

Sample ESG Questionnaire

This ESG Reporting Questionnaire is designed to collect qualitative and quantitative information about company performance, operations, and governance across a variety of ESG topics identified as material and relevant to all sectors.

The **reporting period** is for January 1, 2022 through December 31, 2022.

GENERAL BUSINESS

Questions	Whom should I ask?	Notes
Company Sites – Please list all office locations.		
Sites Area – Please provide the combined square footage of the offices listed above (ft ²)		
Business Updates – Please describe any material business or operational changes that occurred at your company during the Reporting Period that could account for YOY changes in data reporting or efforts.		
Awards – Please select all that apply: ☐ My company received an environmental award or recognition during the Reporting Period. ☐ My company received a social award or recognition during the Reporting Period. ☐ My company received a governance award or recognition during the Reporting Period. ☐ My company did not receive any ESG related awards or recognition during the Reporting Period.		
Please Describe any awards indicated above.		

Questions	Whom should I ask?	Notes
Industry Trade Associations – Is your company a member of one or more industry trade groups or associations? ☐ Yes ☐ No		
Please provide a list of trade associations.		
Third-Party Certifications – Please select all third-party certifications held by your company, its sites, or its products from the list below. If your company has any third-party certification(s) not included in the list, please select "Other" and provide the name of the certification(s).		
☐ Alliance for Water Stewardship (AWS) ☐ ISO 27001:2013 – Information security management systems ☐ Audubon International ☐ ISO 37001:2016 – Anti bribery management systems ☐ B Corporation ☐ ISO 45001:2018 – Occupational health and safety ☐ BuiltGreen ☐ Non-GMO ☐ CarbonCare ☐ NSF Sustainability ☐ Carbon Neutral Certification ☐ Marine Stewardship Council ☐ Carbon Trust Standard ☐ Rainforest Alliance ☐ Cradle to Cradle Certified (CM) Products Program ☐ Roundtable on Sustainable Biomaterials (RSB) ☐ Design for the Environment ☐ Sustainable Electronics Recycling International ☐ EKOenergy ☐ Water Efficiency Product Labelling Scheme ☐ EMAS: European Eco-Management and Audit Scheme ☐ WaterSense ☐ Energy Labelling of Buildings: EU ☐ USDA Organic ☐ EQUITRADE ☐ Verified Carbon Standard ☐ Fairtrade International (FLO) ☐ Other (Please indicate): ☐ Fair Trade Certified USA ☐ None ☐ Forest Stewardship Council (FSC) ☐ GEO Certified ☐ Green Good Housekeeping Seal ☐ Green Seal ☐ ISO 9001:2015 – Quality management systems ☐ ISO 140001:2015 – Environmental management systems		

ENVIRONMENTAL

Energy Consumption – Please indicate the total amount of energy consumed by your company during the Reporting Period (kWh):		
Energy Cost – Please indicate the total cost of your company's energy consumption during the Reporting Period (USD):		
Environmental Efforts		
Environmental Efforts – Please indicate which of the following is true (Select all that apply): ☐ My company operates in one or more LEED- or ENERGYSTAR-certified facilities ☐ My company has efforts to reduce energy consumption at company-operated facilities¹ ☐ My company engages in renewable energy efforts ☐ My company has fuel reduction efforts in place for vehicles we own or operate² ☐ My company has efforts to reduce Scope 1 GHG emissions other than fuel reduction efforts for vehicles owned or operated by the company ☐ My company has efforts to reduce Scope 3 GHG emissions ☐ My company purchased carbon offsets during the Reporting Period ☐ My company does not have any of the above environmental efforts in place		
LEED/EnergyStar Facilities – Please indicate the total number of LEED- or ENERGYSTAR-certified facilities:		

