

COP DATA COMPILATION CHECKLIST

This checklist provides an overview of the information needed to fulfill the Communication on Progress questionnaire. It is recommended that companies review this list and compile the necessary data ahead of time to increase the ease and efficiency of completing the CoP.

Types of Information	CoP Details
Publicly Stated Commitments	CEO and company pledges to sustainability measures
Policies	Existing policy commitments across topic areas (Human Rights, Labour, Environment, Anti-Corruption)
Targets	What are the existing target across topic areas How often are targets set/reviewed Who sets or reviews targets How is progress against targets tracked?
Risk Management Processes	Risk identification and prioritization processes (e.g., due diligence processes, risk assessment processes, audit processes) If and how affected stakeholders have been engaged across relevant topic areas Collaboration activities with peers, governments and relevant stakeholders across topic areas Mechanisms to track progress in preventing/mitigating risk(s) Instances where remedy has been provided
Capacity Building Activities	Topic areas covered by training activities Targeted audience of training activities (some employees, all employees, suppliers etc.) Cadence of training (annually, bi-annually)
Roles and Structures	Position of the person/team responsible for topic areas Formal structures to address topic areas
Environment	Scope 1, Scope 2, Scope 3 GHG emissions Information about climate change adaptation activities % of revenue invested in R&D of low-carbon products or services; and % of revenue coming from low-carbon products and services Renewable energy consumption Water withdrawal and consumption metrics; water intensity of products in regions with high water stress Number and area (hectares) of sites owned, leased, or managed in or adjacent to key biodiversity areas Area (hectares) of natural ecosystems converted during reporting period Existing ecosystem restoration projects Air pollutant emissions (e.g., NOx, Sox, Volatile Organic Compounds (VOCs), etc.) Waste generated, including % of hazardous waste Single-use plastics consumed

Note 1: Some of the environmental indicators will only be asked of participating companies operating in certain sectors. Participants should check the environment section of the CoP questionnaire in the digital platform to see which questions they are required to answer.

Note 2: If a metric is not tracked or are not material to the company, participants can select the answer choices "Unknown" or "Not applicable."