SELF ASSESSMENT DOCKET
(Manufacturing Industry)

COMPANY NAME

FACILITY LOCATION

For any queries, please contact:
Mr. Gowtham Sivabalan
Frost & Sullivan India Private Limited  101, 1st Floor, Prestige Loka, 7/1, Brunton Road, Bengaluru - 560025, India
Tel: +91 80 6207 8019
E-Mail: GowthamS@frost.com

Please mail the completed documents to:
Ms. Sutanuka Sarkar
Frost & Sullivan India Private Limited D2/2 Convergence Contact Center, 4th Floor, EP Block, Sector V, Salt Lake, Kolkata - 700091, India.
Tel: +91 33 6627 3074 | Mob: +91 80170 25656
E-Mail: SutanukaS@frost.com
### SECTION 1
PERFORMANCE INDICATORS – PURPOSE, PARTNERSHIPS, PLANET AND PEOPLE

<table>
<thead>
<tr>
<th>SUSTAINABILITY INDICATORS</th>
<th>FY 2016</th>
<th>FY 2017</th>
<th>FY 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PURPOSE</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Revenue (INR or USD)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EBITDA (percentage)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Risks and opportunities posed by climate change (physical, regulatory) on the business operation identified? (if yes, please share the details)</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Sustainability policy outlining the organization vision, aim, objective and goals? (if yes, please share the policy)</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Sustainability materiality assessment conducted? (if yes, please share the outcome of the exercise and action plan for the material issues identified)</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Sustainability performance reporting / disclosure as per National / International Frameworks (GRI, CDP, UNDP, DJSI, NVG etc)?</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Revenue from products designed with a focus of green/sustainability initiative (percentage)(^1)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>PARTNERSHIP</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Key stakeholder’s mapping and engagement conducted? (if yes, please share details of mapping exercise and the engagement outcome)</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Policy on responsible sourcing (if yes, please share details of the policy)</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Environment, Social and Governance (ESG) aspects included in supplier selection criteria? (if yes, please share details of the ESG criteria)</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Percentage of suppliers evaluated on ESG requirements (percentage)(^2)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Revenue contribution from repeat customers to the total revenue (percentage)(^3)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Customer complaint resolution time (days or hours)(^4)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Revenue spent on CSR activity as percentage of three year average net profit (percentage)(^5)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

[1] Revenue from products designed with a focus of green/sustainability initiative (percentage)

[2] Percentage of suppliers evaluated on ESG requirements (percentage)

[3] Revenue contribution from repeat customers to the total revenue (percentage)

[4] Customer complaint resolution time (days or hours)

[5] Revenue spent on CSR activity as percentage of three year average net profit (percentage)
## SUSTAINABILITY INDICATORS

<table>
<thead>
<tr>
<th>PLANET</th>
<th>FY 2016</th>
<th>FY 2017</th>
<th>FY 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recycled material used that replaces the virgin raw material (percentage)&lt;sup&gt;6&lt;/sup&gt;</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Energy Intensity (Mwh/UoM), specify the UoM used</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Share of total energy consumption coming from renewables (percentage)&lt;sup&gt;7&lt;/sup&gt;</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total water consumption (KL/UoM), specify the UoM used</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Share of total water consumption contributed from recycling and reuse (percentage)&lt;sup&gt;8&lt;/sup&gt;</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emission scopes covered under the GHG emission calculation</td>
<td>Scope 1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Total Greenhouse gas emissions (tCO2e)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total quantity of hazardous waste generated (tonnes)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PEOPLE</th>
<th>FY 2016</th>
<th>FY 2017</th>
<th>FY 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy on equal opportunity, anti-harassment and non-discrimination at workplace? (if yes, please share the policy)</td>
<td>Yes</td>
<td></td>
<td>No</td>
</tr>
<tr>
<td>Average employee training hours (hours/employee/year)&lt;sup&gt;9&lt;/sup&gt;</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Overall Employee Satisfaction Score (percentage)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employee attrition rate (percentage)&lt;sup&gt;10&lt;/sup&gt;</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Active workforce covered under collective bargaining i.e., labour unions (percentage)&lt;sup&gt;11&lt;/sup&gt;</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lost Time Injury Frequency Rate (LTIFR)&lt;sup&gt;12&lt;/sup&gt;</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total number of work related fatalities (number)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: Reference to the footnotes is given in the annexure.
For indicator disclosure wherever data is not available or not applicable kindly mention as remarks.
SECTION – 2 (only list the projects undertaken, details can be shared during site assessment)

**Question 1:**
List key projects undertaken by the organization to reduce its environmental footprint.

___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________

**Question 2:**
List the key projects executed to create a safe and healthy workplace.

___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________
ANNEXURE

Calculation approach for Indicators in Section – 1

1. Revenue from products designed with a focus of green/sustainability initiative
   \[
   = \frac{\text{Revenue from product designed with green principle}}{\text{Total revenue from overall product mix}} \times 100
   \]

2. Percentage of suppliers evaluated on ESG requirements
   \[
   = \frac{\text{Suppliers evaluated with ESG requirement}}{\text{Total supplier base}} \times 100
   \]

3. Revenue contribution from repeat customers to the total revenue
   \[
   = \frac{\text{Revenue generated from repeat customers}}{\text{Total revenue generated from overall customers}} \times 100
   \]

4. Customer complaint resolution time (average time)
   \[
   = \frac{\text{Time taken to resolve customer complaint to customer satisfaction}}{\text{Total number of customer complaints}}
   \]

5. Revenue spent on CSR activity as percentage of three year average net profit
   \[
   = \frac{\text{Amount spent on CSR}}{\text{Average net profit of the company during the preceding 3 financial year}} \times 100
   \]

6. Recycled material used that replaces the virgin input raw material
   \[
   = \frac{\text{Weight of recycle material used}}{\text{Total weight of virgin raw material input}} \times 100
   \]

7. Share of total energy consumption coming from renewable sources
   \[
   = \frac{\text{Energy consumed from renewable source}}{\text{Total energy consumption}} \times 100
   \]

8. Share of total water consumption contributed from recycling and reuse
   \[
   = \frac{\text{Quantity of water recycled and reused}}{\text{Total water consumption quantity}} \times 100
   \]

9. Average employee training hours
   \[
   = \frac{\text{Total number of training hours provided to employees}}{\text{Total number of employees}}
   \]

10. Employee Attrition Rate
    \[
    = \frac{\text{Total no. of employee resigned in year}}{\text{Average no. of employees in year}} \times 100
    \]

11. Percentage of active workforce covered under collective bargaining
    \[
    = \frac{\text{Workforce covered under collective bargaining}}{\text{Total workforce}} \times 100
    \]

12. Lost Time Injury Frequency Rate (LTIFR)
    \[
    = \frac{\text{Number of lost time injuries recorded in the year}}{\text{Total hours worked in the year}} \times 1,000,000
    \]

www.sustainability4awards.org