





**A.- General Questions for all type of organizations**

		Correspondence source 2007
Principle 1	Question 1	<b>Does your company have a concret accion related to this Principle? If so, please describe it below</b>
		Indicator 1- Does your company have a concret accion related to this Principle? If so, please describe it below
	Question 2	<b>Does the company have a specific corporate commitment, policies, procedures to deal with all aspects of human rights relevant to operations, including monitoring mechanisms and results?</b>
		Indicator 1- Indicate if the company has done a previous diagnosis of its activities to evaluate the company's human rights impacts
		Indicator 2- Indicate the percentage of the company organizational structure where the human right policy is implemented
		Indicator 3- Indicate if the company has monitoring mechanisms for its human right policies
		Indicator 4- Indicate if the company is audited by third parties on the fulfillment of its human rights policies
		Indicator 5- Indicate if the company takes into consideration the human rights impacts as part of investment and procurement decisions
	Question 3	<b>Does the company communicate to the employees its ethical values and principles?</b>
		Indicator 1- Indicate the number of communications sent by the company to the employees on corporate ethical values and principles or the percentage of employees that have been trained on human rights
Principle 2	Question 1	<b>Does your company have a concret accion related to this Principle? If so, please describe it below</b>
		Indicator 1- Does your company have a concret accion related to this Principle? If so, please describe it below
	Question 2	<b>Does the company have policies and procedures to evaluate and address human rights performance within the supply chain and contractors?</b>
		Indicator 1- Indicate if the company has a supplier breakdown by size, country and sector of activity and if it benefits the ones who are in accordance with international standards (SA 8000, ISO 14000, etc.)
		Indicator 2- Indicate the number of suppliers that are in accordance with international standards of total suppliers
		Indicator 3- Indicate number and type of instances of non-compliance with regulation concerning customer health and safety
Principle 3	Question 1	<b>Does your company have a concret accion related to this Principle? If so, please describe it below</b>
		Indicator 1- Does your company have a concret accion related to this Principle? If so, please describe it below
	Question 2	<b>Does the company have a freedom of association policy and the effective recognition of the right to collective bargaining?</b>
		Indicator 1- Indicate if the company has a policy and procedures involving information, consultation, and negotiation with employees over changes in the reporting organisation's operations (e.g., restructuring)
		Indicator 2- Indicate if the company has provision for formal worker representation in decisionmaking or management, including corporate governance
	Question 3	<b>Does the company analyze its freedom of association policy and extent to which this policy is universally applied independent of local laws, as well as procedures/programmes to address this issue?</b>
Principle 4	Question 1	<b>Does your company have a concret accion related to this Principle? If so, please describe it below</b>
		Indicator 1- Does your company have a concret accion related to this Principle? If so, please describe it below
	Question 2	<b>Does the company have specific policies against forced labor within its stakeholders?</b>
		Indicator 1 - Indicate if forced labor is considered as a potential risk in your sector
		Indicator 2 - Indicate if the company have clear guidelines on working hours, health and safety at work and wages
	Question 1	<b>Does your company have a concret accion related to this Principle? If so, please describe it below</b>
Principle 5	Question 1	<b>Does your company have a concret accion related to this Principle? If so, please describe it below</b>
		Indicator 1- Does your company have a concret accion related to this Principle? If so, please describe it below
	Question 2	<b>Does the company have a policy prohibiting child labor as defined by the ILO Convention 138? Does it evaluate the extent to which this policy is visibly stated and applied?</b>
		Indicator 1 - Indicate if child labor is considered as a pontential risk in your sector and if the company has clear guidelines as to child labor
Principle 6	Question 1	<b>Does your company have a concret accion related to this Principle? If so, please describe it below</b>
		Indicator 1- Does your company have a concret accion related to this Principle? If so, please describe it below
	Question 2	<b>Does the company state its equal opportunity policies or programmes, as well as monitoring systems to ensure compliance and results of monitoring during its recruiting , promotion, training and dismissal procedures?</b>
		Indicator 1- Indicate if the company states the composition of senior management and corporate governance bodies (including the board of directors), including female/male ratio and other indicators of diversity as culturally appropriate
		Indicator 2- Indicate if the company works on a case by case basis to evaluate whether a distinction is an inherent requirement of a job, and avoid systematic applications of job requirements in a way that would systematically disadvantage certain groups
		Indicator 3- Indicate if the company keeps up-to-date records on recruitment, training and promotion that provide a transparent view of opportunities for employees and their progression within the organisation
Question 3	<b>Does the company have procedures in place to respond to accusations of workplace harassment or bullying?</b>	
	Indicator 1- Does the company have mechanisms/responsibles to handle and manage accusations of workplace harrassment or bullying?	
	Indicator 2- Number of open prosecutions caused by accusations of workplace, harassment or bullying	