Questions	Whom should I ask?	Notes
Energy Reduction Efforts – If your company owns or operates in one or more sites, please indicate which of the following is true (Select all that apply): ☐ My company has installed LED lighting ☐ My company has implemented HVAC retrofits or other efficiency upgrades ☐ My company uses technology such as energy management systems, motion sensors, or equipment controls to monitor and manage energy consumption ☐ My company has implemented efficiency projects related to industrial, manufacturing, or distribution processes ☐ Other (Please indicate): ¹ Since these energy reduction efforts also constitute reductions in Scope 2 GHG emissions, choosing this option will also count towards reducing emissions. ² Since these fuel reduction efforts also constitute reductions in Scope 1 GHG emissions, choosing this option will also count towards reducing emissions.		
Energy Reduction Efforts Description – If you indicated that your company has energy consumption reduction efforts or has taken any actions to make any site(s) more energy efficient, please describe.		
Renewable Energy Efforts – Please indicate which of the following is true (Select all that apply): ☐ My company has implemented on-site renewable energy projects (e.g., on-site solar, wind, etc.) ☐ My company has executed Direct PPAs or Virtual PPAs, associated with specific renewable energy projects ☐ My company has executed power-supply agreements that include Renewable Energy Certificates (RECs) ☐ My company participates in Green Tariff programs through local utilities providers ☐ My company purchases unbundled Renewable Energy Certificates (RECs) ☐ Other (Please indicate):		

Questions	Whom should I ask?	Notes
Renewable Energy Consumption – If you indicated that your company uses renewable energy, please indicate the amount of renewable energy used by the company during the Reporting Period (kWh):		
Renewable Energy Efforts Description If you indicated your company has efforts to use renewable energy in place, please provide details about those efforts (e.g., number of sites using renewable energy, types of renewable energy used, duration of programs, etc.):		
Fuel Reduction Efforts – Please indicate which of the following fuel reduction efforts are in place at your company (Select all that apply) ☐ Demand / route optimization ☐ Mode optimization ☐ Existing fleet retrofits ☐ Adoption of more efficient fleet vehicles ☐ Fleet maintenance program improvement ☐ Monitoring and training for behavioral driving improvements ☐ Other (Please indicate):		
Fuel Reduction Efforts Description – If you indicated that your company has fuel reduction efforts, please describe.		
Scope 3 GHG Emissions Reduction Efforts – If you indicated that your company has Scope 3 GHG emissions reduction efforts, please indicate which of the following efforts are in place at your company (Select all that apply): ☐ Sustainable product life cycle design ☐ Supplier engagement (e.g., supplier Scope 1 & 2 reduction, raw material /		

Questions	Whom should I ask?	Notes
product selection)) ☐ Transportation and Distribution optimization (e.g., demand, mode, routing optimization) ☐ Product take-back or recycling programs ☐ Employee commuting practices and incentives ☐ Business travel policy updates ☐ Other (Please indicate):		
GHG Emissions Reduction Efforts Description – If you indicated that your company has efforts to reduce GHG emissions, please describe.		
Carbon Offsets Amount If you indicated that your company purchased carbon offsets during the Reporting Period, please indicate the amount of emissions offset (MT of CO2e):		
Carbon Offsets Cost If you indicated that your company purchased carbon offsets during the Reporting Period, please indicate the cost (USD):		
Carbon Offsets Description If you indicated that your company purchased carbon offsets during the Reporting Period, please provide a description (e.g., project type and location, reduction, removal, avoidance, verification body, etc.).		
Waste		
Non-Hazardous Waste to Landfill Weight – Please indicate the total weight of your company's non-hazardous waste sent to landfill during the Reporting Period (MT):		

Questions	Whom should I ask?	Notes
Waste Efforts – Please indicate which of the following waste efforts your company engaged in during the Reporting Period (Select all that apply): ☐ My company had efforts to reduce, reuse, or recycle waste materials during the Reporting Period ☐ My company produced hazardous waste during the Reporting Period ☐ My company did not engage in any of the above waste efforts during the Reporting Period		
Waste Management Efforts – Please indicate which of the following waste management efforts your company conducted during the Reporting Period (Select all that apply): ☐ Waste recycling and/or reuse ☐ Waste reduction ☐ Donation of used or leftover goods ☐ Other (Please indicate):		
Non-Hazardous Waste Recycled or Reused Weight Please indicate the total weight of non-hazardous waste recycled or reused (MT):		
Waste Recycled or Reused Materials If you indicated that you company has efforts to recycle or reuse waste, please indicate which of the following materials your company recycles or reuses (Select all that apply): ☐ Paper ☐ Plastic ☐ Cardboard ☐ E-waste (electronic waste) ☐ Glass ☐ Aluminum ☐ Organic materials (compost) ☐ Other (Please indicate):		

