the trade union representatives	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Provide trade union representatives with information required for meaningful bargaining in the context of bona fide negotiations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Reference the respect for the right of workers to submit grievances without suffering	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

Please provide additional information: No trade union

## Prevention

**L2. In the course of the reporting period, has the company engaged with affected stakeholders or their legitimate representatives in relation to the following labour rights topics?** For the user, the "Working conditions (wages, working hours)" option would be visible only if selected in HR1.

*Linked to: GRI Disclosures 3-1-b and 3-3-f (2021) for topics GRI 407 (2016), GRI 409 (2016), GRI 408 (2016), GRI 406 (2016), GRI 403 (2018)*

*(Matrix – Select one answer option per line)*

Please select the company's highest level of engagement. Options progress from left to right.

Labour Topics:	No engagement on this topic	To better understand the risks/impacts in question	To discuss potential ways to prevent or mitigate the risks/ impacts in question	To agree on a way to prevent/mitigate the risks/impacts in question	To assess progress in preventing/ mitigating the risks/ impacts in question	To collaborate in the prevention/ mitigation of the risks/ impacts in question	Other (Please provide additional information) <i>[Makes text box mandatory]</i>
Freedom of association and the effective recognition of the right to collective bargaining	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Forced labour	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Child labour	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Non-discrimination in respect of employment and occupation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Safe and healthy working environment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Working conditions (wages, working hours)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

Please provide additional information: \_\_\_\_\_

### L3. What type of action has the company taken in the reporting period with the aim of preventing/mitigating the risks/impacts associated with this labour rights topic?

For the user, the "Working conditions (wages, working hours)" option would be visible only if selected in HR1.

Linked to: GRI Disclosure 3-3-d (2021) for topics GRI 407 (2016), GRI 409 (2016), GRI 408 (2016), GRI 406 (2016), GRI 403 (2018)

(Matrix – Select all that apply for each line)

Labour Topics:	Provided internal training/ capacity building for the direct workforce	Building capacity among relevant business relationships (e.g., suppliers, consumers, communities)	Conducting an audit process and/or corrective action plan	Collective Action with peers or other stakeholders, in particular workers' organizations, to address the issue	Collaboration with governmental or regulatory bodies	Other (Please provide additional information) [Makes text box mandatory]	No action within reporting period
Freedom of association and the effective recognition of the right to collective bargaining	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Forced labour	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Child labour	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Non-discrimination in respect of employment and occupation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Occupational Safety and Health	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working conditions (wages, working hours)	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please provide additional information: \_\_\_\_\_

**L4. Who receives training for the following labour rights topics?** For the user, the “Working conditions (wages, working hours)” option would be visible only if selected in HR1.  
 Linked to: GRI Disclosure 3-3-d (2021) for topics GRI 407 (2016), GRI 409 (2016), GRI 408 (2016), GRI 406 (2016), GRI 403 (2018)  
 (Matrix – Select all that apply for each line)

Labour Topics:	No training provided	Select employees	All employees	Contractors	Direct suppliers of the organization	Indirect suppliers of the organization	Other – such as partners, clients, etc.
Freedom of association and the effective recognition of the right to collective bargaining	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Forced labour	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Child labour	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Non-discrimination in respect of employment and occupation	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Safe and healthy working environment (also in note)	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working conditions (wages, working hours)	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please provide additional information: \_\_\_\_\_

**L5. How does the company assess progress in preventing/mitigating the risks/impacts associated with the following labour rights topics?** For the user, the “Working conditions (wages, working hours)” option would be visible only if selected in HR1.  
*Linked to: GRI Disclosure 3-3-e (2021) for topics GRI 407 (2016), GRI 409 (2016), GRI 408 (2016), GRI 406 (2016), GRI 403 (2018)*  
*(Matrix – Select one answer option per line)*

Please select the company’s highest level of engagement. Options progress from left to right.

Labour Topics:	No monitoring of progress	Review topics on ad hoc basis	Set annual targets/goals, track progress over time (internal programmes only)	Set annual targets/goals, track progress over time (internal and external programmes)	Other (Please provide additional information) <i>[Makes text box mandatory]</i>
Freedom of association and the effective recognition of the right to collective bargaining	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Forced labour	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Child labour	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Non-discrimination in respect of employment and occupation	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Occupational Safety and Health	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working conditions (wages, working hours)	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please provide additional information: \_\_\_\_\_

Performance

L6. Do(es) the existing collective bargaining agreement(s) provide(s) more favourable rights than those provided in legislation or in an applicable sectoral agreement, where appropriate?

