

ESG Checklist

Prepared by

Date conducted

Location

Checklist

Company Vision, Value & Strategy

Tick all that apply

	Yes	No	N/A
Does the organisation have an ESG policy in place setting out its vision, values and strategy? If so, is this communicated to all staff and compliance actively encouraged?			
Do you have an individual responsible for ESG matters and compliance? If so, is the management board accountable to them?			
3 Is management of climate risk integral to the organisation's corporate governance and financial reporting?			

Environmental Factors Assessment

Tick all that apply

	Yes	No	N/A
1 Does the organisation have an environmental policy in place?			
Have you reviewed your electricity contracts for your business premises and considered switching to 100% renewable?			
Is there an attempt to limit, reduce, or completely eradicate harmful waste?			
Are all forms of wastes properly disposed of?			
What wastes are not properly disposed of?			
Why?			
Are the regular environmental assessments being carried out as planned?			
Are the waste recycling processes followed?			
Is the use of renewable energy and other forms of more sustainable energy promoted regularly?			
Does the organisation have environmental criteria for suppliers to adhere to when			

<p>procuring goods and services? If so, have you conducted a review of your standard terms and conditions to ensure suppliers are required to meet the organisation's environmental criteria?</p>			
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Social Factors Assessment

	Yes	No	N/A
Has a supply chain audit been carried out (from an environmental and modern slavery perspective)?			
Does the organisation have a modern slavery statement?			
Does the organisation have an employee handbook and has this been reviewed recently? Does the organisation have policies to promote equality of opportunity in all aspects of the workplace, including recruitment and retention (e.g. equal opportunities policy).			
Is the company open to hiring anyone from any background and race?			
Is the company workplace a safe space for everyone, regardless of their gender, sexuality, and beliefs?			
Are all employees paid fairly, no matter the position?			

If no, why not?			
Has the organisation complied with its reporting obligations in respect of its employees? E.g. gender pay.			
Have there been any concerns about this before?			
Is the company equipped with the proper discipline to sanction acts and offences that can hurt others?			
What acts or offences is the company not prepared for?			
Is the company and its employees active in carrying out Corporate Social Responsibility (CSR) efforts?			

Governance Factors Assessment

	Yes	No	N/A
Is the data of the company, its employees, and its clients protected equally?			
Does the company regularly disclose reports on expenditures, company initiatives, and other related tasks to employees and other stakeholders?			

Is the company transparent about where their taxes go?			
Does the company regularly conduct risk assessments?			
If no, why not?			
Does the company have crisis management plans that the employees are aware of?			
Do employees have the right to have a voice on the board of directors? If so, is this entrenched in the organisation's constitution?			
Has the organisation been subject to any adverse regulatory findings in the last 12 months (e.g. HSE breaches or notices, data protection breaches etc)?			
Does the organisation's pension provider offer an ethical investment option?			
Does your organisation operate a zero tolerance to bribery and corruption and have you put "reasonable measures" in place to prevent bribery and corruption, including by third parties associated with your organisation, e.g. training, due diligence etc?			

Comments

Prepared by: (full name)

Prepared by: (position)

Prepared by: (signed)