Questions	Whom should I ask?	Notes
Waste Recycled or Reused Efforts Description – If you indicated that your company recycles or reuses waste, please describe any efforts in place.		
Waste Reduction Efforts Description – If you indicated that your company had efforts to reduce its overall waste, please provide details.		
Donation of Used/Leftover Goods Description – If you indicated that your company donated used or leftover goods during the Reporting Period, please provide details on what was donated, how much, by and to whom, etc.		
Hazardous Waste Weight – Please indicate the total weight and unit of measurement of your company's hazardous waste generated during the Reporting Period:		
Hazardous Waste Handling – If your company generated hazardous waste during the Reporting Period, please provide details on the type(s) of hazardous waste and how disposal was handled.		
Water		
Water Use in Operations ³ – Is water a necessary input for your company's operations? ☐ Yes ☐ No		
Water Consumption – Please indicate the total amount of water consumed by your company during the Reporting Period (m ³): ³ Normal office water use, such as bathroom or office kitchen use, is de minimis and therefore is not a necessary input for company operations. If your company is office-based and only uses water in office kitchens and bathrooms, please select "no." If your company has onsite eating facilities (such as a cafeteria) or uses water for landscaping, please select "yes."		

Questions	Whom should I ask?	Notes
Water Recycling or Reuse – Does your company recycle or reuse water in its operations or at its sites? ☐ Yes ☐ No		
Water Recycled/Reused – If your company recycles or reuses water in its operations or at its sites, please indicate the total amount of water recycled or reused by your company during the Reporting Period (m ³):		
Water Consumption Reduction Efforts – Does your company have any efforts to reduce its water consumption? ☐ Yes ☐ No		
Water Risk Using WRI's Aqueduct for Measuring and Mapping Water Risk Atlas , please indicate the percentage (%) of your company's sites located in areas identified by WRI as having a "high" or "extremely high" overall water risk:		
Fleet and Transportation Fuel		
Company Fleet Composition – Does your company own or operate one or more motor vehicles? ☐ Yes ☐ No		

Questions	Whom should I ask?	Notes
Company Fleet Composition – Vehicle Count Please indicate how many motor vehicles are owned or operated by your company as of the end of the Reporting Period:		
Transportation Fuel Consumed – If you indicated that your company owns or operates motor vehicles, please indicate the total amount of transportation fuel consumed by your company during the Reporting Period (gal):		
Transportation Fuel Cost – If you indicated that your company owns or operates motor vehicles, please indicate the total cost of transportation fuel consumed by your company during the Reporting Period (USD):		
GHG Emissions⁴		
Scope 1 GHG Emissions – Please indicate the total Scope 1 GHG emissions generated by your company during the Reporting Period:		
Scope 2 GHG Emissions – Please indicate the total Scope 2 GHG emissions generated by your company during the Reporting Period:		
Scope 3 GHG Emissions from Employee Business Travel and Commuting – Please indicate the total Scope 3 GHG emissions generated by your company as a result of employee business travel and commuting during the Reporting Period:		
Fugitive Emissions – If your company tracks fugitive emissions, please indicate the total fugitive emissions generated by your company during the Reporting Period (MT of CO ₂ e):		

