CSA Portal Guide

Corporate Sustainability Assessment (CSA)



March 2024



Table of Contents

Introduction	3
Assessments Tab	3
Manage Participation	3
Select a Participation Window	3
Changing Your Assessment Participation Window	3
Datapoint Confidentiality Designation	3
Requesting a Deadline Extension	4
Questionnaires Section	4
Getting Started	4
General Navigation	5
Changing A Question Status	5
CSA Completion Status	6
Generate a PDF of the Questionnaire	6
Prefilling the Questionnaire with Data	6
External Data Used	7
Submission	7
Questions	7
Saving a Question	7
Unit Converter	8
Blue Banner (1) — Additional Information and Question Guidance	8
Blue Banner (2) — Questions Requiring or Rewarding Public Disclosure	8
Warning Messages	9
Adding References	9
Documents Section	10
Documents Columns	11
Adding Files or URLs	11
Taxonomy Section	11

MSA Tab	11
Peer Practices Tab	12
Benchmarking Tab	12
Database Section	12
Index Membership Section	13
Reports Section	13
Leverage S&P Global Section	13
Inbox Tab	13
Account Tab	14
Creating New Administrator or User Accounts	14
New Users	14
Users with Access to More Than One Company Account in the CSA Portal	15
Managing Admin/User Accounts	15
Editing Question Access	15
Changing the Main Contact	16
Managing Notification Preferences	16
Company Settings	17
Help Tab	17
Subscriptions	17
Enable/Disable Chat	18
Appendix	19
Viewing the Assessed Version of your Company's Last Submission	19
Disclaimer	20

Introduction

This document provides an overview of the main features of S&P Global's <u>CSA Online Portal</u>. All functionalities can be accessed using the tabs located in the top header on the Portal's landing page.



Figure 1: Overview of tabs on the landing page.

The Assessments tab allows you to manage your company's participation, access the CSA questionnaire, upload documents and URLs, and pre-populate the CSA questionnaire with sustainability information using taxonomy architecture (where applicable).

The **Help** tab gives you an overview of the icons and indicators used throughout the platform.

Assessments Tab

Manage Participation

The Manage Participation section allows you to view the available participation windows as well as the resulting impact of choosing a specific window (i.e., anticipated score release date, cut-off dates for index eligibility, and/or cut-off dates for Sustainability Yearbook eligibility). Participation windows are subject to quotas and are available on a first-come, first-served basis.

Select a Participation Window

Your company's participation must be confirmed each year in order to respond to the questionnaire. A company can only participate after selecting an assessment participation window and a datapoint confidentiality designation within the CSA Portal.

Only an administrator user may select or modify the company's participation window, taking into consideration the company's own reporting cycles and other project planning needs.

Plan yo	ur company's participation	
	resonant window from the table below that best meets your public reporting or ong as a slot is available.	hedule, taking into account your preferred score release date. Each window has a limited number of slots. Changing the assessment window is
Note: Picking	an assessment window in Q3 2023 or later may impact whether your participa	ion-based ESG score will be used for the Sustainability Yearbook 2024 and/or DJSI/S&P ESG index selection. Learn.more.
Our com	pany will participate. (Where available, the questionnaire can be pre-filled with	last year's assessed data).
Select	Your participation window	Score release date
0	Jul 01 - Aug 21	Targer: October 2023
	May 01 - Jun 30	Target: Suptamber 2023
	Jun 01 - Jul 31	Target: October 2023
	Apr 04 - May 31	Target: August 2023
	5ep 01 - Oct 31	Target: January 2024. Not considered for The Gustainability Yearbook 2024.
	Oct 02 - Nev 30	Target: February 2024. Not considered for The Sectionability Yearbook 2004.
	Nor 01 - Jun 12	Target: March 2024. Not considered for The Sustainability Yearbook 2024.
	Dec 01 - Jan 31	Target: March 2024. Not considered for The Sustainability Yearbook 2024.
		Showing 1 to 8 of 8 entri
Our com	pany is considering participation. We would like to receive more information	
		may publish an ESG score based on the publicly available information of 37 Interactive Entertainment Network Technology Group Co., Ltd., The
SCOTE WE	Il be made available to public markets via the SP Global Capital IQ Pro platform	as well as the SP Global public website.
Our com		

Figure 2: Selecting a participation window.

