**Sustainability Report Template**

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# Purpose

The purpose of this tool is to help you create a Sustainability Report. A Sustainability Report is a formal management communication document that provides internal and external stakeholders with all the information they need to rest assured that your organization is committed to sustainable development and growth.

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# How to Use this Template

Complete the following sections with your sustainability team: Sustainability at [Company Name]; Company Profile; Governance, Ethics, & Compliance; Employees; Environment, Health, & Safety; Product Responsibility; Supply Chain; Community Support; Economic Impacts; Sustainability Reporting.

Update the look and feel of this document to reflect your corporate brand and be sure to include many images that reinforce your message and show you in action.

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# Sustainability at [Company Name]

## Chairman & CEO Letter

Provide a brief letter from the CEO stating that sustainable development is a top priority for your organization. Communicate your commitment to your community, shareholders, employees, suppliers, and customers. Be sure to include a list of Sustainability highlights that demonstrate achievements from the past year, and a list of Challenges for the upcoming year.

## Our Approach to Sustainability

Describe how sustainability practices are of practical business benefit, such as cost savings on energy, improved packaging designs, optimization of logistics, increased employee satisfaction & retention, customer loyalty. Provide a summary of your views towards sustainability and a brief summary of your focus areas with links to each of the key sections of your report:

* GOVERNANCE, ETHICS AND COMPLIANCE – this means operating in an ethical manner and in accordance with the laws where the company operates.
* EMPLOYEES – providing an excellent workplace for employees.
* ENVIRONMENT, HEALTH AND SAFETY – reducing the company’s environmental impact and ensuring health and safety of staff.
* PRODUCT RESPONSIBILITY – integrated and sustainable development.
* SUPPLY CHAIN – working to make our suppliers ‘greener’.
* COMMUNITY SUPPORT – providing volunteers, donations, scholarships, and sponsorships to our community to help it prosper.
* ECONOMIC IMPACTS – using our financial resources responsibly to ensure continued success and increase shareholder value.

## Stakeholder Engagement

|  |  |  |
| --- | --- | --- |
| Stakeholder Group | Description | Activities & Engagement |
| **Communities** | Facilities in 6 states | Interaction with governments |
| **Customers** | 25,000+ customers | Customer Advisory Council |
| **Employees** | 500 employees | Town Hall Meetings & Surveys |
| **Suppliers** | 250 suppliers | Green Supplier Network Sourcing |
| **Investors** | Over 5000 investors | Corporate Governance/Reporting |

## Affiliations & Memberships

[Company Name] has relationships with a number of organizations related to various aspects of sustainability, including the following (provide list & links):

#

# Company Profile

## Corporate Overview

Provide a description of your organization.

## Awards & Recognition

Provide a summary of any awards or recognition received for sustainability.

## Milestones

Provide a history of your organization and include any relevant milestones.

#

# Governance, Ethics and Compliance

## Corporate Governance

Describe your corporate governance structure and key responsibilities. Document your corporate values, mission, and vision statements.

## Ethics and Compliance

Describe how your ethics and compliance function adheres to applicable laws and company policies. Include a statement from your Privacy Officer and provide links to any business practice standards that are in effect. If there are any Codes of Ethics that you have adopted, add them here.

# Employees

## Talent Management

Discuss how you align individual and corporate goals, conduct human capital planning, and assess and develop talent in your organization. Provide a summary of total employees, training programs available, education grant programs, or other activities that are contributing to a sustainable workforce.

## Compensation & Benefits

Provide a description of the total compensation packages and comment on how your organization sets executive officer compensation based on market data, business conditions, and company objectives.

## Employee Engagement

Provide a summary of results from employee satisfaction surveys.

## Diversity

Provide a statement about your mandate to create an equal opportunity environment. Include statistics related to gender and ethnic diversity.

## Work/Life Balance

Provide a description of any programs that you have in place to assist your employees with living a balanced work and family life. Programs could include educational assistance, employee assistance & counseling programs, childcare support, alternative work arrangements such as flextime, telecommuting, part-time, job sharing, etc.