Questions	Whom should I ask?	Notes
⁴ A GHG Emissions Calculation Tool will be provided to assist companies in calculating their Scope 1, 2, and 3 GHG emissions. Companies that already calculate their GHG emissions may provide that data rather than using the Apollo tool.		
Climate-Related Risk Management		
Climate-Related Risk Assessment – Has your company identified climate-related risks? If yes, please describe the risks and the process by which they were identified. ☐ Yes, my company has identified transition risks in its operations and/or supply chain ☐ Yes, my company has identified physical risks in its operations and/or supply chain ☐ No, my company has not identified transition or physical risks in its operations and/or supply chain		
Climate-Related Risks		
Climate-Related Risk Assessment Description – Please describe the climate-related risks and the process(es) by which they were identified.		
Climate-Related Risk Management – Does your company have a process for monitoring and managing climate-related risks? If yes, please describe how climate-related risks are monitored and managed. ☐ Yes, my company has a process for monitoring and managing transition risks in its operations and/or supply chain ☐ Yes, my company has process for monitoring and managing physical risks in its operations and/or supply chain ☐ No, my company does not have a process for monitoring and managing transition or physical risks in its operations and/or supply chain		

Questions	Whom should I ask?	Notes
Climate-Related Risk Management Description – Please describe how climate-related risks are monitored and managed.		
Environmental Governance		
Sustainability Function – Please indicate which of the following statements best describes your company's sustainability function (Select all that apply): ☐ My company has a corporate function/team responsible for sustainability. ☐ My company has a specifically designated individual(s) whose sole responsibility is sustainability. ☐ My company has a specifically designated individual(s) responsible for sustainability in addition to their other job functions. ☐ My company has an informal working group responsible for sustainability, in addition to their other responsibilities. ☐ My company does not have any formal or informal roles responsible for sustainability.		
Other Environmental Efforts – Please describe any other efforts at your company to reduce its environmental impact that were not captured in previous sections.		

SOCIAL

Employees		
Full-Time Employee Count – Please provide the number of full-time company employees as of the end of the Reporting Period:		
Part-Time Employee Count – Please provide the number of part-time company employees as of the end of the Reporting Period:		
Employees Covered by Collective Bargaining Agreement – Please indicate the percent (%) of total employees (including full-time, part-time, seasonal, and temporary workers) that are covered by a collective bargaining agreement as of		

Questions	Whom should I ask?	Notes
the last day of the Reporting Period:		
Employees Working from Home – Please indicate the percent (%) of total company employees (including full-time, part-time, seasonal, and temporary workers) that worked from home some or all the time during the Reporting Period:		
Employee Turnover		
Annual Percent Turnover ⁵ – Please provide the company's annual percent (%) turnover for full-time equivalent (FTE) employees for the Reporting Period:		
Total Voluntary Turnover Rate (VTR) ⁶ – Please provide the company's total voluntary turnover rate for the Reporting Period: ⁵ Definition: Turnover (the number of FTEs leaving the business excluding those from M&A) over the course of the year divided by average FTEs in previous year multiplied by 100. ⁶ Definition: The number of employees voluntarily leaving the company during Reporting Period divided by the average number of company employees, multiplied by 100. Voluntary separations do not include promotions, transfers, and other internal movements, layoffs, dismissals, or retirement.		
New Hires Covered by a Collective Bargaining Agreement – Please indicate the percent (%) of new hires covered by a collective bargaining agreement:		
Organic Net New Hires ⁷ – Please indicate the organic net total of new full-time equivalent (FTE) employee hires made during the Reporting Period: ⁷ Definition: New hires (the number of FTE joining the company, excluding hires that result from M&A) less turnover (the number of FTE leaving the business, excluding those from M&A) during a given calendar year. Excludes any FTE growth or decline due to a business acquisition or business unit divestiture.		