If a company does not wish to participate at this time, or would like to receive more information, these options are also available in the Manage Participation section. An interested company may view the questionnaire online or download a PDF version without selecting a participation window.

Confirmation of participation is non-binding, and any information entered in the Portal will not be used unless you submit the questionnaire. Accessing the questionnaire online or downloading a PDF version of the questionnaire does not require confirmation of participation but does require a registered company account for the CSA Portal.

Te	Test Company. The score will be made available to public markets via the SP Global	obal may publish an ESG score based on the publicly available information of Capital ID Pro platform as well as the SP Global public website
	rest company. The score makes make a make to passio markets ha the or chosen	to aprear of the participant as the or broad passe needed.
If your	our company is not participating this year, please us know why in the text box below	
_		

Figure 3: Additional options regarding participation.

Changing Your Assessment Participation Window

A company may change its participation window as long as it has not started the questionnaire (i.e., has not selected the start questionnaire button). Once the questionnaire has been started, a company cannot change its window, however, it can request a deadline extension directly via the Manage Participation section. Deadline extensions are also subject to quotas and are available on a first-come, first-served basis.

Datapoint Confidentiality Designation

As part of confirming your company's participation, an administrator must also select a datapoint confidentiality designation **before you can start working on the questionnaire**. The Portal will not allow you to start editing the questionnaire until you do so. You may change the designation in the Manage Participation section at any point up until submission of the questionnaire. For more information on the datapoint confidentiality options see <u>this FAQ</u>.

Use	of Information & Confidentiality Policy ("Policy")
Inc.' refe	esponding to the Corporate Statishinghing Assessment (TSA) via the online CSA portal "Phrtat"), you provide SAP (Izba) Statistication of SAP (Izba) entited, affiliated and to unbidiary companies (American terms of the sar SAP (Izba) with extra and sar American (Internation concerning) are company horizontar entit and a sar and and the same of the same of the same
Acc	iss the full Policy
	se see the Policy Update Document to learn about changes to the Policy in 2022. If you have any questions, you can contact our dedicated CSA Helpline via the chat tion in the CSA portal or via e-mail to <u>csa@spektola com</u>
sen beir	a 2021 CSA, over 1.500 companies flow-shired of participating companies choose to allow S&P Global the use of all data points or data points formation in provide to S&P Global Clients via the S <u>B</u> Clobal Clients via the S <u>B</u> Clobal Clients via the S <u>B</u> Clinka Client Via the S <u>B</u> Client Via the S <u>BC</u> Client V
Plea	use see this FAQ document for more details on the data point designations.
CON	FIDENTIALITY DESIGNATION OPTIONS FOR DATAPOINTS
Plea	ise select one
۲	S&P Global is permitted to use all Data Points* we provide in accordance with the Use of Information & Confidentiality Policy
	S&P Global is permitted to use all Data Points* we provide with the exception of those provided for or in response to the "List of Confidential Data Points"** but otherwise in accordance with the Use of Information & Confidentiality Policy
	S&P Global is not permitted to use the Data Points*. Please note, S&P Global may use the Data Points or any other information available in the public domain.
* as	defined in the Use of Information and Confidentiality Policy
** 1	ist of Confidential Data Points applicable only if the related confidentiality designation option was selected.
	licking the button "Confirm participation" you do herewith confirm, for and on behalf of the company, to have read, understood and fully agree to our <u>Use of</u> mation and Confidentiality Policy. Please note that this policy was last updated in March 2022.

Figure 4: Selecting a datapoint confidentiality designation.

Requesting a Deadline Extension

A company may request a deadline extension only once the selected participation window has opened and the company has started the assessment by clicking the 'Start Questionnaire' button in the 'Questionnaires' section. The deadline extension may be requested directly via the 'Manage Participation' section within the 'Assessments' tab.

Deadline extensions are also subject to availability, and companies should be aware of the resulting impact on score release dates, index eligibility, and/or Sustainability Yearbook eligibility.