(Select all that apply)

- ☐ No
- ☒ Yes, by providing more favourable conditions related to wages
- ☒ Yes, by providing more favourable conditions related to working hours
- ☒ Yes, by providing more favourable conditions related to health coverage and/or sick leave
- ☒ Yes, by providing additional rights not otherwise provided (Please provide additional information) [Makes text box mandatory]
- ☐ There is (are) no existing collective bargaining agreement(s)

Please provide additional information: \_\_\_\_\_

L7. In the course of the reporting period, what was the percentage of women in senior leadership level positions? (%)

Linked to: ISAR C.1.1.  
(Matrix – Text Box with option for Unknown or N/A)

	Percent of women (%)	Unknown
Senior leadership level position	_____	<input type="radio"/>

Please provide additional information: 0% above 4%

**L8. What was the average ratio of the basic salary and remuneration of women to men (comparing jobs of equal value) during the reporting period?**

Linked to: GRI Disclosure 405-2 (2016)  
(Matrix – Text Box with option for Unknown or N/A)

	Salary ratio (%)	Unknown	Choose to not disclose [Makes text box mandatory]
Women/Men (%)	<input type="text"/>	<input checked="" type="radio"/>	<input type="radio"/>

Please provide additional information:

**L9. In the course of the reporting period, how frequently were workers injured (injuries per hour worked)?**

Linked to: ISAR C.3.2; GRI Disclosure 403-9 (2018)  
(Matrix – Text Box with option for Unknown or N/A)

	Frequency of injury	Unknown	Choose to not disclose [Makes text box mandatory]
Frequency of injury	<input type="text" value="0"/>	<input type="radio"/>	<input type="radio"/>

Please provide additional information:

**L10. In the course of the reporting period, what was the company's incident rate?**

Linked to: ISAR C.3.2; GRI Disclosure 403-9 (2018)  
(Matrix – Text Box with option for Unknown or N/A)

	Incident rate	Unknown	Choose to not disclose [Makes text box mandatory]
Incident rate	<input type="text"/>	<input checked="" type="radio"/>	<input type="radio"/>

Please provide additional information:



## Response and Reporting

**L11. In the course of the reporting period, has the company been involved in providing or enabling remedy if it has caused or contributed to the adverse impact associated with the following labour rights topics?** For the user, the "Working conditions (wages, working hours)" option would be visible only if selected in HR1.

*Linked to: GRI Disclosures 3-3-c and 3-3-d (2021) for topics GRI 407 (2016), GRI 409 (2016), GRI 408 (2016), GRI 406 (2016), GRI 403 (2018)*

*(Matrix – Select one answer option per line)*

Labour Topics:	Yes, remedy provided/enabled	No remedy provided/enabled	No adverse impact identified or caused	Choose to not disclose [Makes text box mandatory]
Freedom of association and the effective recognition of the right to collective bargaining	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Forced labour	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Child labour	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Non-discrimination in respect of employment and occupation	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Safe and healthy working environment' (also in note)	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Working conditions (wages, working hours)	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

Please provide additional information: \_\_\_\_\_

**L12. Briefly describe additional relevant practical actions the company has taken during the reporting period and/or plans to take to implement the labour principles, including goals set and any challenges faced and actions taken towards prevention and/or remediation.**

*Linked to: GRI Disclosures 3-3-c and 3-3-d (2021) for topics GRI 407 (2016), GRI 409 (2016), GRI 408 (2016), GRI 406 (2016), GRI 403 (2018)*

*(Text Box)*

The company strives to monitor the quality of life at work experienced by its employees.

To this end, and in order to improve working conditions, we have set up a satisfaction survey via Payfit, which is sent to employees twice a year

These surveys are followed by individual HR meetings

Implementation of training in 7 sessions for team leaders on management techniques (better communication, better management, better management, etc.)

Implementation of training for all employees on stress management and prioritisation and then on communication techniques

# ENVIRONMENT

## Commitment

### E1. Does the company have a policy commitment on the following environmental topics?

Linked to: CDP C4.1 2022, CDP F6.1 2022, CDP W6.1 2022, CDP W6.1 2021; GRI Disclosure 3-3-c (2021) for topics GRI 303 (2018), GRI 304 (2016), GRI 305 (2016), GRI 306 (2020), GRI 302 (2016), and GRI Disclosure 201-2-a-iv (2016)

(Matrix – Select one answer option per line)

Environmental Topics:	No, and we have no plans to develop a policy	No, but we plan to in the next two years	Yes, included within a broader policy or as a stand-alone policy [Prompts E1.1]	Not applicable (Please provide additional information) [Makes text box mandatory]	Year policy was last updated (YYYY)
Climate change	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Water	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Oceans	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Forests/biodiversity/land use	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	_____
Air pollution	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Waste (e.g., chemical spills, solid waste, hazardous, plastic, etc.)	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	_____
Energy & resource use	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	_____

Please provide a link, upload the document, and/or provide additional information: \_\_\_\_\_

If respondent answers 'yes' in E1, the below question will be displayed for each relevant topic.

