**Annex A: Reporting Template**

(For additional guidance on how to answer the Topics, organizations may refer to Annex B: Topic Guide)

**Contextual Information**

|  |  |
| --- | --- |
| **Company Details** |  |
| Name of Organization |  |
| Location of Headquarters |  |
| Location of Operations |  |
| Report Boundary: Legal entities (e.g. subsidiaries) included in this report\* |  |
| Business Model, including Primary Activities, Brands, Products, and Services |  |
| Reporting Period |  |
| Highest Ranking Person responsible for this report |  |

*\*If you are a holding company, you could have an option whether to report on the holding company only or include the subsidiaries. However, please consider the principle of materiality when defining your report boundary.*

[**Materiality Process**](#_Materiality)

|  |
| --- |
| **Explain how you applied the materiality principle (or the materiality process) in identifying your material topics.[[1]](#footnote-1)** |
|  |

**ECONOMIC**

**Economic Performance**

[Direct Economic Value Generated and Distributed](#_Energy_consumption_within)

|  |  |  |
| --- | --- | --- |
| **Disclosure** | **Amount** | **Units** |
| Direct economic value generated (revenue) |  | PhP |
| Direct economic value distributed: |  |  |
| 1. Operating costs |  | PhP |
| 1. Employee wages and benefits |  | PhP |
| 1. Payments to suppliers, other operating costs |  | Php |
| 1. Dividends given to stockholders and interest payments to loan providers |  | PhP |
| 1. Taxes given to government |  | PhP |
| 1. Investments to community (e.g. donations, CSR) |  | PhP |

|  |  |  |
| --- | --- | --- |
| **What is the impact and where does it occur? What is the organization’s involvement in the impact?** | **Which stakeholders are affected?** | **Management Approach** |
| *Identify the impact and where it occurs (i.e., primary business operations and/or supply chain)*  *Indicate involvement in the impact (i.e., caused by the organization or linked to impacts through its business relationship)* | *(e.g. employees, community, suppliers, government, vulnerable groups)* | *What policies, commitments, goals and targets, responsibilities, resources, grievance mechanisms, and/or projects, programs, and initiatives do you have to manage the material topic?* |
| **What are the Risk/s Identified?** | **Which stakeholders are affected?** | **Management Approach** |
| *Identify risk/s related to material topic of the organization* |  |  |
| **What are the Opportunity/ies Identified?** | **Which stakeholders are affected?** | **Management Approach** |
| *Identify the opportunity/ies related to material topic of the organization* |  |  |

[Climate-related risks and opportunities](#_Energy_consumption_within)[[2]](#footnote-2)

|  |  |  |  |
| --- | --- | --- | --- |
| Governance | Strategy | Risk Management | Metrics and Targets |
| Disclose the organization’s governance around climate-related risks and opportunities | Disclose the actual and potential impacts[[3]](#footnote-3) of climate-related risks and opportunities on the organization’s businesses, strategy, and financial planning where such information is material | Disclose how the organization identifies, assesses, and manages climate-related risks | Disclose the metrics and targets used to assess and manage relevant climate-related risks and opportunities where such information is material |
| Recommended Disclosures | | | |
| 1. Describe the board’s oversight of climate-related risks and opportunities | 1. Describe the climate-related risks and opportunities the organization has identified over the short, medium and long term | 1. Describe the organization’s processes for identifying and assessing climate-related risks | 1. Disclose the metrics used by the organization to assess climate-related risks and opportunities in line with its strategy and risk management process |
| 1. Describe management’s role in assessing and managing climate-related risks and opportunities | 1. Describe the impact of climate-related risks and opportunities on the organization’s businesses, strategy and financial planning. | 1. Describe the organization’s processes for managing climate-related risks | 1. Describe the targets used by the organization to manage climate-related risks and opportunities and performance against targets |
|  | 1. Describe the resilience of the organization’s strategy, taking into consideration different climate-related scenarios including a 2°C or lower scenario | 1. Describe how processes for identifying, assessing, and managing climate-related risks are integrated into the organization’s overall risk management |  |