MANAGE PA	RTICIPATION	QUESTION	INAIRES	DOCUMENTS	TAXONOMY			CSA 2023	I - DJSI Eligibla	
Planu	ourcomp	anule par	ticipati	on						
Planyo	ourcomp	any s par	ucipau	on						
	ation timeline can elect an option fro			nation. You can select	a different participation fro	om the drop	down. If you wo	uld like	to change change the	
deadune, se	slect an option fro	m the following :	section.							
	100									
Start date	Pi Pi	b 27, 2023								
		eb 27, 2023 ar 27, 2023								
Submissio	on Deadline M	ar 27, 2023	dling							
Submissio		ar 27, 2023	dline							
Submission	on Deadline	ar 27, 2023 ation dea		there are no more dea	adline extensions available,	, please con	tact the helplin	e by em	ail on csa@spglobal.	com
Submission	on Deadline	ar 27, 2023 ation dea		there are no more dea	udline extensions available, Score release		tact the helplin	e by em	ail on csa@spglobal.	com
Submissio Extend You can exte	on Deadline M	ar 27, 2023 ation dea		there are no more dea		date		e by em	ail on csa@spglobal.	com
Submissio Extend You can exte Select	on Deadline M d participa end your deadline Deadline	ar 27, 2023 ation dea		there are no more dea	Score release	date		e by em	ail on csa@spglobal.	com
Submission Extend You can extend Solect	on Deadline M d participa end your deadline Deadline Jun 15	ar 27, 2023 ation dea		there are no more dea	Score release	e date 3 (First come 13		e by em	ail on csa@spglobal.	com

Figure 5: Requesting a deadline extension.

Questionnaires Section

S&P Global		Assessments	MSA	Peer Practices	Benchmarking	Inbox	Account	Help	Logout	
MANAGE PARTICIPATION	QUESTIONNAIRES	DOCUMENT	rs ta	XONOMY			Administ	rator		

Figure 6: Overview of tabs sections on the landing page

The 'Questionnaires' section is located within the 'Assessments' tab (along with Documents, Manage Participation, and Taxonomy). It contains the current year's questionnaire, as well as access to all past assessments of your company.

To see a prior year's questionnaire, use the dropdown indicated below to select the relevant year.



Figure 7: Dropdown to select current assessment year (or earlier assessment year) questionnaire.

For instructions on how to view questionnaires that your company has submitted in previous years (showing analyst changes), see the Appendix.

If your email is linked to more than one company account in the CSA Portal, ensure the correct company is selected in the dropdown indicated below.

S&P Global			Assessments	MSA	Peer Practices	Benchmarking	Inbox	Account	Help	Logout
MANAGE PARTICIPATION	QUESTIONNAIRES	DOCUMENTS	TAXONOMY		🔾 23 days left 🛛 🗹	33% Done CSA 2022 - Te	et Com 🐨	BNK Test Com	pary	

Figure 8: Dropdown to select the appropriate company when user has access to more than one company account.

Getting Started

The 'Questionnaires' section provides access to the current year's assessment, and stores all questionnaires pertaining to your company from previous years.

If the date of the participation window your company selected has not yet been reached, you will not be able to work on the questionnaire. A message will be displayed prompting you to wait until the start date of the participation window.

&P Global		Assessmer	ts MSA	Peer Practices	Benchmarking	Inbox A	ccount Help Log
MANAGE PARTICIPATION	STIONNAIRES	DOCUMENTS			6 Done CSA 2023 - DJSI		Administrator AirAdmin
 Company Information 				8 6	Start question	naire	Company
1 Governance & Economic Dim		Start questionnaire					Air Test Company Company Details >
1.1 Corporate Governance		Your current assessment window is 03 Jul 2023					Subscriptions v
▶ 1.2 Materiality						6	Options
1.3 Risk & Crisis Management		You may view the questionnaire or download a P	OF version at any	rtime.			Change Password > Manage Notifications >
+ 1.4 Business Ethics		Editing the questionnaire is possible after:					Enable/Disable Chat >
1.5 Policy Influence		An assessment window is selected. A datapoint confidentiality designation of					
1.6 Supply Chain Management		The start date is reached.	JUDITIS SPIEL082			6	 DJSI/CSA Webcasts Methodology Changes Webca
1.7 Tax Strategy							Replay >
+ 1.8 Information Security/ Cybersee						6	CSA Methodology
1.9 Innovation Management							2022 Weights > CSA Companion >
1.10 Product Quality & Recall Mana							2022 Methodology Changes