**E1.1. For each environmental policy, is it:**

*Linked to: CDP C4.1 2022, CDP F6.1 2022, CDP W6.1 2022; GRI Disclosures 2-23-c, 2-23-d, 2-23-e (2021)*

*(Matrix – Select all that apply for each line)*

Environmental Topics:	Aligned with international environmental standards	Publicly available	Approved at most senior level of the company	Applied to the company's own operations	Applied to the company's own operations and the value chain (including suppliers, consumers, communities, other business relationships)	Developed involving environmental expertise from inside and outside the company	Other (Please provide additional information) <i>[Makes text box mandatory]</i>
Climate change	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Water	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oceans	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Forests/biodiversity/land use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Air pollution	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Waste (e.g., chemical spills, solid waste, hazardous, plastic, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Energy & resource use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please provide additional information: \_\_\_\_\_

## Prevention

### E2. In the course of the reporting period, has the company engaged with affected stakeholders or their legitimate representatives in relation to the following environmental topics?

Linked to: GRI Disclosures 3-1-b and 3-3-f (2021) for topics GRI 303 (2018), GRI 304 (2016), GRI 305 (2016), GRI 306 (2020), GRI 302 (2016), and GRI Disclosure 201-2-a-iv (2016) (Matrix – Select one answer option per line)

Please select the company's highest level of engagement. Options progress from left to right.

Environmental Topics:	No engagement on this topic	To better understand the risks/impacts in question	To discuss potential ways to prevent or mitigate the risks/impacts in question	To agree on a way to prevent/mitigate the risks/impacts in question	To assess progress in preventing/mitigating the risks/impacts in question	To collaborate in the prevention/mitigation of the risks/ impacts in question	Other (Please provide additional information) [Makes text box mandatory]
Climate change	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Water	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Oceans	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Forests/biodiversity/land use	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Air pollution	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Waste (e.g., chemical spills, solid waste, hazardous, plastic, etc.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Energy & resource use	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please provide additional information: \_\_\_\_\_

**E3. What type of action has the company taken in the reporting period with the aim of preventing/mitigating the risks/impacts associated with these environmental topics?**

Linked to: GRI Disclosure 3-3-d (2021) for topics GRI 303 (2018), GRI 304 (2016), GRI 305 (2016), GRI 306 (2020), GRI 302 (2016), and GRI Disclosure 201-2-iv (2016)  
(Matrix – Select all that apply for each line)

Environmental Topics:	Provided internal training/capacity building for the direct workforce	Building capacity among relevant business relationships (e.g., suppliers, consumers, communities)	Conducting an audit process and/or corrective action plan	Collective Action with peers or other stakeholders to address the issue	Collaboration with governmental or regulatory bodies	Other (Please provide additional information) [Makes text box mandatory]	No action within reporting period
Climate change	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Water	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Oceans	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Forests/biodiversity/land use	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Air pollution	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Waste (e.g., chemical spills, solid waste, hazardous, plastic, etc.)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Energy & resource use	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please provide additional information: \_\_\_\_\_

#### E4. How does the company assess progress in preventing/mitigating the risks/impacts associated with the following environmental topics?

Linked to: GRI Disclosure 3-3-e (2021) for topics GRI 303 (2018), GRI 304 (2016), GRI 305 (2016), GRI 306 (2020), GRI 302 (2016), and GRI Disclosure 201-2-a-iv (2016)  
(Matrix – Select one answer option per line)

Please select the company's highest level of engagement. Options progress from left to right.

Environmental Topics:	No monitoring of progress	Review topics on ad hoc basis	Set annual targets/ goals, track progress over time (internal programmes only)	Set annual targets/goals, track progress over time (internal and external programmes) [Prompts E4.1]	Other (Please provide additional information) [Makes text box mandatory]
Climate change	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Water	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Oceans	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Forests/biodiversity/land use	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Air pollution	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Waste (e.g., chemical spills, solid waste, hazardous, plastic, etc.)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Energy & resource use	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please provide additional information: \_\_\_\_\_

If respondent answers in E4 that they set annual targets, the below question will be displayed for each relevant topic.

