

EVALUATION CRITERIA

CRITERIA	QUESTIONS	SUPPORTING DOCUMENTS (the more the better!)
THE MANAGEMENT OF YOUR CSR APPROACH		
CSR management & steering	<p>1) Does your company have a CSR policy (global or specific: low-carbon strategy, biodiversity, diversity policy, etc.)? If yes, please specify.</p> <p>2) Do you have an indicator chart? If yes, please include it as an attachment.</p> <p>3) Have you already had audits of your practices conducted (quality, security, environment, social issues, health and safety, etc.)? If yes, when and how? Following the audit, did you establish an action plan?</p> <p>4) If your approach has been recognized by one or several CSR label(s) or certification(s), please specify:</p> <ul style="list-style-type: none"> - BCorp - Responsibility / Europe - CEEP CSR / ex-Discerno - Lucie (France) - Engagé RSE (France) - PME+ (France) - Positive Company (France) - ESR / Entreprise Socialement Responsable (Luxembourg) - ISO 14001 - ISO 9001 - SA 8000 - The Carbon Trust Route to Net Zero Standard - Other : <p>5) If your approach has been attributed an Ecovadis rating, please indicate your score:</p>	<p>Please submit here the supporting documents that can demonstrate your claims:</p> <ul style="list-style-type: none"> • sustainable development report and/or documents which formally present your company's CSR policy • policies or charters enforced • indicator charts • results of audits, if applicable • action plan • and/or any other document
Internal involvement	<p>1) Have the employees been trained in, or made aware of, sustainable development? If yes, what percentage of the staff, and when?</p> <p>2) Are employees informed about your company's CSR commitments? If yes, how?</p> <p>3) What measures have you taken to get employees involved in your company's CSR programme?</p>	<p>Please submit here the supporting documents that can demonstrate your claims:</p> <ul style="list-style-type: none"> • CSR training supports • internal involvement programme • internal CSR surveys • internal CSR communication supports • and/or any other document
Responsible external communication	<p>1) Do you communicate externally about your responsible approach? If yes, please attach some examples (product information sheets, advertisements, social media posts, etc.).</p> <p>2) Please indicate any CSR awards your company has received:</p>	<p>Please submit here the supporting documents that can demonstrate your claims:</p> <ul style="list-style-type: none"> • external communication supports • and/or any other document

Responsible purchasing	1) Do your specifications include CSR criteria? If yes, please include these criteria in an attachment.	<p>Please submit here the supporting documents that can demonstrate your claims:</p> <ul style="list-style-type: none"> • responsible purchasing charter • responsible purchasing policy • CSR criteria in specifications • and/or any other document
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INNOVATION AND PRODUCTS

Raw materials	<p>1) Have you established measures to reduce the environmental impact of your raw materials (reduced quantities used, substitution by labelled or recycled raw materials, etc.)? If so, please specify :</p> <ul style="list-style-type: none"> • which ones • what percentage of products (in terms of sales) is concerned. 	<p>Please submit here the supporting documents that can demonstrate your claims:</p> <ul style="list-style-type: none"> • technical data sheets of the raw materials used • and/or any other relevant document
Manufacturing	<p>1) Have you established measures to reduce the environmental impact of the manufacturing process (energy consumption of machines, pooling of equipment, etc.)? If so, please specify.</p>	
Packaging	<p>1) Have you established measures to reduce the distribution packaging for your clients? If yes, please describe.</p> <p>2) Have you established measures to reduce the use of packaging during the transport phase? If yes, please describe.</p> <p>3) Have you established measures to reduce the impact of materials used for your packaging (cardboard instead of plastic, FSC label for cardboard, etc.)? If yes, please describe.</p>	<p>Please submit here the supporting documents that can demonstrate your claims:</p> <ul style="list-style-type: none"> • photos of distribution packaging • photos of packaging used during the transport phase • and/or any other document
Transport	<p>1) Have you established measures to reduce the distance that your products travel between the various stages of their life cycle (for example, establishing the manufacturing site as close as possible to the distribution site)? If yes, please describe.</p> <p>2) Have you implemented any actions to optimize the loading rate of your supplies (e.g. reducing empty trips, pooling supply logistics, etc.)?</p> <p>3) Have you established measures to foster lower-impact transportation modes (reduction of air transport in favour of shipping, last-mile delivery by bike, etc.)? If yes, please describe.</p> <p>4) Do you call on ecological transport providers? If yes, please describe.</p>	<p>Please submit here the supporting documents that can demonstrate your claims:</p> <ul style="list-style-type: none"> • mapping of the circuit made by your products throughout their entire value chain (location of origin of raw materials, location of manufacturing site, location of distribution site, etc.) • and/or any other document
Lifespan	<p>1) Have you established measures to prolong the duration of your products' life spans (making products repairable, selling spare parts, providing clients with a maintenance guide, etc.)? If yes, please describe.</p>	<p>Please submit here the supporting documents that can demonstrate your claims:</p> <ul style="list-style-type: none"> • list of spare parts for sale • maintenance guide • and/or any other document

