



The Institute of  
Chartered Accountants  
of Pakistan

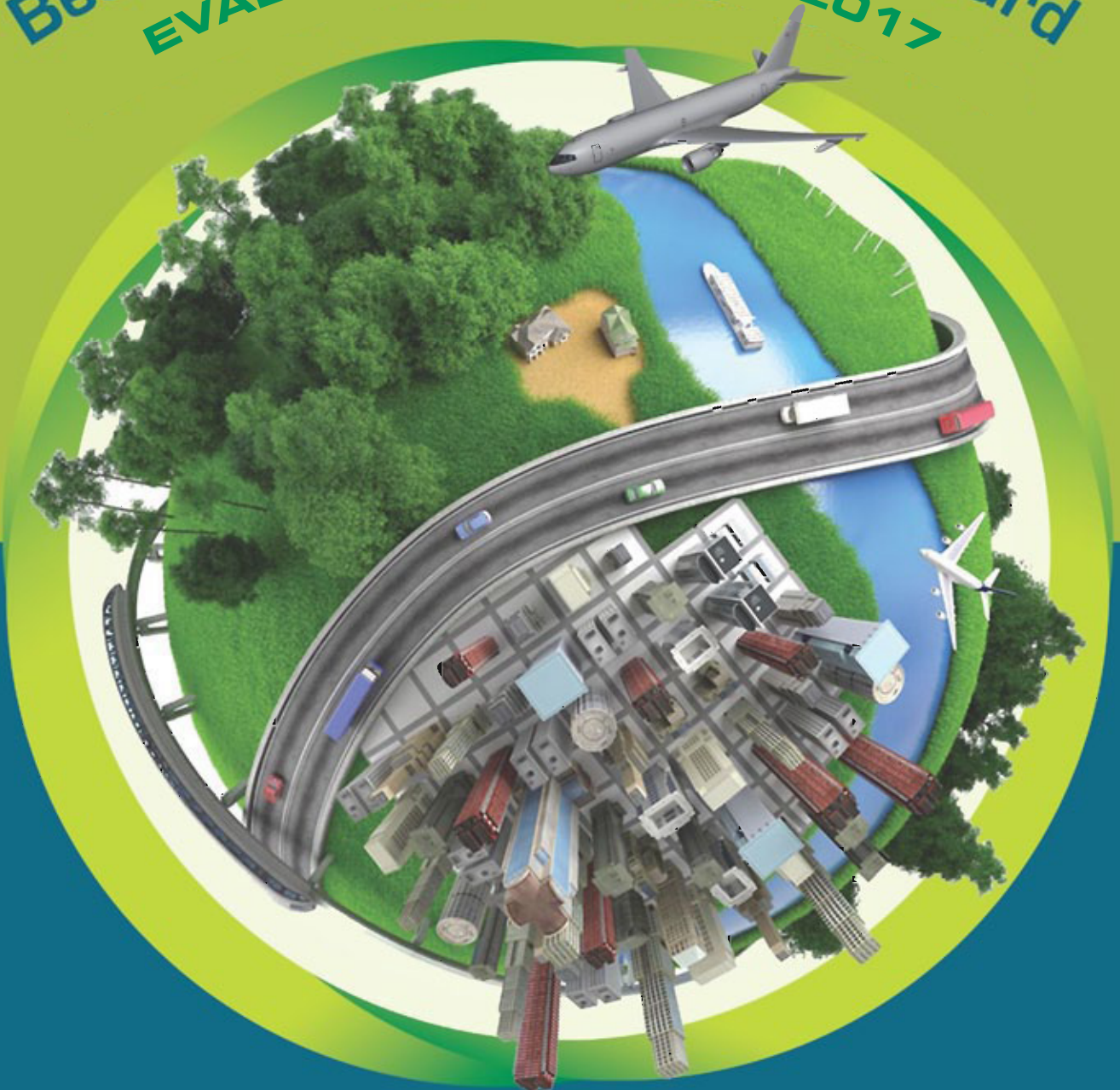
**CA**  
PAKISTAN



**ICMA**  
Pakistan

# Best Sustainability Report Award

## EVALUATION CRITERIA 2017



Evaluation Committee of the Joint Committee of ICAP and ICMAP

# BEST SUSTAINABILITY REPORT AWARD

## CRITERIA 2017

### Broad Categories of BSRA Criteria 2015

I.	Organisational profile.....	5%
II.	Sustainability Strategy.....	15%
III.	Stakeholder engagement.....	15%
IV.	Report parameters and attributes.....	5%
V.	Reporting on economic, environmental and social performance [Management approach, Initiatives and Key Performance Indicators (KPIs)].....	30%
VI.	Linkage and flow of the report.....	5%
VII.	Report layout and presentation.....	5%
VIII.	Adherence to internationally recognised reporting standards .....	10%
IX.	Assurance.....	10%
	Total.....	100%