**E4.1. For each environmental topic in which the company sets timebound goals/targets, what kind of targets has the company set?**

*Linked to: CDP F6.1 2022; GRI Disclosure 3-3-e (2021) for topics GRI 303 (2018), GRI 304 (2016), GRI 305 (2016), GRI 306 (2020), GRI 302 (2016), and GRI Disclosure 201-2-a-iv (2016)*  
*(Matrix – Text box for each line)*

**Description of targets (e.g., what is the target, absolute vs. intensity, externally verified, on track, etc.)**

Climate change

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Water

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Oceans

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Forests/biodiversity/land use

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Air pollution

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Waste (e.g., chemical spills, solid waste, hazardous, plastic, etc.)

---

Energy & resource use

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Please provide additional information: \_\_\_\_\_



If respondent answers in E4 that they set annual targets, the below question will be displayed for each relevant topic.

**E4.2. For each environmental topic in which the company sets timebound goals/targets, how is progress against target/goal tracked?**

*Linked to: GRI Disclosure 3-3-e (2021) for topics GRI 303 (2018), GRI 304 (2016), GRI 305 (2016), GRI 306 (2020), GRI 302 (2016), and GRI Disclosure 201-2-a-iv (2016)  
(Matrix – Select all that apply for each line)*

Environmental Topics:	Progress is reviewed against goals annually or more frequently	Progress is reported internally to the most senior level	Progress is reported externally	Other (Please provide additional information) [Makes text box mandatory]
Climate change	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Water	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Oceans	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Forests/biodiversity/land use	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Air pollution	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Waste (e.g., chemical spills, solid waste, hazardous, plastic, etc.)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Energy & resource use	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please provide additional information: \_\_\_\_\_

**E5. In the course of the reporting period, has the company been involved in providing or enabling remedy for any actual impacts associated with the following environmental topic(s)?**  
 Linked to: GRI Disclosure 3-3-d-ii (2021) for topics GRI 303 (2018), GRI 304 (2016), GRI 305 (2016), GRI 306 (2020), GRI 302 (2016), and GRI Disclosure 201-2-a-iv (2016)  
 (Matrix – Select one answer option per line)

Environmental Topics:	Yes, remedy provided/enabled	No remedy provided/enabled	No adverse impact identified or caused	Choose to not disclose
Climate change	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Water	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Oceans	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Forests/biodiversity/land use	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Air pollution	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Waste (e.g., chemical spills, solid waste, hazardous, plastic, etc.)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Energy & resource use	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please provide additional information: \_\_\_\_\_

Climate Action

E6. What were the company's gross global greenhouse gas emissions for the reporting period?

Linked to: CDP C6.1 2022, CDP C6.3 2022, CDP C6.5 2022; GRI Disclosures 305-1, 305-2, 305-3 (2016); ISAR B.3.1; ISAR B.3.2 (Matrix – Select one answer option per line + text box)

'Partial' option will only be available for Scope 3 Emissions.

	Proportion Measured				
	Full	Partial [Prompts E6.1]	None	Emissions (tCO <sub>2</sub> e)	If 'None', please explain
Scope 1 emissions	<input type="radio"/>		<input type="radio"/>	<input type="text"/>	<input type="text"/>
Scope 2 emissions	<input type="radio"/>		<input type="radio"/>	<input type="text"/>	<input type="text"/>
Scope 3 emissions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>

Please provide additional information: [Still on measurement \(EcoVadis, BCorp\)](#)

If respondent answers 'Partial' for Scope 3 emissions in E6, the below question will be displayed.

**E6.1. Which Scope 3 categories are included in the organization's Scope 3 emissions calculation?**

*Linked to: UNRISD Tier III; GRI Disclosure 305-3 (2016); CDP C6.5 2022*

*(Select all that apply)*

- ☐ Purchased goods and services
- ☐ Capital goods
- ☐ Fuel- and energy-related activities
- ☐ Upstream transportation and distribution
- ☐ Waste generated in operations
- ☐ Business travel
- ☐ Employee commuting
- ☐ Upstream leased assets
- ☐ Downstream transportation and distribution
- ☐ Processing of sold products
- ☐ Use of sold products
- ☐ End-of-life treatment of sold products
- ☐ Downstream leased assets
- ☐ Franchises
- ☐ Investments
- ☐ Other - upstream
- ☐ Other - downstream

Please provide additional information: [Still on measurement \(EcoVadis, BCorp\)](#)

E7. What percentage of the company's revenue was invested in R&D of low-carbon products/services during this reporting period?