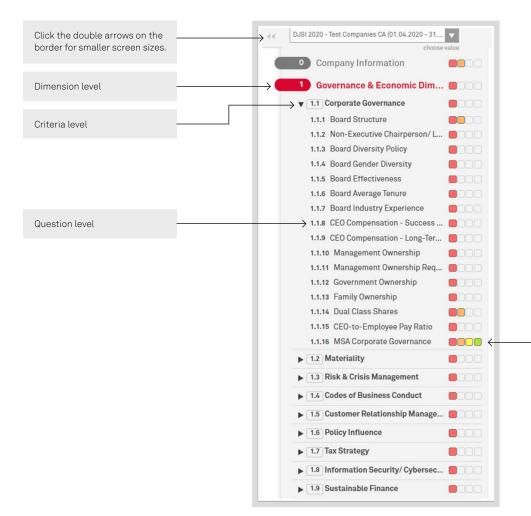
Figure 9: Prompt for company to wait for start date.

Once the start date of the participation window has arrived, and you have selected a datapoint confidentiality designation, the 'Start questionnaire' button will be activated. Once you click on the red button, you may begin editing the questionnaire within the Portal.

You may, however, view the questionnaire and download a copy from the Portal at any time after the start of the 2024 CSA on Wednesday, April 3rd (see Figure 13).

General Navigation

Questionnaire content is displayed in a tree structure consisting of three dimensions: Governance & Economic, Environmental, and Social, and sub-levels called criteria that contain questions belonging to the same topic.



The colored squares indicate the status of the questions, criteria, and dimensions at any given moment. If a user has marked an answer or filled in data, the question is set to in progress (orange). Both administrators and users can set the status (within each question on the top right), to signal content as complete (yellow). Administrators can additionally prevent unwanted changes by users by marking a question as approved (green).

Figure 10: Questionnaire tree structure.

Changing A Question Status

Administrators are able to utilize both 'question completed' and 'question approved' statuses and can revert an 'approved' status back to 'completed'. Users may revert a question from 'completed' status to 'in progress'. using the series of buttons that appear on the upper right corner of the page. Hovering over each icon will show tooltips explaining their function.

ANAGE PARTICIPATION QUE	STIONNAIR	DOCUMENTS TAXONOMY	t has left 🗸 1% Done 🛛 DJS2 2022 - Test Com
Company Information		e Prev Med p	8 👔 Submit questiones
Governance & Economic Dim		Requirement: This question requires publicly available information	
• 1.1 Corporate Governance			
1.1.1 Boord Structure 1		Additional information and question guidance	
1.1.2 Non-Executive Chairperson-L			
1.1.3 Board Diversity Policy		Board Structure	
1.1.4 Board Gender Diversity	8000		
1.1.5 Board Effectiveness		Please indicate the number of executive and non-executive directors on the board of directors/supervisory board of your company and s addition, please indicate if your company has an independence statement for its board of directors in place. Additional clarification on o	pecify where this information is available. In
1.1.8 Board Average Tenure		addition, please indicate if your company has an independence statement for its board of directors in place. Additional clarification on o information text.	me-ber and two-ber systems is available in t
1.1.7 Board Industry Experience		Usted companies are required to provide links to public reports or corporate websites.	
1.1.8 CEO Compensation - Success		Non-Listed companies may provide internal documents and/or links to public reports or corporate websites.	
1.1.9 CEO Compensation - Long-Ter		Board Type	
LL IN Management Opposition		Please select whether your company has a one-tier or two-tier board and provide a reference:	

Figure 11: Question at 'in progress' (marked orange) status (1) with the option to mark it as 'completed' and 'approved' (2). See list of icons in the image to the right.

- Prefill this question with the most recent analyst-approved answers
- Mark this question as 'completed' (standard user can mark as complete)
- Re-open this question (standard user can re-open unless the question is 'approved' by admin)
- Ark this question as 'approved' (admin only, standard users cannot edit the question any longer)
- Set question back to 'completed' status (admin only, allows standard user to re-open question)

CSA Completion Status

Figure 12 below shows the indicator with time left to complete the questionnaire by the deadline (e.g., 28 days left) and the completion status information in percentage (e.g., "33% Done").