Questions	Whom should I ask?	Notes
Total Net New Hires⁸ – Please indicate the net total of new full-time equivalent (FTE) employees as of the end of the Reporting Period: ⁸ Definition: New hires (the number of FTE joining the company, excluding hires that result from M&A) less turnover (the number of FTE leaving the business, excluding those from M&A) plus changes due to M&A (the net change in employees due to M&A) during a given year		
Employee Engagement and Satisfaction		
Employee Engagement Efforts – Please indicate which of the following employee engagement efforts are in place at your company (Select all that apply): ☐ Employee newsletters ☐ Town halls (or other organized meetings with leadership) ☐ Social events ☐ Employee recognition programs/platforms ☐ Employee health and wellness programs ☐ Employee Assistance Program (EAP) ☐ Employee learning and/or career development programs ☐ Employee mentorship programs ☐ Flexible working hours ☐ Remote working ☐ Other (Please indicate): ☐ My company does not have any employee engagement efforts.		
Employee Engagement Efforts Description – If you indicated that your company has employee engagement efforts, please describe below. Please note if any of these efforts were implemented in response to the COVID-19 pandemic.		
Employee Satisfaction Surveys – Does your company conduct annual employee satisfaction surveys? ☐ Yes Response rate of most recent employee satisfaction survey (%):		

Questions	Whom should I ask?	Notes
☐ No		
Diversity, Equity, and Inclusion ("DE&I")		
DE&I Function – Please indicate which of the following statements best describes your company's DE&I function (Select all that apply): ☐ My company has a corporate function/team responsible for DE&I. ☐ My company has a specifically designated individual(s) whose sole function is responsibility for DE&I. ☐ My company has a specifically designated individual(s) responsible for DE&I in addition to their other job functions. ☐ My company has an informal working group responsible for DE&I, in addition to their other responsibilities. ☐ My company does not have any formal or informal roles responsible for DE&I.		
DE&I Efforts – Please indicate which of the following DE&I efforts your company has in place (Select all that apply): ☐ Affinity groups ☐ Hiring programs for military veterans, national guard, or reservists ☐ Mentorship programs involving senior management ☐ Diversity recruitment programs (e.g., gender, ethnicity, disability, etc.) ☐ Processes for tracking workforce diversity data ☐ Other (Please indicate): ☐ My company does not have any employee DE&I efforts.		
DE&I Efforts Description – If you indicated that your company has one or more DE&I efforts, please describe.		
Employee Health and Safety		
Total Incident Rate (TIR) ⁹ – Please provide your company's Total Incident Rate (TIR) for the Reporting Period:		

Questions	Whom should I ask?	Notes
⁹ Calculation: The number of reportable/recordable injuries and illnesses during the Reporting Period x 200,000 divided by total employee hours worked during the Reporting Period.		
Lost Time Incident Rate (LTIR)¹⁰ – Please provide your company's Lost Time Incident Rate (LTIR) for the Reporting Period: ¹⁰ Calculation: The number of reportable/recordable injuries and illnesses resulting in days away from work during the Reporting Period x 200,000 divided by total employee hours worked during the Reporting Period.		
Work-Related Injuries – Please provide the number of work-related injuries sustained by company employees during the Reporting Period:		
Days Lost Due to Injuries – Please provide the number of days lost by employees to injuries during the Reporting Period:		
Work-Related Fatalities – Please provide the number of work-related fatalities that occurred at your company during the Reporting Period:		
Safety Efforts – Please indicate which of the following safety efforts your company are in place at your company (Select all that apply): ☐ Safety training ☐ Safety auditing ☐ Employee safety engagement (e.g., posting or sharing about safety milestones) ☐ Hazard/risk assessments ☐ Ergonomic assessments ☐ Emergency Preparedness Program ☐ Behavior-Based Safety Program ☐ Safety Committee or Safety Working Group ☐ Periodic safety meetings ☐ Leading indicator tracking (e.g., near miss tracking) ☐ Providing PPE		

Questions	Whom should I ask?	Notes
☐ Installation of equipment to filter air or increase ventilation ☐ Safety management system ☐ Other (Please indicate): ☐ My company does not have any employee safety efforts.		
Safety Efforts Description – If you indicated that your company has safety effort(s), please describe.		
Health and Safety Function – Please indicate which of the following statements best describes your company's health and safety function (Select all that apply): ☐ My company has a corporate function/team responsible for health and safety. ☐ My company has a specifically designated individual(s) whose sole function is responsibility for health and safety. ☐ My company has a specifically designated individual(s) responsible for health and safety in addition to their other job functions. ☐ My company has an informal working group responsible for health and safety, in addition to their other responsibilities. ☐ My company does not have any formal or informal roles responsible for health and safety.		
Supply Chain Management		
Supply Chain Management – Please indicate if your company's process for evaluating new and/or existing suppliers' addresses any of the following (Select all that apply): ☐ Human rights ☐ Child labor ☐ Worker welfare ☐ Corruption and bribery		