Principle 7	Question 1	<b>Does your company have a concret accion related to this Principle? If so, please describe it below</b>	
		<b>Indicator 1-</b> Does your company have a concret accion related to this Principle? If so, please describe it below	Red Española Pacto Mundial
	Question 2	<b>Does the company have a precautionary environmental approach or principle? For this, does it identify, record and evaluate elements in its activity, products and services that cause or may cause an environmental impact?</b>	SG 21:2005 (6.6.1), G3 (4.11)
		<b>Indicator 1-</b> Percentage of resources expended on internal educational environmental campaigns	Ethos 1.8 (GC p.8)
		<b>Indicator 2-</b> Indicate if the company has initiatives aimed to reduce greenhouse gas emissions, solid wastes, emissions and discharges, energy consume, water or increase water reuse or initiatives aimed to improved biodiversity	Env.Australia (greenhouse2), (waste3),(emission3),(biodiversity3),(Water3)
Principle 8	Question 1	<b>Does your company have a concret accion related to this Principle? If so, please describe it below</b>	
		<b>Indicator 1-</b> Does your company have a concret accion related to this Principle? If so, please describe it below	Red Española Pacto Mundial
	Question 2	<b>Has the company adopted a corporate environmental policy? (whether stand alone or integrated into a broader policy statement)</b>	G3/Environmental/Policy, DJSI Questionnaire 2005 (27), SIRI (F2a), Ftse4Good (ENReporting)
		<b>Indicator 1-</b> Has the company adopted a corporate environmental policy? (whether stand alone or integrated into a broader policy statement)	G3/Environmental/Policy, DJSI Questionnaire 2005 (27), SIRI (F2a), Ftse4Good (ENReporting)
		<b>Indicator 2-</b> Indicate if the company has a person responsible for environmental issues or a board/management level responsibility for environmental issues, an environmental department or an environmental management system	G3/Environmental/Organizational Responsibility, DJSI Questionnaire 2005 (26), SIRI (F3a; F3b), Ethos(20.2), Ftse4Good (ENPolicy)
		<b>Indicator 3-</b> Indicate if the company has quantified environmental targets that have been defined for the whole company?	G3/Environmental/Goals and Performance, DJSI Questionnaire 2005 (28), SIRI (F3e), Ftse4Good (ENPolicy), SGE21(6.6.2-3)
	<b>Indicator 4-</b> Indicate if the company's environmental management system is verified/audited/certified by thirds parties (ISO 14001, JIS Q 14001, EMAS certification) or/and by internal specialists from headquarter	DJSI Questionnaire 2005 (29), SIRI (F3f;F3g; F4a), SIRI (F4a), Ftse4Good (ENPolicy)	
	Question 3	<b>Does the company have a criteria for the selection of suppliers that includes environmental policies or management systems?</b>	SIRI (F3k), Ethos(22.6)
		<b>Indicator 1-</b> Percentage of suppliers with environmental policies or management systems by type (e.g. ISO14001, EMAS, etc.) and its importance in the costs on goods and services bought	Red Española Pacto Mundial
Principle 9	Question 1	<b>Does your company have a concret accion related to this Principle? If so, please describe it below</b>	
		<b>Indicator 1-</b> Does your company have a concret accion related to this Principle? If so, please describe it below	Red Española Pacto Mundial
	Question 2	<b>Does the company have initiatives to use renewable energy sources and to increase energy efficiency?</b>	G3(EN6), Ethos (24.1)
		<b>Indicator 1-</b> Number of reports or studies realized per year to increase awarness on the use of environmentally friendly technology and increase energy efficiency	Red Española Pacto Mundial
		<b>Indicator 2-</b> Total financial investment (in proportion with the gross incomes) in this year to improve and disclosure of environmentally friendly technology	Global Compact
Principle 10	Question 1	<b>Does your company have a concret accion related to this Principle? If so, please describe it below</b>	
		<b>Indicator 1-</b> Does your company have a concret accion related to this Principle? If so, please describe it below	Red Española Pacto Mundial
	Question 2	<b>Does the company have a policy, procedures/management systems, and compliance mechanisms for organisations and employees addressing bribery and corruption?</b>	G3/Social Dimension/Society/Disclosure on Management Approach, JSE Securities Exchange South Africa (SRI), DJSI Questionnaire 2007 (21), Oekom Research, SIRI (B2b), Ethos (38), GoodCorp (CUS 12, 13 y SUP 8-9) SG21:2005 (6.5.3)
		<b>Indicator 1-</b> Percentage of coverage of your codes of conduct and anti-corruption and bribery policy relative to the total number of employees (%), contractors/suppliers (%), subsidiaries (%), joint ventures (%)	DJSI Questionnaire 2007 (19, 22)
		<b>Indicator 2-</b> Indicate if the company promotes employee awareness of and compliance with company policies against bribery and extortion through appropriate dissemination of these policies and through training programmes and disciplinary procedure:	OECD Guidelines (6.4), PACI (4.1.3)
	Question 3	<b>Are all political contributions transparent and made only in accordance with applicable laws?</b>	
		<b>Indicator 1-</b> Are all political contributions transparent and made only in accordance with applicable laws?	PACI (4.2.2)
	Question 4	<b>Are all charitable contributions and sponsorships transparent and made in accordance with applicable law?</b>	
	<b>Indicator 2-</b> Are all charitable contributions and sponsorships transparent and made in accordance with applicable law?	PACI (4.3.2)	
Question 5	<b>Does the policy include controls and procedures, including thresholds and reporting procedures, to ensure that the enterprise's policies relating to gifts, hospitality and expenses are followed?</b>		
	<b>Indicator 1-</b> Does the policy include controls and procedures, including thresholds and reporting procedures, to ensure that the enterprise's policies relating to gifts, hospitality and expenses are followed?	PACI (4.5.2)	
Question 6	<b>Does the company not offer, nor give in to demands, to pay public officials or the employees of business partners any portion of a contract payment. They should not use subcontracts, purchase orders or consulting agreements as means of channelling payments to public officials, to employees of business partners or to their relatives or business associates?</b>		
	<b>Indicator 1-</b> Does the company not offer, nor give in to demands, to pay public officials or the employees of business partners any portion of a contract payment. They should not use subcontracts, purchase orders or consulting agreements as means of channelling payments to public officials, to employees of business partners or to their relatives or business associates?	OECD Guidelines (6.1)	