**Procurement Practices**

[Proportion of spending on local suppliers](#_Energy_consumption_within)

|  |  |  |
| --- | --- | --- |
| **Disclosure** | **Quantity** | **Units** |
| Percentage of procurement budget used for significant locations of operations that is spent on local suppliers |  | % |

|  |  |  |
| --- | --- | --- |
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**Anti-corruption**

[Training on Anti-corruption Policies and Procedures](#_Energy_consumption_within)

|  |  |  |
| --- | --- | --- |
| **Disclosure** | **Quantity** | **Units** |
| Percentage of employees to whom the organization’s anti-corruption policies and procedures have been communicated to |  | % |
| Percentage of business partners to whom the organization’s anti-corruption policies and procedures have been communicated to |  | % |
| Percentage of directors and management that have received anti-corruption training |  | % |
| Percentage of employees that have received anti-corruption training |  | % |

|  |  |  |
| --- | --- | --- |
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[Incidents of Corruption](#_Energy_consumption_within)

|  |  |  |
| --- | --- | --- |
| **Disclosure** | **Quantity** | **Units** |
| Number of incidents in which directors were removed or disciplined for corruption |  | # |
| Number of incidents in which employees were dismissed or disciplined for corruption |  | # |
| Number of incidents when contracts with business partners were terminated due to incidents of corruption |  | # |

|  |  |  |
| --- | --- | --- |
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**ENVIRONMENT**

**Resource Management**

[Energy consumption within the organization](#_Energy_consumption_within):

|  |  |  |
| --- | --- | --- |
| **Disclosure** | **Quantity** | **Units** |
| Energy consumption (renewable sources) |  | GJ |
| Energy consumption (gasoline) |  | GJ |
| Energy consumption (LPG) |  | GJ |
| Energy consumption (diesel) |  | GJ |
| Energy consumption (electricity) |  | kWh |

Reduction of energy consumption

|  |  |  |
| --- | --- | --- |
| **Disclosure** | **Quantity** | **Units** |
| Energy reduction (gasoline) |  | GJ |
| Energy reduction (LPG) |  | GJ |
| Energy reduction (diesel) |  | GJ |
| Energy reduction (electricity) |  | kWh |
| Energy reduction (gasoline) |  | GJ |

|  |  |  |
| --- | --- | --- |
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[Water consumption within the organization](#_Resource_Management)

|  |  |  |
| --- | --- | --- |
| **Disclosure** | **Quantity** | **Units** |
| Water withdrawal |  | Cubic meters |
| Water consumption |  | Cubic meters |
| Water recycled and reused |  | Cubic meters |

|  |  |  |
| --- | --- | --- |
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[Materials used by the organization](#_Materials_used_by)

|  |  |  |
| --- | --- | --- |
| **Disclosure** | **Quantity** | **Units** |
| Materials used by weight or volume |  |  |
| * renewable |  | kg/liters |
| * non-renewable |  | kg/liters |
| Percentage of recycled input materials used to manufacture the organization’s primary products and services |  | % |

|  |  |  |
| --- | --- | --- |
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[Ecosystems and biodiversity (whether in upland/watershed or coastal/marine)](#_Ecosystems_and_biodiversity)

|  |  |  |
| --- | --- | --- |
| **Disclosure** | **Quantity** | **Units** |
| Operational sites owned, leased, managed in, or adjacent to, protected areas and areas of high biodiversity value outside protected areas | (identify all sites) |  |
| Habitats protected or restored |  | ha |
| IUCN[[4]](#footnote-4) Red List species and national conservation list species with habitats in areas affected by operations | (list) |  |

|  |  |  |
| --- | --- | --- |
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**Environmental impact management**

[Air Emissions](#_Air_Emissions)

*[GHG](#_GHG)*

|  |  |  |
| --- | --- | --- |
| **Disclosure** | **Quantity** | **Units** |
| Direct (Scope 1) GHG Emissions |  | Tonnes CO2e |
| Energy indirect (Scope 2) GHG Emissions |  | Tonnes CO2e |
| Emissions of ozone-depleting substances (ODS) |  | Tonnes |

|  |  |  |
| --- | --- | --- |
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[*Air pollutants*](#_Air_pollutants)

|  |  |  |
| --- | --- | --- |
| **Disclosure** | **Quantity** | **Units** |
| NOx |  | kg |
| SOx |  | kg |
| Persistent organic pollutants (POPs) |  | kg |
| Volatile organic compounds (VOCs) |  | kg |
| Hazardous air pollutants (HAPs) |  | kg |
| Particulate matter (PM) |  | kg |

|  |  |  |
| --- | --- | --- |
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**[Solid and Hazardous Wastes](#_Solid_and_Hazardous)**