Questions	Whom should I ask?	Notes
☐ Climate-related risks ☐ Supplier diversity ☐ Supplier sustainability ☐ Other (Please indicate): ☐ My company's process for evaluating new and/or existing suppliers does not address any of the above. ☐ My company does not have a formal process for evaluating new and/or existing suppliers.		
Supply Chain Management Description – If your company has a process for evaluating new and/or existing suppliers, please describe.		
Supplier Inspections Count – Number of supplier inspections conducted during the Reporting Period:		
Community Engagement		
Philanthropic and Volunteer Efforts – Please indicate which of the following philanthropic and/or volunteer efforts are in place at your company (Select all that apply): ☐ Corporate philanthropy ○ Total corporate charitable contributions (including in-kind contributions) made during the Reporting Period (USD): ○ Total in-kind charitable contributions made during the Reporting Period (USD): ☐ Employee philanthropy ○ Total employee charitable contributions made through the company during the Reporting Period (USD): ☐ Employee volunteering ○ Total hours volunteered by employees for charitable organizations during the Reporting Period: ☐ Consumer philanthropy		

Questions	Whom should I ask?	Notes
- o Total consumer charitable contributions made through the company during the Reporting Period (USD): ☐ My company does not have any philanthropic or volunteer efforts.		
Philanthropic and Volunteer Efforts Description – If you indicated that your company has a philanthropic and/or volunteer effort(s), please describe below.		
Citizenship and Philanthropy Function – Please indicate which of the following statements best describes your company’s citizenship and philanthropy function (Select all that apply): ☐ My company has a corporate foundation. ☐ My company has a corporate function/team responsible for citizenship and philanthropy. ☐ My company has a specifically designated individual(s) whose sole function is responsibility for citizenship and philanthropy. ☐ My company has a specifically designated individual(s) responsible for citizenship and philanthropy in addition to their other job functions. ☐ My company has an informal working group responsible for citizenship and philanthropy, in addition to their other responsibilities. ☐ My company does not have any formal or informal roles responsible for citizenship and philanthropy.		
Community Engagement – Please describe any efforts by which your company engages local communities. If your company does not have efforts to engage local communities, please indicate so here.		
Consumers		

Questions	Whom should I ask?	Notes
Product/Service Quality and Safety – Does your company have any efforts to monitor the quality and safety of your its product(s) or service(s)? ☐ Yes ☐ No		
Product Recalls – Was your company subject to any product recalls during the Reporting Period? ☐ Yes ☐ No		
Product Recalls Description – If your company was subject to any product recalls, please provide details about the recall(s), including the reason(s) for the recall(s), the quantity of products recalled, where the recall(s) took place, and the regulator(s) involved.		
Other Social Efforts		
Other Social Efforts – Please describe any other social efforts at your company that were not captured in previous sections.		

GOVERNANCE

Board Meetings and Attendance		
Board Meetings – Please indicate the total number of company board meetings held during the Reporting Period:		
Board Attendance – Please indicate the percent (%) of directors in attendance (in person, by teleconference, or by proxy) at board meetings held during the Reporting Period:		
ESG Oversight and Governance		