Linked to: CDP C4.3c 2022; CDP4.2b 2022; (partially linked to) ISAR A.3.3  
(Matrix – Text Box with option for Unknown or N/A)

	Percent of revenue (%)	Unknown	Not applicable (Please provide additional information) [Makes text box mandatory]
R&D for low-carbon products/services			

Please provide additional information: No product, only services about sustainable transition

E8. Has the organization acted to support climate change adaptation and resilience?

Linked to: GRI Disclosure 201-2-a-iv (2016)  
(Select all that apply)

- ☐ We have taken action to increase organization-wide resilience to climate change
- ☒ We have taken action to increase resilience in our supply chains
- ☐ We have taken action to increase resilience in the communities in which we operate
- ☒ We have provided funding for climate change adaptation and resilience initiatives and projects
- ☐ We have not taken actions to build climate change resilience in the reporting period
- ☐ Unknown

Please provide additional information:

Energy/Resource Use

E9. Please report the company's renewable energy consumption as a percentage of total energy consumption in the reporting period.

Linked to: ISAR B.5.1; GRI Disclosure 302-1 (2016)  
(Matrix – Text Box with option for Unknown)

	% of total energy consumption	Unknown
Renewable energy consumption as % of total energy consumption:		

Please provide additional information: EDF Normal & Renewable

Technology

E10. What percent of the company’s revenue came from low-carbon products/services during this reporting period?  
Linked to: SASB CG-MR-410a.1a; WEF Common Metrics  
(Matrix – Text Boxes with option for Unknown or N/A)

	Percent of total revenue (%)	Description of products/services included (e.g., relevant certification)	Unknown	Not applicable (Please provide additional information) [Makes text box mandatory]
Low-carbon products and services/total revenue for the reporting period				

Please provide additional information: [Still on measurement \(EcoVadis, BCorp\)](#)

## Sector-specific Questions

Note: Questions E11 to E20 will only appear in the questionnaire and be of mandatory response if the company operates in certain sectors, as identified in their application to the UN Global Compact.

If the company selected 'Diversified - Other' in the application, they will be prompted to complete question E11 below before proceeding.

**The sector your company operates in is listed as 'Diversified - Other.' Please choose your company's top 3 sectors by revenue.**

*Linked to: GRI Disclosure 2-6-a (2021)*

*(Select all that apply)*

### Automobiles & Parts

- ☐ Automobiles & parts

### Banks

- ☐ Banks

### Basic Resources

- ☐ Forestry & paper
- ☐ Industrial metals & mining
- ☐ Mining

### Chemicals

- ☐ Chemicals

### Construction & Materials

- ☐ Construction & materials

### Financial Services

- ☐ Equity investment instrument
- ☐ Financial Services
- ☐ Nonequity investment instruments

### Food & Beverages

- ☐ Beverages
- ☐ Food producers

### Health Care

- ☐ Health care equipment & services
- ☐ Pharmaceuticals & biotechnology

### Industrial Goods & Services

- ☐ Aerospace & defense
- ☐ General industrials
- ☐ Electronic & electrical equipment
- ☐ Industrial engineering
- ☐ Industrial transportation
- ☐ Support services

### Insurance

- ☐ Life insurance
- ☐ Non-life insurance

### Media

- ☐ Media

### Oil & Gas

- ☐ Alternative Energy
- ☐ Oil Equipment, services, & distribution
- ☐ Oil & gas producers

### Other

- ☒ Diversified

### Personal & Household Goods

- ☐ Household goods & home construction
- ☐ Leisure goods
- ☐ Personal goods

### Real Estate

- ☐ Real estate investment & services
- ☐ Real estate investment trusts

### Retail

- ☐ Food & drug retailers
- ☐ General retailers

### Technology

- ☐ Software & computer services
- ☐ Technology hardware and equipment

### Telecommunication

- ☐ Fixed- line telecommunications
- ☐ Mobile telecommunications

### Travel & Leisure

- ☐ Travel & leisure

### Utilities

- ☐ Electricity
- ☐ Gas, water, multiutilities

Sector-specific: Water

Note: The below water questions will be visible only to companies in select sub-sectors of the following sectors: oil & gas, chemicals, basic resources, construction & materials, industrial goods & services, food & beverage, travel & leisure, utilities, real estate, automobiles & parts, health care, personal & household goods.

E11. Please provide details regarding the company's water withdrawal and consumption (own operations) during the reporting period.