*[Solid Waste](#_Solid_Waste)*

|  |  |  |
| --- | --- | --- |
| **Disclosure** | **Quantity** | **Units** |
| Total solid waste generated |  | kg |
| Reusable |  | kg |
| Recyclable |  | kg |
| Composted |  | kg |
| Incinerated |  | kg |
| Residuals/Landfilled |  | kg |

|  |  |  |
| --- | --- | --- |
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[*Hazardous Waste*](#_Hazardous_Waste)

|  |  |  |
| --- | --- | --- |
| **Disclosure** | **Quantity** | **Units** |
| Total weight of hazardous waste generated |  | kg |
| Total weight of hazardous waste transported |  | kg |

|  |  |  |
| --- | --- | --- |
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[Effluents](#_Effluents)

|  |  |  |
| --- | --- | --- |
| **Disclosure** | **Quantity** | **Units** |
| Total volume of water discharges |  | Cubic meters |
| Percent of wastewater recycled |  | % |

|  |  |  |
| --- | --- | --- |
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**Environmental compliance**

[Non-compliance with Environmental Laws and Regulations](#_Air_Emissions)

|  |  |  |
| --- | --- | --- |
| **Disclosure** | **Quantity** | **Units** |
| Total amount of monetary fines for non-compliance with environmental laws and/or regulations |  | PhP |
| No. of non-monetary sanctions for non-compliance with environmental laws and/or regulations |  | # |
| No. of cases resolved through dispute resolution mechanism |  | # |

|  |  |  |
| --- | --- | --- |
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[**SOCIAL**](#_Social)

[**Employee Management**](#_Employee_Management)

[Employee Hiring and Benefits](#_Employee_Hiring_and)

[*Employee data*](#_Employee_data)

|  |  |  |
| --- | --- | --- |
| **Disclosure** | **Quantity** | **Units** |
| Total number of employees[[5]](#footnote-5) |  |  |
| 1. Number of female employees |  | # |
| 1. Number of male employees |  | # |
| Attrition rate[[6]](#footnote-6) |  | rate |
| Ratio of lowest paid employee against minimum wage |  | ratio |

[*Employee benefits*](#_Employee_data)

|  |  |  |  |
| --- | --- | --- | --- |
| **List of Benefits** | **Y/N** | **% of female employees who availed for the year** | **% of male employees who availed for the year** |
| SSS |  |  |  |
| PhilHealth |  |  |  |
| Pag-ibig |  |  |  |
| Parental leaves |  |  |  |
| Vacation leaves |  |  |  |
| Sick leaves |  |  |  |
| Medical benefits (aside from PhilHealth)) |  |  |  |
| Housing assistance (aside from Pag-ibig) |  |  |  |
| Retirement fund (aside from SSS) |  |  |  |
| Further education support |  |  |  |
| Company stock options |  |  |  |
| Telecommuting |  |  |  |
| Flexible-working Hours |  |  |  |
| (Others) |  |  |  |

|  |  |
| --- | --- |
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[Employee Training and Development](#_Employee_Training_and)

|  |  |  |
| --- | --- | --- |
| **Disclosure** | **Quantity** | **Units** |
| Total training hours provided to employees |  |  |
| 1. Female employees |  | hours |
| 1. Male employees |  | hours |
| Average training hours provided to employees |  |  |
| 1. Female employees |  | hours/employee |
| 1. Male employees |  | hours/employee |

|  |  |
| --- | --- |
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[Labor-Management Relations](#_Labor-Management_Relations)

|  |  |  |
| --- | --- | --- |
| **Disclosure** | **Quantity** | **Units** |
| % of employees covered with Collective Bargaining Agreements |  | % |
| Number of consultations conducted with employees concerning employee-related policies |  | # |

|  |  |
| --- | --- |
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[Diversity and Equal Opportunity](#_Diversity_and_Equal)

|  |  |  |
| --- | --- | --- |
| **Disclosure** | **Quantity** | **Units** |
| % of female workers in the workforce |  | % |
| % of male workers in the workforce |  | % |
| Number of employees from indigenous communities and/or vulnerable sector\* |  | # |