Questions	Whom should I ask?	Notes
ESG Oversight at Board or Executive Level – Please indicate which of the following describes ESG oversight at your company (Select all that apply): ☐ My company's ESG matters are overseen by the board of directors. ☐ My company's ESG matters are overseen by a (sub)committee of the board. ☐ My company's ESG matters are overseen by a committee of company executives. ☐ My company's ESG matters are overseen by one or more individual executives. ☐ My company's ESG matters are not overseen at the board or executive level.		
ESG-Related Reporting to Board of Directors – Please indicate which of the following is true: ☐ My company's board of directors received oral or written reports on one or more ESG topics at <u>every</u> board meeting held during the Reporting Period. ☐ My company's board of directors received oral or written reports on one or more ESG topics at <u>more than one</u> board meeting held during the Reporting Period. ☐ My company's board of directors received oral or written reports on one or more ESG topics at <u>one</u> board meeting during the Reporting Period. ☐ My company's board of directors <u>did not</u> receive any oral or written reports on any ESG topics at any board meetings during the Reporting Period.		
ESG Targets or Goals – Please indicate whether your company has set any quantitative, measurable, and external-facing ESG improvement targets or goals (Select all that apply): Sustainability ☐ Scope 1 GHG Emissions Reduction ☐ Scope 2 GHG Emissions Reduction		

Questions	Whom should I ask?	Notes
☐ Scope 3 GHG Emissions Reduction ☐ Waste Reduction ☐ Water Reduction ☐ Other: ☐ My company is in the process of setting Sustainability performance targets/goals. ☐ My company does not have any Sustainability performance targets/goals. Diversity, Equity, & Inclusion ☐ Employee Diversity, Equity, & Inclusion ☐ Supplier Diversity, Equity, & Inclusion ☐ Other: ☐ My company is in the process of setting Diversity, Equity, & Inclusion performance targets/goals. ☐ My company does not have any Diversity, Equity, & Inclusion performance targets/goals. Responsible Stewardship ☐ Employee Trainings ☐ Public ESG Disclosure (including publishing an ESG report) ☐ Employee Health & Safety ☐ Other: ☐ My company is in the process of setting Responsible Stewardship performance targets/goals. ☐ My company does not have any Responsible Stewardship performance targets/goals. GHG Emissions Reduction Targets or Goals – If you indicated that your company has targets to reduce GHG Emissions, please indicate the types of targets below: ☐ Science-Based Targets		

Questions	Whom should I ask?	Notes
☐ Net-Zero ☐ Percent reduction over a set time period ☐ Other:		
ESG Targets or Goals Details – If you indicated that your company has set any quantitative, measurable, and external-facing ESG improvement targets or goals, please provide details for each goal about the relevant KPI, baseline and target years, and numeric targets.		
Public ESG Disclosure		
Public ESG Disclosure – Please indicate if your company engages in any of the following public disclosures: (Select all that apply, and, if applicable, please provide copies of the relevant documents and/or URLs): ☐ My company's securities filings contain ESG-related disclosures. ☐ My company publishes a standalone sustainability, ESG, or corporate citizenship report. ☐ My company publishes ESG-related information on the company website. ☐ My company publishes a Modern Slavery Act statement. ☐ My company publishes newsletters, blog posts, videos, or other media related to ESG issues. ☐ My company publishes a non-financial statement in accordance with the EU Non-Financial Reporting Directive. ☐ My company produces a report aligned with TCFD. ☐ My company produces a report aligned with SASB. ☐ My company produces a report aligned with GRI. ☐ My company reports GHG emissions to the US EPA and/or other government regulators. ☐ My company reports to the Carbon Disclosure Project (CDP). ☐ My company reports through EcoVadis in response to customer requests. ☐ Other (Please indicate): ☐ My company does not publicly disclose any ESG information.		