### I. Organisational Profile.....5%

- a) Vision, mission, goals and core values
- b) Nature of business with a brief description about primary brands, products and services
- c) Nature of ownership and legal form
- d) Operational structure, including main divisions, subsidiaries, associates and joint ventures.
- e) Location of offices, manufacturing units, warehouses and depots etc
- f) Countries where the company operates or has any presence via some medium
- g) Scale of the reporting organisation including number of employees, operations, net revenues, total capitalisation, quantity of goods and services produced, total assets, breakdowns by regional, revenues and costs that are significant for the company and its stakeholders.
- h) Achievements and corporate awards received in the reporting period and in prior periods.
- i) Significant changes in the organisation during the reporting period.
- j) Corporate affiliations, memberships and / or subscriptions to externally developed economic, environmental and social charters, principles or other initiatives.
- k) Description of organisational supply chain (in accordance with G4 Guidelines of the Global Reporting Initiative).

#### Note

If the above information has already been disclosed in any other form of external corporate communication (annual reports), a statement to this effect shall be disclosed in the Sustainability Report.



## **II. Sustainability Strategy.....15%**

- a) Sustainability strategy with specific and measurable objectives / targets / goals / action plan (quantitative and qualitative) to deliver the strategy with a clear timeframe of achievement (both short term and long term)
- b) Disclosure on how the concept of sustainability has been embedded in the overall corporate strategy and culture of the company.

### **Note**

Only mere demonstration of the areas of sustainability in the components; business strategy, mission, vision and core values will not be considered an adequate disclosure. Clear explanation is required on how the concept permeates throughout the business. Adequacy will be covered only if the disclosure includes majority of the following areas:

- i. Policies relating to sustainability and how these are enforced
  - ii. Board and senior management commitment (presence of committee addressing the economic, social and environmental issues, terms of reference of such specialised committee / governance system, if any)
  - iii. How sustainability efforts are channelised and coordinated at the management and staff level to make it the responsibility of everyone in the organisation
  - iv. How sustainability is integrated into the whole supply chain
  - v. Champions to promote sustainability throughout the organisation
  - vi. Mechanism to monitor the sustainability performance
  - vii. Training and awareness programs on sustainability
  - viii. How sustainability factors are considered in business decisions, planning and control, suppliers selection etc.
  - ix. How sustainability factors are linked to employees' performances
- c) Disclosure on how the concept of sustainability is relevant for the company and its stakeholders. Please specify the social and environmental impacts, risks, opportunities and financial implications arising out of sustainability.
  - d) Describe the organisation's values, principles, standards and norms of behavior such as codes of conduct and codes of ethics.

## **III. Stakeholder engagement.....15%**

- a) Disclosure on how the key stakeholders are identified, the approach of stakeholder engagement, frequency of engagement and issues and concerns raised by the stakeholders
- b) Disclosure of actions taken or activities planned in response to stakeholder engagement process.

#### **IV. Report parameters and attributes.....5%**

- a) Reporting period
- b) Date of most recent previous report (if any).
- c) Reporting cycle (annual, biennial etc).
- d) Contact point for questions regarding the report and its contents.
- e) Process for defining report content, including; determining materiality and the rationale behind it, prioritising topics within the report and identifying stakeholders the organisation expects to use the report.
- f) List all material aspects identified in the process of defining report content.
- g) Boundary of the report (e.g. countries, divisions, subsidiaries etc).
- h) Statement of any specific limitations on scope or boundary of the report.
- i) Basis for reporting on joint ventures, subsidiaries, leased facilities, outsourced operations etc.
- j) Explanation of effect of any restatement of information provided in previous report.
- k) Significant changes from prior reporting periods.