&P Global		Assessments	MSA	Peer Pr	actices	Benchmarkin	g Inb
MANAGE PARTICIPATION QUESTIONN	AIRES DOCUMENTS	TAXONOMY	() 28	days left	√ 33%	Done CSA 2023 - 0	USI Eligi
O Company Information	- Prov Next >		22	81	8 2	Submit que:	tionnaire
0.1 Denominator - Total Employees		and question guidance					
0.2 Business Activities	Additional information	and question guidance					
0.3 Reporting Boundaries							
Governance & Economic Dim	Donominator	- Total Employ	ees				

Figure 12: Tracking completion status.

The completion status (% Done) is calculated as a ratio between how many transitions between the different stages have occurred, and how many are needed to have everything 'Approved'. It is calculated as the average status of the answers, which is between 0 and 3 (referring to these statuses: 'Not Started', 'In Progress', 'Completed', 'Approved' that are visualized by the colored boxes).

Example:

A questionnaire of 50 questions needs 150 stage transitions in total (i.e., 50 times three status changes). Having everything 'Completed' (all question in icon status yellow) means that 50 questions were moved first to 'In Progress' then to 'Completed', i.e., 100/150 = 66%.

Generate a PDF of the Questionnaire

It is possible to generate a PDF document of the questionnaire, with the option of including your answers, the question rationale, and definitions. See Figure 13 below. This document may be printed, or a read-only version may be shared with internal stakeholders. Please note that we are not able to offer a Microsoft Word or Excel document of the questionnaire.

0 Company Information		+ Prev Next >		2	2	8	Å	2	Submit q	uestionnair
0.1 Denominator - Total Empl	oyees 📕	Additional information	n and question guidance				Т			
0.2 Business Activities	0000	Additional information	n and does tion guidance							
0.3 Reporting Boundaries							_			
the second s										
Questionnaire PDF										
Questionnaire PDF										
Questionnaire PDF										
Questionnaire PDF	DF version of the	questionnaire w	vhich will							
This will generate a P			which will							
			vhich will							
This will generate a P be sent to the followi			vhich will							
This will generate a P			vhich will	_						
This will generate a P be sent to the followi test@spglobal.comD	ng email address		vhich will	←						
This will generate a P be sent to the followi test@spglobal.comD Include question ro	ng email address ationale and definit		vhich will	←						
This will generate a P be sent to the followin test@spglobal.comD Include question ro Include answers in	ng email address ationale and definit to PDF		vhich will	←						
This will generate a P be sent to the followi test@spglobal.comD Include question ro	ng email address ationale and definit to PDF		vhich will	←						
This will generate a P be sent to the followin test@spglobal.comD Include question ro Include answers in	ng email address ationale and definit to PDF		vhich will							
This will generate a P be sent to the followin test@spglobal.comD Include question ro Include answers in	ng email address ationale and definit to PDF		vhich will	-						
This will generate a P be sent to the followin test@spglobal.comD Include question ro Include answers in	ng email address ationale and definit to PDF		which will	←						

Figure 13: Generating a PDF of the questionnaire.

Prefilling the Questionnaire with Data

If your company submitted an assessment in previous years or was assessed by S&P Global based on publicly available information, you can utilize the prefill icon to automatically import answers into this year's questionnaire. (see Figure 14). This function is available both for individual questions (1; users and administrators can select this option) as well as for the entire questionnaire (2; only administrators can utilize this functionality). Prefilling can significantly reduce the workload.

There will be a few scenarios where it will not be possible to prefill data. If your company has a CSA score from last year, or you were informed that analysts have assessed your company using publicly available information for the current assessment year, and you are not able to prefill, please contact the <u>Corporate Engagement Team</u>.

When utilizing prefill functionality, related references are made available in the 'Documents' section and are also referenced at the bottom of each question.

		NT HIGH HIGH HIGH AND	
O Company Information	 < Prev Next >	🕑 🗠 🖉 🚺 Submit (questionnaire
0.1 Denominator - Total Employee	 Additional information and question guidance		
0.2 Business Activities	Additional information and question guidance	Prefill all question	ons that have no answer
0.3 Reporting Boundaries			

Figure 14: Prefill icons for individual questions (1) as well as for the entire questionnaire (2).

If you have started to answer a question, please note that prefilling the question with the previous year's answer will overwrite the current answer.

The following pop-up window will provide you with options for the prefill (where available). Options are verified information of your company's own CSA submission or S&P Global's assessment of public data on your company.



Figure 15: Pop-up window when prefilling questionnaire.