Questions	Whom should I ask?	Notes
Regulatory Compliance		
Regulatory Fines – Was your company subject to any regulatory fines or penalties during the Reporting Period? ☐ Yes ☐ No		
Regulatory Fines Description – Please describe the reason(s) for the fines or penalties, the total amount paid, and the regulatory agency or agencies that leveled the fines or penalties.		
Cybersecurity and Data Privacy		
Data Breaches – Please indicate the total number of reportable data breaches that occurred at your company during the Reporting Period:		
Impact of Data Breaches – Please indicate the total number of individuals affected by reportable data breaches that occurred during the Reporting Period:		
Data Breach Remediation – If your company had a reportable data breach occur during the Reporting Period, please provide details including (1) the nature and impact of the breach, (2) how affected parties were notified, (3) how the matter was resolved, and (4) any new cybersecurity/data privacy measures put in place to prevent a similar occurrence in the future.		
Company Policies and Trainings		
Company Policies in Place – Please indicate which of the following policies your company had in place as of the end of the Reporting Period. <i>Note: You may select the policy even if the company does not have a standalone policy, but the topic is explicitly addressed in other company policies.</i> ☐ Anti-Corruption ☐ Anti-Discrimination ☐ Anti-Harassment ☐ Antitrust		

Questions	Whom should I ask?	Notes
☐ Biodiversity ☐ Code of Conduct/Business Ethics ☐ Cybersecurity ☐ Data Privacy ☐ Diversity, Equity, & Inclusion ☐ Emergency Response Plan ☐ Employee Handbook ☐ Health & Safety ☐ Human Rights/Trafficking ☐ Parental Leave ☐ Responsible Contractor ☐ Social Media ☐ Supplier Code of Conduct ☐ Sustainability ☐ Whistleblower ☐ Work from Home		
Company Policies in Development – Please indicate which of the following policies your company had in development as of the end of the Reporting Period. <i>Note: You may select the policy even if the company will not have a standalone policy, but the topic will be explicitly addressed in other company policies.</i> ☐ Anti-Corruption ☐ Anti-Discrimination ☐ Anti-Harassment ☐ Antitrust ☐ Biodiversity ☐ Code of Conduct/Business Ethics ☐ Cybersecurity ☐ Data Privacy ☐ Diversity, Equity, & Inclusion ☐ Emergency Response Plan		

Questions	Whom should I ask?	Notes
☐ Employee Handbook ☐ Health & Safety ☐ Human Rights/Trafficking ☐ Parental Leave ☐ Responsible Contractor ☐ Social Media ☐ Supplier Code of Conduct ☐ Sustainability ☐ Whistleblower ☐ Work from Home		
Policy Review – Please indicate which of the following policies your company formally reviewed or revised during the Reporting Period. ☐ Anti-Corruption ☐ Anti-Discrimination ☐ Anti-Harassment ☐ Antitrust ☐ Biodiversity ☐ Code of Conduct/Business Ethics ☐ Cybersecurity ☐ Data Privacy ☐ Diversity, Equity, & Inclusion ☐ Emergency Response Plan ☐ Employee Handbook ☐ Health & Safety ☐ Human Rights/Trafficking ☐ Parental Leave ☐ Responsible Contractor ☐ Social Media ☐ Supplier Code of Conduct ☐ Sustainability ☐ Whistleblower		

Questions	Whom should I ask?	Notes
☐ Work from Home		
Company Trainings – Please indicate which of the following trainings your company had in place as of the end of the Reporting Period. <i>Note: You may select the training even if the company does not have a standalone training, but the topic is explicitly addressed in other company trainings.</i> ☐ Anti-Corruption ☐ Anti-Discrimination ☐ Anti-Harassment ☐ Antitrust ☐ Biodiversity ☐ Code of Conduct/Business Ethics ☐ Cybersecurity ☐ Data Privacy ☐ Diversity, Equity, & Inclusion ☐ Emergency Response Plan ☐ Employee Handbook ☐ Health & Safety ☐ Human Rights/Trafficking ☐ Parental Leave ☐ Responsible Contractor ☐ Social Media ☐ Supplier Code of Conduct ☐ Sustainability ☐ Whistleblower ☐ Work from Home		
Other Governance Efforts		

Questions	Whom should I ask?	Notes
Other Governance Efforts – Please describe any other governance efforts at your company that were not captured in previous sections.		
Report Nominations		
Apollo ESG Annual Report Nominations – Please indicate three possible ESG-related topics or efforts at your company that you would like to be considered for inclusion in the ESG Annual Report. If applicable, these should come from responses to this questionnaire.		