*\*Vulnerable sector includes, elderly, persons with disabilities, vulnerable women, refugees, migrants, internally displaced persons, people living with HIV and other diseases, solo parents, and the poor or the base of the pyramid (BOP; Class D and E).*

|  |  |
| --- | --- |
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[Workplace Conditions, Labor Standards, and Human Rights](#_Workplace_Conditions,_Labor)

[Occupational Health and Safety](#_Occupational_Health_and)

|  |  |  |
| --- | --- | --- |
| **Disclosure** | **Quantity** | **Units** |
| Safe Man-Hours |  | Man-hours |
| No. of work-related injuries |  | # |
| No. of work-related fatalities |  | # |
| No. of work related ill-health |  | # |
| No. of safety drills |  | # |

|  |  |
| --- | --- |
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| **What are the Risk/s Identified?** | **Management Approach** |
| *Identify risk/s related to material topic of the organization* |  |
| **What are the Opportunity/ies Identified?** | **Management Approach** |
| *Identify the opportunity/ies related to material topic of the organization* |  |

[Labor Laws and Human Rights](#_Occupational_Health_and)

|  |  |  |
| --- | --- | --- |
| **Disclosure** | **Quantity** | **Units** |
| No. of legal actions or employee grievances involving forced or child labor |  | # |

Do you have policies that explicitly disallows violations of labor laws and human rights (e.g. harassment, bullying) in the workplace?

|  |  |  |
| --- | --- | --- |
| **Topic** | **Y/N** | **If Yes, cite reference in the company policy** |
| Forced labor |  |  |
| Child labor |  |  |
| Human Rights |  |  |

|  |  |
| --- | --- |
| **What is the impact and where does it occur? What is the organization’s involvement in the impact?** | **Management Approach** |
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| **What are the Risk/s Identified?** | **Management Approach** |
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| **What are the Opportunity/ies Identified?** | **Management Approach** |
| *Identify the opportunity/ies related to material topic of the organization* |  |

[**Supply Chain Management**](#_Supply_Chain_Management)

Do you have a supplier accreditation policy? If yes, please attach the policy or link to the policy:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you consider the following sustainability topics when accrediting suppliers?

|  |  |  |
| --- | --- | --- |
| **Topic** | **Y/N** | **If Yes, cite reference in the supplier policy** |
| Environmental performance |  |  |
| Forced labor |  |  |
| Child labor |  |  |
| Human rights |  |  |
| Bribery and corruption |  |  |

|  |  |
| --- | --- |
| **What is the impact and where does it occur? What is the organization’s involvement in the impact?** | **Management Approach** |
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| **What are the Risk/s Identified?** | **Management Approach** |
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[**Relationship with Community**](#_Relationship_with_Community)

[Significant Impacts on Local Communities](#_Significant_Impacts_on)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Operations with significant (positive or negative) impacts on local communities (exclude CSR projects; this has to be business operations)** | **Location** | **Vulnerable groups (if applicable)\*** | **Does the particular operation have impacts on indigenous people (Y/N)?** | **Collective or individual rights that have been identified that or particular concern for the community** | **Mitigating measures (if negative) or enhancement measures (if positive)** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

*\*Vulnerable sector includes children and youth, elderly, persons with disabilities, vulnerable women, refugees, migrants, internally displaced persons, people living with HIV and other diseases, solo parents, and the poor or the base of the pyramid (BOP; Class D and E)*

For operations that are affecting IPs, indicate the total number of Free and Prior Informed Consent (FPIC) undergoing consultations and Certification Preconditions (CPs) secured and still operational and provide a copy or link to the certificates if available: \_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| **Certificates** | **Quantity** | **Units** |
| FPIC process is still undergoing |  | # |
| CP secured |  | # |

|  |  |
| --- | --- |
| **What are the Risk/s Identified?** | **Management Approach** |
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[**Customer Management**](#_Customer_Management)