End of life	1) Have you established measures to bring a second life to your products (recuperation of old used products, repackaging and sale of second-hand products, product rental)? Or to recycle them? If yes, please describe.	Please submit here the supporting documents that can demonstrate your claims: <ul style="list-style-type: none"> • offer for repackaging, second-hand sale, or product rental • announcement about product recuperation • and/or any other document
Eco-design	1) Overall, do you engage in eco-design*, for example by conducting life cycle assessments (LCA)? If yes, please specify for which products, and provide a summary sheet (it is possible to redact it for anonymity in order to not reveal the product reference) <i>*eco-design: an approach aiming to reduce the environmental impact of a product (good, service or system) at every step of its life cycle (extraction of raw materials, manufacturing, packaging, transport, distribution, use, and end of life). This approach begins at the design phase.</i> 2) Do you have any Cradle To Cradle certified products?	Please submit here the supporting documents that can demonstrate your claims: <ul style="list-style-type: none"> • eco-design summary sheet • life cycle analysis results • and/or any other document
Perspectives	1) What are your perspectives and objectives for the future, to make your products more responsible?	

ENVIRONMENTAL

Building and energy	1) Have you established measures to reduce the environmental footprint of your buildings? <ul style="list-style-type: none"> • on biodiversity: ecological management of green spaces around buildings, planting, etc.? • on materials used (re-use) • on water consumption • on energy efficiency: energy audit, measures implemented, self-generation of energy (e.g. installation of photovoltaic panels, specify the percentage of self-generation of energy), presence sensors, etc.? 	Please submit here the supporting documents that can demonstrate your claims: <ul style="list-style-type: none"> • building specifications • energy audit • green energy contract • and/or any other document
Waste management	1) Have you established measures to reduce your company's waste and optimise recycling? If so, please specify which ones and your recycling partners.	Please submit here the supporting documents that can demonstrate your claims: <ul style="list-style-type: none"> • recycling partnership contracts • waste recycling deposit slips • and/or any other document
Perspectives	1) What are your environmental perspectives and objectives for the future?	

SOCIAL

Inclusion and diversity	1) For this chapter, please indicate the following indicators for 2023 (if applicable): <ul style="list-style-type: none"> - % of women in the workforce - % of women on the management committee - % of disabled people in the workforce 2) Do you train your management to promote diversity?	Please submit here the supporting documents that can demonstrate your claims: <ul style="list-style-type: none"> • social audit report • diversity charter • diversity training supports • and/or any other document
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Training	1) What training (other than CSR-related, such as job-specific training) do you offer to your employees?	Please submit here the supporting documents that can demonstrate your claims: <ul style="list-style-type: none"> • training catalog • and/or any other document
Labour conditions and employee well-being: QHSE, QVT	1) Have you established measures to improve the labour conditions for your employees? If yes, please describe.	
Perspectives	1) What are your social perspectives and objectives for the future?	

SOCIETAL

Solidarity	<p>1) Is your company involved in solidarity and sponsorship operations? If yes, please describe them, and indicate the amount pledged (whether the sponsorship is financial or in-kind) or the number of work hours devoted (in the case of skill-based sponsorship).</p> <p>2) Do you encourage your employees to participate in the efforts? If yes, please specify how</p> <p>3) Do you have relations with local associations? If yes, please describe.</p>	Please submit here the supporting documents that can demonstrate your claims: <ul style="list-style-type: none"> • certification of contribution to 1% for the Planet • internal communication supports • and/or any other document
Workforce integration	1) Do you call upon integration organisations, inclusive businesses, or work assistance and support facilities for certain tasks? If yes, please provide the list of work assistance and support facilities / inclusive businesses.	Please submit here the supporting documents that can demonstrate your claims: <ul style="list-style-type: none"> • the list of work assistance and support facilities / inclusive businesses • and/or any other document
Perspectives	1) What are your societal perspectives and objectives for the future?	