Linked to: ISAR B.1.3; CDP W1.2b 2022, CDP W1.2d 2022; SASB CG-HP-140a.1; GRI Disclosures 303-3, 303-5 (2018)  
(Matrix – Text Boxes with option for Unknown or N/A)

Water withdrawal (volume of water in megaliters):		Unknown	Not applicable (Please provide additional information) [Makes text box mandatory]
Total	<input type="text"/>	<input type="radio"/>	<input checked="" type="radio"/>
BY SOURCE	<input type="text"/>		
Fresh surface water:	<input type="text"/>	<input type="radio"/>	<input type="radio"/>
Groundwater:	<input type="text"/>	<input type="radio"/>	<input type="radio"/>
Brackish surface water/seawater:	<input type="text"/>	<input type="radio"/>	<input type="radio"/>
Produced water:	<input type="text"/>	<input type="radio"/>	<input type="radio"/>
Third-party water:	<input type="text"/>	<input type="radio"/>	<input type="radio"/>
Percentage of water withdrawn in regions with high or extremely high water stress(%):	<input type="text"/>	<input type="radio"/>	<input type="radio"/>



Water consumption (volume of water in megaliters):

Unknown

Not applicable (Please provide additional information)  
[Makes text box mandatory]

Total

75 liters of water drank by the workers

BY SOURCE

Fresh surface water:

Groundwater:

Brackish surface water/seawater:

Produced water:

Third-party water:

Percentage of water consumed in regions with high or extremely high water stress (%):

Please provide additional information: No use of water except for employees

E12. Please provide details about the company’s water intensity of products in regions with high or extremely high water stress.

Linked to: CDP 1.3 2022; CDP 1.3a 2022  
(Matrix – Text Boxes with option for Unknown or N/A)

	Unknown	Not applicable (Please provide additional information) [Makes text box mandatory]
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Water intensity of products (cubic meter/\$ OR cubic meter/product type):	<input type="text"/>	<input type="radio"/>	<input checked="" type="radio"/>
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Please provide additional information: services company. no use of water

Sector-specific: Forests, Biodiversity, and Land Use

Note: The below Forests/biodiversity/land use questions will be visible only to companies in select sub-sectors of the following sectors: oil & gas, basic resources, construction & materials, food & beverage, household & personal goods, telecommunications.

E13. Please report the number and area (in hectares) of sites owned, leased, or managed by the company in or adjacent to protected areas and/or key biodiversity areas (KBA).

Linked to: GRI Disclosure 304-1 (2016); ISAR B6.1, WEF Common Metrics  
(Matrix – Text Boxes with option for Unknown or N/A)

	Unknown	Not applicable (Please provide additional information) [Makes text box mandatory]
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Sites	<input type="text"/>	<input checked="" type="radio"/>	<input type="radio"/>
Hectares	<input type="text"/>	<input checked="" type="radio"/>	<input type="radio"/>

Please provide additional information: Partnership with Reforest’ Action

**E14. What area (in hectares) of natural ecosystems was converted during the reporting period in areas owned, leased, or managed by the company?**

Linked to: CDP F1.3 2022; GRI Disclosure 304-1 (2016)

(Matrix – Text Boxes with option for Unknown or N/A)

	Area (hectares)	Unknown	Not applicable (Please provide additional information) [Makes text box mandatory]
Conversion of natural resources	<hr/>	<input checked="" type="radio"/>	<input type="radio"/>

Please provide additional information: 

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**E15. Is the company supporting or implementing project(s) focused on ecosystem restoration and protection?**

Linked to: CDP F6.11 2022; Disclosure 304-3 (2016)

(Matrix – Select one answer option per line + text box)

	No	No, but we plan to in the next 2 years	Yes	If yes, project(s) area to date (hectares)
Forest ecosystem restoration	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<hr/>
Other ecosystem restoration	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<hr/>
Reforestation	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<hr/>
Natural regeneration	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<hr/>
Agroforestry	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<hr/>
Set-aside land	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<hr/>
Biodiversity offsetting	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<hr/>
Other (Please provide additional information)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<hr/>

Please provide additional information: 

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Sector-specific: Air Pollution

Note: The below air pollution questions will be visible only to companies in select sub-sectors of the following sectors: oil & gas, chemicals, basic resources, industrial goods and services, utilities.

E16. Where applicable, please report the company’s emissions of the following pollutants during the reporting period.