#### **V. Reporting on economic, environmental and social performance**

**[Management approach, Initiatives and Key Performance Indicators (KPIs)] .....30%**

- a) Sustainability performance of the company for the year shall be disclosed in the form of key performance indicators (qualitative and quantitative). The KPIs to be reported should be decided by the company considering the aspects which are material for the company / its stakeholders. Following are the examples to be considered for determining reporting KPIs:

<b>Economic</b>	<b>Environmental</b>	<b>Social</b>
<ul style="list-style-type: none"><li>• Economic value generation and distribution.</li><li>• Financial implications / risks / opportunities due to sustainability and climate change.</li><li>• Direct and Indirect taxes, duties, levies and any other charges paid by the company to the Federal, Provincial and local government or any other authority.</li><li>• Policy, practices, proportion of spending on local suppliers at significant locations of operation.</li></ul>	<ul style="list-style-type: none"><li>• Energy consumption and conservation</li><li>• Energy intensity ratio (Energy consumed per unit of production / service / function / sales etc.)</li><li>• Waste / effluents / spills minimization and disposal</li><li>• Green house gases' (GHG) emissions</li><li>• GHG emission intensity ratio</li></ul>	<ul style="list-style-type: none"><li>• Community development activities in the area of health, education, infrastructure development etc.</li><li>• Poverty alleviation programs</li><li>• Significant actual and potential negative impacts on society in the supply chain and actions taken</li><li>• Percentage of new suppliers that were screened using criteria for impacts on society</li></ul>

Economic	Environment	Society
<ul style="list-style-type: none"> <li>Procedures for local hiring and proportion of senior management hired from the local community at locations of significant operation.</li> <li>Development and impact (on communities) of infrastructure investments and services provided primarily for public benefit through commercial, in-kind, or pro bono engagement.</li> <li>Investment &amp; procurement practices</li> <li>Indirect economic impact</li> </ul>	<ul style="list-style-type: none"> <li>Percentage of new suppliers that were screened using environmental criteria</li> <li>Emission of Ozone depleting substances</li> <li>Renewable energy</li> <li>Significant actual and potential negative environmental impacts in the supply chain and actions taken</li> <li>Material consumption, efficient use of natural resources, recycling / re-use</li> <li>KPIs related to Forestation</li> <li>Other environmental friendly initiatives</li> <li>Process reengineering towards sustainable business practices</li> </ul>	<ul style="list-style-type: none"> <li>Human rights (e.g. child labour, forced labour etc.)</li> <li>Significant actual and potential negative human rights impacts in the supply chain and actions taken</li> <li>Occupational Health and safety (injuries, lost days, fatalities etc.)</li> <li>Workforce diversity and equal opportunity (ethnic, gender and other factors).</li> <li>Employee education and training</li> <li>Workforce strength (by gender, type, contract, age group and region)</li> <li>Percentage of new suppliers that were screened using labour practices criteria</li> <li>Freedom of association and collective bargaining</li> <li>Product responsibility</li> <li>Corruption</li> <li>Anti competitive behavior</li> <li>Customer safety</li> <li>Labour management relations</li> </ul>

### Note

Marks shall be awarded if KPIs are found in respect of majority of the above areas. For reference and guidance on identifying and reporting KPIs, please refer "G4 Guidelines" issued by the 'Global Reporting Initiative'.

- Rationale behind reporting on a particular KPI and its importance to the company and its stakeholder
- Comparative analysis of KPIs from prior periods and industry benchmarks (in case of quantitative KPIs only)
- Relevance of KPIs to the industry sector
- Acknowledgement of negative sustainability performance / impact with equal prominence
- Reporting on inputs, outputs and impacts of community investments



**VI. Linkage and flow of the report.....5%**

- a) The report shows linkage between the strategy and an action plan to deliver the strategy
- b) The report shows linkage between targets and actual performances
- c) The report shows linkage between strategy, stakeholder engagement, materiality matrix and KPIs

**VII. Report layout and presentation.....5%**

- a) Theme on the cover and whole report
- b) Effectiveness of photographs and their relevance
- c) Uploading of sustainability report on the website
- d) Calendar of major events during the year

**VIII. Adherence to internationally recognised reporting standards.....10%**

Compliance of report to the internationally recognised standard for sustainability reporting - "G4 Guidelines" issued by the Global Reporting Initiative (GRI). Marks will be awarded if the report fulfills 'in accordance with' criteria of GRI and includes the GRI content index and the relevant statement as specified by G4 guidelines.

**IX. Assurance.....10%**

Assurance by Independent Assurer being practicing member(s) of ICAP and / or ICMAP, in accordance with International Standard on Assurance Engagements 3000.

**Note 1**

If any of the disclosure items is not applicable for a reporting organisation, it should be marked as "N/A" with clear description of why the particular disclosure item is not applicable.

**Note 2**

International Standard on Assurance Engagement (ISAE) 3000: Assurance Engagements other than audits or reviews of Historical Financial Information is promulgated by International Accounting and Auditing Standard Board of IFAC. ISAE 3000 is the recognised standard for Sustainability Report assurance by IFAC Sustainability Framework and is also adopted by ICAP.