**LEGEND**

-  YES The company fulfills the Question or Indicator
-  NO The company does not fulfill the Question or Indicator
-  % Quantitative indicator to be filled with a number or percentage
-  Not applicable

## B. - Questions for companies with suppliers operating in developing countries

			Correspondence source 2007
Principle 2	Question 3	Does the company have monitoring mechanisms within the supply chain and contractors and does it analyze results of monitoring?	Ethos (25 and 14),DJSI /SAM Questionnaire 2004 (62)
		<b>Indicator 1</b> - Indicate the number of the supply chain workplaces reviewed by the company of total existing	Global Compact
		<b>Indicator 2</b> - Indicate if the company has a process for registering and responding to supplier and subcontractor complaints and comments against a defined timescale	Good Corporation SUP3
Principle 4	Question 3	Does the company encourage shared inspections to prevent the existence of forced labor within its supply chain?	Ethos (27.1,GC (1.2))
		<b>Indicator 1</b> - Indicate if the company verifies that its supplier's workforce fulfill with a reasonable amount of working hours	Global Compact
		<b>Indicator 2</b> - Indicate if the company has formal mechanisms to enable transfer its values and principles to the supply chain such as good working conditions, lack of child and slave labor, etc.	Ethos (28.6)
Principle 5	Question 3	Does the company have express policies on not contracting child labor in its contracts with third parties? Does it verify that its suppliers have specific policies prohibiting child labor?	Ethos (9.1, 26.1)
		<b>Indicator 1</b> - Number of verifications made to evidence the non-existence of child labor	Ethos (26)
		<b>Indicator 2</b> - Indicate if the company has formal mechanisms to enable transfer its values and principles to the supply chain such as good working conditions, lack of child and slave labor, etc.	Ethos (28.6)