Linked to: GRI Disclosure 305-7 (2016); ISAR B.1.4

(Matrix – Text Box with option for Unknown or N/A)

Air pollutant:	Emissions (t)	Unknown	Not applicable (Please provide additional information) [Makes text box mandatory]
NO <sub>x</sub>	<div></div>	<div></div>	<div></div>
SO <sub>x</sub>	<div></div>	<div></div>	<div></div>
Volatile organic compounds (VOCs)	<div></div>	<div></div>	<div></div>
Hazardous air pollutants (HAPs)	<div></div>	<div></div>	<div></div>
Particulate matter (PM <sub>10</sub> )	<div></div>	<div></div>	<div></div>
Persistent organic pollutants (POPs)	<div></div>	<div></div>	<div></div>
Other (Please provide additional information)	<div></div>	<div></div>	<div></div>

Please provide additional information:

Sector-specific: Waste

Note: The below waste questions will be visible only to companies in select sub-sectors of the following sectors: chemicals, basic resources, construction & materials, industrial goods and services, automobiles & auto parts, health care, retail, utilities.

E17. Please report the company’s total weight of waste generated in metric tonnes during the reporting period.

Linked to: GRI Disclosure 306-3 (2020); (partially linked to) ISAR B.2.1  
(Matrix – Text Box with option for Unknown or N/A)

	Waste generated (t)	Unknown	Not applicable (Please provide additional information) [Makes text box mandatory]
Solid waste	<input type="text"/>	<input type="radio"/>	<input checked="" type="radio"/>

Please provide additional information: no use of water / no production

E18. Please report the percentage of the company’s waste that was hazardous waste (e.g., hazardous waste ratio) during the reporting period.

Linked to: GRI Disclosures 306-4, 306-5 (2020); ISAR B.2.3  
(Matrix – Text Box with option for Unknown or N/A)

	Hazardous waste ratio (%)	Unknown	Not applicable (Please provide additional information) [Makes text box mandatory]
Solid waste	<input type="text"/>	<input type="radio"/>	<input checked="" type="radio"/>

Please provide additional information: no use of water / no production

**E19. Please report the company's estimated metric tonnes of single-use plastic consumed wherever material along the value chain during the reporting period.**  
*Linked to: WEF Common Metrics*  
*(Matrix – Text Box with option for Unknown or N/A)*

	Single-use plastic (t)	Unknown	Not applicable (Please provide additional information) [Makes text box mandatory]
Single-use plastics		<input type="radio"/>	<input checked="" type="radio"/>

Please provide additional information: No single-use plastic

Overall Environment

**E20. Briefly describe additional relevant practical actions the company has taken during the reporting period and/or plans to take to implement the environment principles, including goals set and any challenges faced and actions taken towards prevention and/or remediation.**  
*Linked to: GRI Disclosures 3-3-c and 3-3-d (2021) for topics GRI 303 (2018), GRI 304 (2016), GRI 305 (2016), GRI 306 (2020), GRI 302 (2016)*  
*(Text Box)*

In addition to encouraging the use of non-disposable crockery, an eco-gesture campaign has been set up to remind employees to turn off lights, air-conditioning and heating and to print in black and white and on both sides of the paper.

Submitting to BCorp and Ecovadis certifications and labels is proof of the HUB Institute's commitment to reducing its environmental footprint. The HUB Institute measures and reduces its carbon footprint using these tools.

During trade shows, preference is given to reusable elements for the layout of stands

In terms of waste reduction, a policy of reducing paper consumption has been put in place. There are now only 3 printers in our offices

All employment contracts, pay slips and invoices issued are electronic and we ask our suppliers to issue their invoices in electronic format

HUB Institute consumes very little paper in its office activities and the supply of reams of paper is Ecosystem and Green Star System certified.

Commitment to sustainable transition: recycling and waste management

Individual waste bins have been removed from the offices in favour of the installation of collective bins for selective sorting. Illustrated posters have been put up to inform employees and avoid mistakes.

The recycling of coffee capsules has also been introduced.

During our events, our stakeholders guarantee that waste is treated and reused

Example: our kakemono / roll-up supplier produces, supplies, recovers and reuses its products in a virtuous circle

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## ANTI-CORRUPTION

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### Commitment

#### AC1. Does the company have an anti-corruption compliance programme?

*Linked to: GRI Disclosure 3-3-c (2021) for the topic GRI 205 (2016)*

*(Radial – Select One)*

☒ No, it is not an immediate business priority

☐ No, but we plan to in the next two years

☐ Yes [\[Prompts AC1.1\]](#)

Please provide additional information: \_\_\_\_\_

If respondent answers 'yes' in AC1, the below question will be displayed.

#### AC1.1. If yes, in what year was this programme last reviewed? (YYYY)

\_\_\_\_\_

Please provide additional information: \_\_\_\_\_

#### AC2. Does your company have policies and recommendations for employees on how to act in case of doubt and/or in situations that may represent a conflict of interest, e.g., with regard to gifts and hospitality, donations, sponsorship, or interactions with public officials?

