



ESG Report Checklist

An ESG report should outline a company's strategy to address material ESG issues, disclose policies, highlight ESG goals, and track progress over time. Companies should plan to include comprehensive data in areas they have identified as material to the business. The items below make up a best-in-class ESG report. Including these components signals your commitment to ESG and helps investors and customers understand and evaluate the risks and opportunities faced by your company.

BEST PRACTICES FOR CREATING AN ESG REPORT

- 1. Assign Leadership**
Make sure there is dedicated leadership and staff to set strategy and content for the report, as well as to organize the collection of relevant information.
- 2. Identify Material Risks & Opportunities**
Work in-house or with a third-party consultant to develop a materiality matrix that maps each ESG issue's importance to stakeholders and influence on business success.
- 3. Build C-Suite Buy-In**
Senior leadership support is key. Ensure your CEO and Board support your ESG reporting work. Include a letter in the report from the CEO outlining his or her commitment.
- 4. Set Goals that Align With Company Strategy**
Ensure your report explains your approach to ESG. Outline your ESG goals and explain why you report on specific issues, given broader company strategy.
- 5. Decide on Reporting Framework**
[GRI](#), [GRESB](#), and [TCFD](#) are a few frameworks to choose from. Determine which one is best for your company. Have your report audited to ensure it is in compliance with your chosen framework.
- 6. Gather Information Internally**
Set up a process for regular information gathering from each department that needs to provide ESG data (e.g., diversity numbers, carbon emissions, supply chain information).

 **Third-Party ESG Report Examples:** [Alpha Services and Holdings](#), [Ambev](#), [C.H. Robinson](#)

ENVIRONMENTAL SECTION

- 1. Outline Environmental Impact**
Articulate your organization's impact on the environment and any practices and policies that seek to mitigate impact on the environment, including goals for improvement over time.
- 2. Explain Environmental Risk Mitigation Strategy**
Detail the risks that climate change or other environmental issues could pose to the business. Provide information on potential adverse events and mitigation strategy going forward.
- 3. Disclose Carbon Emissions**
Report carbon footprint (at least Scope 1 & 2) and timebound short- and long-term reduction targets, if possible. Best practice is to focus on operational emissions reduction targets, not carbon offsets.
- 4. Include Case Studies**
Include case studies that illustrate your environmental programs and policies in action.

 **Third-Party ESG Report Examples:** [GDS](#), [Compass Mineral](#), [Taiwan Cement](#)

SOCIAL SECTION

- 1. Outline Vision and Data for Talent Management and Corporate Culture**
Detail company outlook on corporate culture and strategy for attracting, retaining, and growing talent. Disclose diversity data, retention rates, and other relevant employee metrics, as well as programs to improve over time.
- 2. Provide Relevant Health & Safety Disclosures**
Provide policies on employee wellness and safety, where relevant, including incident and near-miss rates, lost time, inspections and audits, as well as corrective actions, employee retraining, etc.
- 3. Explain Data Privacy & Cybersecurity Policies**
Provide a section on the company's strategy to protect customer data. Explain processes for mitigating and responding to cyber-attacks.
- 4. Address Relevant Social Risks**
Each industry has specific social risks such as child labor, fair supply-chain standards, or ethical mining. Ensure your report explains how your company is addressing industry-specific risks.
- 5. Highlight Employee Training Programs**
Include any learning and development programs, how often these programs are offered, and their uptake rate.
- 6. Describe Philanthropy and Community Engagement Programs**
Highlight specific programs that build goodwill in the community and engage your employees.

 **Third-Party ESG Report Examples:** [Whitbread Hospitality](#), [Walsin Lihwa Corporation](#), [Wilmar International](#)

GOVERNANCE SECTION

- 1. Provide Board Profile & Biographies**
Include background information of Board members including relevant work history, key skills, Board tenure, independence status, and any other Board positions Directors might hold.
- 2. Provide Code of Conduct & Ethics Policy**
Include a section that outlines your Governance framework, anti-corruption and anti-bribery policies, and training or other processes for upholding high ethical standards.
- 3. Explain Board Priorities & Responsibilities**
Investors need to understand the Board's responsibilities. The ESG report should clarify the Board's roles and committee assignments. Include summary terms of reference of the committees.
- 4. Explain Governance Structure & Process**
Investors want to understand how your Governance framework was developed. The ESG report should detail the rationale behind your approach to Governance.

 **Third-Party ESG Report Examples:** [Tinkoff Bank](#), [ICICI Bank](#), [TSMC](#), [Johnson & Johnson](#)

APPENDIX SECTION

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| <input type="checkbox"/> 1. Include an “About this Report” Section
Explain who compiled the report and its intended use. Outline any information that could not be included. Highlight what could be added for future reports. | <input type="checkbox"/> 3. Add Tables With ESG Data
Provide charts with ESG disclosures that correspond to the specific items in your reporting framework so that they can be easily downloaded by investors, data providers, and ratings agencies. |
| <input type="checkbox"/> 2. List Memberships and Industry Groups
List the names of the organizations the company has joined that are relevant to ESG – standards or commitment bodies, industry groups, etc. You may also want to describe how your company’s ESG goals map to one or more of the UN Sustainable Development Goals . | <input type="checkbox"/> 4. Include Disclaimer & Contact Information
Include any legal language that may be necessary. Add contact information in case investors want to follow up for a call. |

 **Third-Party ESG Report Examples:** [IEA Infrastructure](#), [Workday](#), [STMicroelectronics](#)

AFTER COMPLETION OF REPORT

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| <input type="checkbox"/> 1. Publish a Press Release
Publish a press release on company website with a link to the ESG report. Potentially add a video describing the content of the report. | <input type="checkbox"/> 3. Solicit Feedback
Ask for investor opinion on calls, meetings, or through a survey. |
| <input type="checkbox"/> 2. Host Investor Call
Schedule time for investors to speak with the company about the data in your ESG report. | <input type="checkbox"/> 4. Identify Areas to Improve
Gather info from key stakeholders and highlight where your ESG report can improve next cycle. |

 **Third-Party ESG Report Examples:** [Arco Platform Limited](#), [Thales Group](#), [Novartis](#)

Cartica Management, LLC is an investment firm focused on investing in public equities of Emerging Markets companies. Founded in 2008 and headquartered in Washington, DC, Cartica actively engages with the management of portfolio companies to seek value-enhancing improvements in ESG and related factors.

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