### LEGEND

YES

The company fulfills the Question or Indicator

NO

The company does not fulfill the Question or Indicator

%

Quantitative indicator to be filled with a number or percentage

Not applicable

## C.- Questions for companies operating in developing countries

			Correspondence source 2007
Principle 1	<b>Question 5 Is the company involved in promoting human rights in the local community?</b>		<b>Ethos (33)</b>
		<b>Indicator 1-</b> Estimate the monetary value of the company's philanthropic contributions/voluntary social investments (cash contributions and/or in-kind giving) (thousand euros)	DJSI 2007 Questionnaire (47), FTSE4Good (Social & Stakeholder Practice)
		<b>Indicator 2-</b> Indicate if the company analyses the local needs before designing its projects for the community and if it carries out educational and/or other campaigns of public interest in the community together with local organizations	Ethos (33.1 y 33.2), G3 (Social Performance/Society/Policy)
	<b>Question 6 Does the company have guidelines governing the use of armed security services?</b>		<b>BLIHR 2006 (Expected), FTSE4Good (HR Policy)</b>
	<b>Indicator 1-</b> Number of actions undertaken to prevent human right abuse made by the security services within the company sphere of influence	FTSE4Good (HR Policy)	
Principle 4	<b>Question 4</b>	<b>Does the company have procedures/programmes to address this issue, including monitoring systems and results of monitoring?</b>	<b>G3 (HR7), Ethos (GC 1.1)</b>
		<b>Indicator 1-</b> Indicate if the company is certified under standars that prohibit forced and compulsory labour? (ex: SA 8000, p2)	WBCSD, Ethos (16.1)
Principle 5	<b>Question 4</b>	<b>Does the company have a policy prohibiting child labor as defined by the ILO Convention 138? Does it evaluate the extent to which this policy is visibly stated and applied, as well as description of procedures/programs to address this issue, including monitoring systems and results of monitoring?</b>	<b>G3 (Social Performance/HR/Monitoring and Follow-Up), Ethos (GC 5.1), Siri</b>
		<b>Indicator 1-</b> Indicate if the company has been certified under standars that prohibit child labor (ex. SA 8000, etc) (thousand euros)	WBCSD, Ethos (16.1)
		<b>Indicator 2-</b> Number of employees under 15 years old or 18 years old for hazardous work; which of them receive help and educational programs	SA 8000 (IV.1.2)
		<b>Indicator 3-</b> Number of verifications made to evidence the non-existence of child labor	Ethos (26.1)