# Environment, Health and Safety

## Program Overview

Provide a description of your Environment, Health and Safety (EHS) program’s objectives, initiatives, targets, and measures.

## Environmental Performance

Provide a report on how well you have achieved environmental goals related to: total waste, water usage, energy usage, greenhouse gas emissions, and environmental incidents. Be honest about your challenges & achievements and use key performance indicators (metrics) to back up your statements.

## Health & Safety Performance

Provide a report on how well you have achieved health & safety goals such as serious injuries, workplace accidents, worker’s compensation claims, etc. Be honest about your challenges & achievements and use key performance indicators (metrics) to back up your statements.

#

# Product Responsibility

## Quality & Safety

Provide a statement regarding your commitments to quality & safety.

## R&D and Design

Discuss your product development process as it relates to sustainable development. If you conduct a sustainability review, highlight the procedure.

## Materials Use

Describe how you ensure that products and packaging meet environmental design principles, avoid hazardous substances, minimize resources usage, and enhance opportunities for reducing, reusing, or recycling.

## Manufacturing

Provide a summary of your manufacturing standards as they relate to sustainability, safety, and the environment.

## Product Transport & Packaging

Describe how your organization is working to optimize its product transportation and packaging processes to become more efficient and environmentally friendly.

## Product End-of-Life

Describe how your organization is involved in the repair, refurbishment, and recycling of your products at the end of their lifecycle.

# Supply Chain

## Supplier Management

Provide a statement regarding your sustainability standards for suppliers.

## Supplier Diversity

Document your supplier spending for small businesses, minority-owned businesses, and women-owned businesses.

## Greening the Supply Chain

Discuss how you are helping your suppliers to get ‘greener’. Be sure to mention if you are involved with recruiting for the Green Suppliers Network.

## Customers

Discuss how your e-commerce initiatives are increasing efficiencies.

#

# Community Support

## Donations, Scholarships and Sponsorships

Provide a report on all donations, scholarships, and sponsorships given this year.

## Employee Volunteering

Discuss your employee volunteering program and the impact it has made.

# Economic Impact

## Economic Value Generated & Distributed

|  |
| --- |
| Economic Value Generated & Distributed (Dollars in Thousands) |
|  | **[last Year]** | **[This Year]** | **[Next Year]** |
| ECONOMIC VALUE GENERATED |
|  **Revenues** | **5,046** | **5,129** |  |
|  **Net Income** | **594** | **606** |  |
| ECONOMIC VALUE DISTRIBUTED |
| **SUPPLIERS** |  |  |  |
|  **Payments to Suppliers** | **2,098** | **2,242** |  |
| **INVESTORS** |  |  |  |
|  **Interest, Net** | **32** | **38** |  |
|  **Common Stock Cash Dividends** | **108** | **117** |  |
| **GOVERNMENTS** |  |  |  |
|  **Income Tax**  | **126** | **152** |  |
| **COMMUNITIES** |  |  |  |
|  **Cash Donations & Sponsorships** | **49** | **54** |  |
|  **Product Donations** | **26** | **27** |  |
| **RETAINED/REINVESTED** | **390** | **458** |  |

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# Sustainability Reporting

## External Reporting Standards

[Company Name] recognizes the importance of external sustainability reporting standards to promote relevant, transparent and comparable disclosure of company performance. We use the Global Reporting Initiative’s [G3 Guidelines](http://www.globalreporting.org/ReportingFramework/G3Guidelines/) as our standard reporting framework.

## GRI Index

Based on the [Global Reporting Initiative’s Application Levels](http://www.globalreporting.org/NR/rdonlyres/FB8CB16A-789B-454A-BA52-993C9B755704/0/ApplicationLevels.pdf), we self-declare this report to application level (A, B, C, or D).

## Auditor Verification Statement

Provide a statement from your auditor indicating that they have audited your facilities and verified claims in your sustainability report. Be sure to provide contact details for the Auditor.