*(Radial – Select One)*

☐ No, and we have no plans to develop them

☒ No, but we plan to in the next two years

☐ Yes, included within a broader policy

☐ Yes, articulated as a stand-alone policy

Please provide a link, upload the document, and/or provide additional information: \_\_\_\_\_

Prevention

AC3. Who receives training on anti-corruption and integrity?

Linked to: WEF Common Metrics; GRI Disclosure 205-2 (2016)  
(Select all that apply)

- ☐ No training provided
- ☒ Select employees [Prompts AC3.1]
- ☐ All employees [Prompts AC3.1]
- ☐ Contractors [Prompts AC3.1]
- ☐ Direct suppliers of the organization [Prompts AC3.1]
- ☐ Indirect suppliers of the organization [Prompts AC3.1]
- ☐ Other – such as partners, clients, etc. [Prompts AC3.1]

Please provide additional information: \_\_\_\_\_

If respondent answers any option in AC3 besides 'No training provided' or 'Not applicable', the below question will be displayed for each chosen category. For the user, options would be visible only for the categories selected in AC3.

AC3.1. How often is such training provided?

(Matrix – Select one answer option per line)

	One time only	Every year	Every two or more years	We do not collect this data
Select employees	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
All employees	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Contractors	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Direct suppliers of the organization	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Indirect suppliers of the organization	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other – such as partners, clients, etc.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please provide additional information: \_\_\_\_\_



**AC4. Does the company monitor its anti-corruption compliance programme?**  
*Linked to: GRI Disclosure 3-3-e (2021) for the topic GRI 205 (2016); SDG Action Manager - SDG 16: Monitoring Ethics and Corruption*  
*(Select all that apply)*

- ☐ No, we do not monitor the anti-corruption compliance programme (Please provide additional information) *[Makes text box mandatory]*
- ☒ Review topics on ad hoc basis
- ☐ Yes, through internal employee self-evaluations
- ☐ Yes, through automated controls monitoring
- ☐ Yes, through external independent monitoring
- ☐ Yes, through other mechanisms (Please provide additional information) *[Makes text box mandatory]*

Please provide additional information: \_\_\_\_\_

**Performance**

**AC5. Please report the company's total number and nature of incidents of corruption during the reporting year.**  
*Linked to: GRI Disclosure 205-3 (2016); WEF Common Metrics*  
*(Matrix – Text Boxes with option for Unknown or N/A)*

	Number of incident(s)	Nature of incident(s)	Unknown	Choose to not disclose
Confirmed during the current year, but related to previous years	<u>0</u>	_____	<input type="radio"/>	<input type="radio"/>
Confirmed during the current year, and related to this year	<u>0</u>	_____	<input type="radio"/>	<input type="radio"/>

Please provide additional information: \_\_\_\_\_

## Response and Reporting

### AC6. Within the reporting period, what measures has the company taken to address suspected incidents of corruption independently or in response to a dispute or investigation by a government regulator?

*Linked to: GRI Disclosure 3-3-d (2021) for the topic GRI 205 (2016); Reporting Guidance on the 10th Principle Against Anti-corruption – B3*

*(Select all that apply)*

- ☐ Initial case assessment
- ☐ Internal investigation
- ☐ Review by risk/ethics committee
- ☐ Review by board of directors
- ☐ External audit/review
- ☐ Other (Please provide additional information) *[Makes text box mandatory]*
- ☒ Not applicable/no incidents in the reporting period

Please provide additional information: \_\_\_\_\_

### AC7. Does your company engage in Collective Action against corruption?

*Linked to: GRI Disclosure 3-3-d (2021) for the topic GRI 205 (2016)*

*(Radial – Select One)*

- ☒ No, it is not an immediate business priority
- ☐ No, but we plan to in the next two years
- ☐ Yes (Please explain) *[Makes text box mandatory]*

Please provide additional information: \_\_\_\_\_

### AC8. Briefly describe additional relevant practical actions the company has taken during the reporting period and/or plans to implement the anti-corruption principle, including goals set and any challenges faced and actions taken towards prevention and/or remediation.

*Linked to: GRI Disclosures 3-3-c and 3-3-d (2021) for the topic GRI 205 (2016)*

*(Text Box)*

Because of its market, its geographical coverage and its activity, HUB Institute is not very exposed to corruption. However, we remain vigilant and sensitive to the fight against this scourge. The management also remains attentive to the professional behaviour of its employees, whether it is exemplary or not, particularly with regard to the confidentiality of data. Employees are invited to report any situation that they consider worrying to their superiors.