### LEGEND



The company fulfills the Question or Indicator



The company does not fulfill the Question or Indicator



Quantitative indicator to be filled with a number or percentage



Not applicable

## D.- Questions for companies with significant environmental impact

			Correspondence source 2007
<b>Principle 8</b>	<b>Question 4</b>	<b>Does your company monitor its environmental impacts and does it have a defined program for continuous reduction of impacts?</b>	<b>SIRI (F3d), Ftse4Good (ENManage), GoodCorp (COM9)</b>
		<b>Indicator 1</b> - Indicate if your company develops a report on the effect of its organization's operations on the environment	ESD (Env.Australia)
		<b>Indicator 2</b> - Incidents of and fines for non-compliance with all applicable international declarations/conventions/treaties and national, sub-national, regional, and local regulations associated with environmental issues	G3 (EN28), SIRI(F4b), Ftse4Good (ENReporting), Env. Australia (compliance1)
	<b>Question 5</b>	<b>Performance Indicators Analysis</b>	
		<b>Indicator 1</b> - Direct energy use (electricity - KWh; diesel oil (L); gas (m3))	G3 (EN3), Env. Australia (energy1)
		<b>Indicator 2</b> - Indicate total water use (m3)	DJSI Questionnaire 2007 (26), G3 (EN8); SIRI(F4d),Env. Australia (water1)
		<b>Indicator 3</b> - Total material use other than water by type ( <i>thousand TN</i> ). <i>Specify material and amount (3 times)</i>	G3 (EN1), Env. Australia (materials1)
		<b>Indicator 4</b> - Indicate total amount of waste by type, danger and destination. <i>Specify waste and amount (3 times)</i>	DJSI Questionnaire 2007 (26); G3(EN22); SIRI (F4I-J);Env. Australia (waste 1)
	<b>Question 6</b>	<b>Energy</b>	
		<b>Indicator 1</b> - Indirect energy use (such as organizational travel, product lifecycle management, use of energy-intensive materials, etc.)	G3 (EN4), G3 (EN29), Env. Australia (energy2)
	<b>Question 7</b>	<b>Water</b>	
		<b>Indicator 1</b> - Has the company's use of water affected significantly water sources and related ecosystems/habitats?	G3 (EN9)
		<b>Indicator 2</b> - Annual withdrawals of ground and surface water as a percentage of annual renewable quantity of water available from the sources. In case of null, please indicate with 0. <i>Ground / Surface / Public network</i>	G3 (EN10)
	<b>Question 8</b>	<b>Materials</b>	
		<b>Indicator 1</b> - Indicate percentage of materials used that are wastes (processed or un processed) from sources external to the reporting organization (number, TN)	G3 (EN2), Env. Australia (materials2)
	<b>Question 9</b>	<b>Emissions</b>	
		<b>Indicator 1</b> - Indicate greenhouse gas emissions (CO <sub>2</sub> , CH <sub>4</sub> , N <sub>2</sub> O, HGCs, PFCs, SF <sub>6</sub> ) and Nox, SOX emissions and other significant air emissions by type (Include emissions of substances regulated under local laws and regulations, Stockholm POPs Convention, Rotterdam Convention on PIC, Helsinki, Sofia and Geneva Protocols to the Convention on Long-Range Trans-boundary Air Pollution). In case of null, please indicate with 0. <i>SO<sub>2</sub> / Nox / COVNM / CO / Particulas</i>	DJSI Questionnaire 2007 (26), G3 (EN16), SIRI(F4f-h), Env.Australia (Greenhouse1), G3 (EN20), Env. Australia (emissions 1), G3 (EN17)
		<b>Indicator 2</b> - Indicate if the company uses or emits ozone-depleting substances (Montreal Protocol)	G3 (EN19), Env. Australia (ozone1)
	<b>Question 10</b>	<b>Waste and Effluents</b>	
		<b>Indicator 1</b> - Identify and measure (m3) the total amount of discharges and spills (chemicals, oil, fuel) associated to company operations	G3 (EN21); SIRI(F4e), Env. Australia (emissions 2), G3 (EN13), Env. Australia (compliance 2)
	<b>Indicator 2</b> - Indicate if the company has produced, transported, imported or exported any waste deemed "hazardous"	G3 (EN27), Env. Australia (waste2)	
	<b>Indicator 3:</b> Indicate if the company has initiatives and has undertaken actions aimed to improve waste management	Global Compact	
<b>Question 11</b>	<b>Recycling</b>		
	<b>Indicator 1</b> - Percentage of products sold that is reclaimable at the end of the products' useful life and the percentage that is actually reclaimed	G3 (EN27), Env. Australia (prod&services2)	
	<b>Indicator 2</b> - Total recycling and reuse of water (including wastewater and other used water e.g. cooling water)	G3 (EN10), Env. Australia (water2)	
<b>Question 12</b>	<b>Biodiversity</b>		
	<b>Indicator 1</b> - Indicate if there have been impacts associated to company's activities and/or products and services in terrestrial, fresh-water and marine environments or in land managed in biodiversity-rich habitats or protected or sensitive areas (e.g. IUCN protected area categories 1-4, world heritage sites and biosphere reserves)	G3 (EN11), Env. Australia (Biodiversity1), GRI (EN12), Env. Australia (Biodiversity 2), G3(EN13), G3(EN25)	

### LEGEND

(YES)	The company fulfills the Question or Indicator
(NO)	The company does not fulfill the Question or Indicator
%	Quantitative indicator to be filled with a number or percentage
[ ]	Not applicable