[*Customer Satisfaction*](#_Customer_Satisfaction)

|  |  |  |
| --- | --- | --- |
| **Disclosure** | **Score** | **Did a third party conduct the customer satisfaction study (Y/N)?** |
| Customer satisfaction |  |  |

|  |  |
| --- | --- |
| **What is the impact and where does it occur? What is the organization’s involvement in the impact?** | **Management Approach** |
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| *Identify the opportunity/ies related to material topic of the organization* |  |

[*Health and Safety*](#_Health_and_Safety)

|  |  |  |
| --- | --- | --- |
| **Disclosure** | **Quantity** | **Units** |
| No. of substantiated complaints on product or service health and safety\* |  | # |
| No. of complaints addressed |  | # |

*\*Substantiated complaints include complaints from customers that went through the organization’s formal communication channels and grievance mechanisms as well as complaints that were lodged to and acted upon by government agencies.*

|  |  |
| --- | --- |
| **What is the impact and where does it occur? What is the organization’s involvement in the impact?** | **Management Approach** |
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| *Identify the opportunity/ies related to material topic of the organization* |  |

[*Marketing and labelling*](#_Marketing_and_labelling)

|  |  |  |
| --- | --- | --- |
| **Disclosure** | **Quantity** | **Units** |
| No. of substantiated complaints on marketing and labelling\* |  | # |
| No. of complaints addressed |  | # |

*\*Substantiated complaints include complaints from customers that went through the organization’s formal communication channels and grievance mechanisms as well as complaints that were lodged to and acted upon by government agencies.*

|  |  |
| --- | --- |
| **What is the impact and where does it occur? What is the organization’s involvement in the impact?** | **Management Approach** |
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| *Identify the opportunity/ies related to material topic of the organization* |  |

[*Customer privacy*](#_Customer_privacy)

|  |  |  |
| --- | --- | --- |
| **Disclosure** | **Quantity** | **Units** |
| No. of substantiated complaints on customer privacy\* |  | # |
| No. of complaints addressed |  | # |
| No. of customers, users and account holders whose information is used for secondary purposes |  | # |

*\*Substantiated complaints include complaints from customers that went through the organization’s formal communication channels and grievance mechanisms as well as complaints that were lodged to and acted upon by government agencies.*

|  |  |
| --- | --- |
| **What is the impact and where does it occur? What is the organization’s involvement in the impact?** | **Management Approach** |
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| *Identify the opportunity/ies related to material topic of the organization* |  |

[Data Security](#_Employee_Management)

|  |  |  |
| --- | --- | --- |
| **Disclosure** | **Quantity** | **Units** |
| No. of data breaches, including leaks, thefts and losses of data |  | # |

|  |  |
| --- | --- |
| **What is the impact and where does it occur? What is the organization’s involvement in the impact?** | **Management Approach** |
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**UN SUSTAINABLE DEVELOPMENT GOALS**

Product or Service Contribution to UN SDGs

Key products and services and its contribution to sustainable development.

|  |  |  |  |
| --- | --- | --- | --- |
| **Key Products and Services** | **Societal Value / Contribution to UN SDGs** | **Potential Negative Impact of Contribution** | **Management Approach to Negative Impact** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

*\* None/Not Applicable is not an acceptable answer. For holding companies, the services and products of its subsidiaries may be disclosed.*

1. See [*GRI 102-46*](https://www.globalreporting.org/standards/media/1037/gri-102-general-disclosures-2016.pdf#page=34) (2016) for more guidance. [↑](#footnote-ref-1)
2. Adopted from the Recommendations of the Task Force on Climate-Related Financial Disclosures. The TCFD Recommendations apply to non-financial companies and financial-sector organizations, including banks, insurance companies, asset managers and asset owners. [↑](#footnote-ref-2)
3. For this disclosure, impact refers to the impact of climate-related issues on the company. [↑](#footnote-ref-3)
4. International Union for Conservation of Nature [↑](#footnote-ref-4)
5. Employees are individuals who are in an employment relationship with the organization, according to national law or its application ([GRI Standards 2016 Glossary](https://www.globalreporting.org/standards/media/1035/gri-standards-glossary-2016.pdf)) [↑](#footnote-ref-5)
6. Attrition are = (no. of new hires – no. of turnover)/(average of total no. of employees of previous year and total no. of employees of current year) [↑](#footnote-ref-6)