External Data Used

When prefilling, data on your company already gathered by S&P Global may get imported into the questionnaire (e.g., data available in S&P Global Market Intelligence or S&P Global Trucost). Examples of questions where this may be the case are Denominator, and Effective Tax Rate.

If this is the case, a banner will be shown above the question. Expanding the banner provides more information, including which datapoints exactly have been considered, and if available, a reference to where data was found, e.g., 10-K, Annual Report, etc.

You may review or overwrite any of the information prefilled in the question with updated information as applicable. Please ensure to follow the question guidance provided.

c Prov Next >	2 2
External data used	
Denominator - FTEs	

Figure 16: 'External data used' banner.

Submission

Any administrator user may submit the completed questionnaire, thus finalizing the assessment.

Clicking the 'Submit questionnaire' button (see red box in Figure 17 below) will present you with a final confirmation pop-up box that includes the submission approval form. You need to accept the conditions in order to complete the submission (see Figure 18).

S&P Global			Assessments	MSA	Peer Pr	actices	Benchmarking	Inbox
MANAGE PARTICIPATION	QUESTIONNAIRES	DOCUMENTS	TAXONOMY) 22 days le	eft 🗸	33% Done CSA 2023 - Te	st Com
Company Information	0000	- Prev Next +		2 2	2 8	A	Submit question	inaire

Figure 17: Submission button.

Submit questionnaire	
Do you really want to submit this questionnaire? After sub answers.	mitting, you will no longer be able to change your
Please note that the following questions are currently flag 2.1.2, 2.2.1, 3.4.5	ged and might not have been properly filled out: 0.1,
If you wish to review these questions, click on the 'Cancel' questionnaire, click on the 'Submit' button below.	button below. If you wish to continue and submit the
	, that the statements made in the CSA questionnaire as Id/or documentation provided are true and complete.
Information and Confidentiality Policy (The email con	to have read, understood and fully agree to the <u>Use of</u> taining the "Confidentiality Designation Option for Dat hen confirming your company's participation in the CSA o CSA portal under the mail subject "Your selected
	Submit Cancel

Figure 18: Submission and Approval Form pop-up box.

When going back through any questions that are noted in Figure 18, you will want to make sure that any figures noted in boxes that have orange coloring (such as in Figure 30) are accurate. They have been flagged automatically by parameters set up within the CSA Portal to alert users to potential mistakes.

Questions

The questionnaire is laid out with several recurring types of tick boxes, input fields, document attachments, and comments. In addition, each question always has a Not Known or Not Applicable* option.

*If you believe that a question is not applicable to your company's business model, please contact the CSA Helpline, <u>csa@spglobal.com</u> with the question number and the rationale AFTER you start the questionnaire. This way, we can review justification for the claim with you. Any 'Not Applicable' selections submitted without prior agreement will be carefully evaluated and those deemed irrelevant will be modified to an appropriate option.

For each question, there is an introductory text, giving context and specifying what is being asked.

Non-Executive Chairperson/ Lead Director	
Is the board of directors/supervisory board headed by a non-executive and independent chairman and/or an independent lead director? Please indicate where this informa reporting or corporate website.	ation is available in your public
+ No extremotors attacked	
Chairman is non-executive and independent. Please specify for how many years this approach has been adopted:	max. 5 allowed, public URLs or
Role of CEO and chairman is split and former CEO/chairman (presently in a non-executive position) is now chairman	
Role of CEO and chairman is split and chairman is non-executive but not independent	
Role of CEO and chairman is split and former CEO/chairman is now chairman, but independent lead director is appointed. Please indicate the name of the lead director multiple on the lead director.	
Role of chairman and CEO is joint, but independent lead director is appointed. Please indicate the name of the lead director:	
Role of chairman and CEO is joint or chairman is an executive director	
We do not report this information	
Not applicable. Please provide explanations in the comment box below.	
Not known	

Figure 19: Example of question layout 1.

You may need to select a radio button to activate the ability to enter information (see Figure 21). Inactive input elements will be shown in light grey (see Figure 20). Active parts will be highlighted in dark grey (see Figure 21).

e provide your company's total clinect givenho I the table, it is mandatory that the values pro- any as indicated in that section.	ouse gas emissions (DGHG SCOPE 1) for the part solded are in the same unit. Also, please ensure t	of your company's operations for w hat you have correctly filled in the C	hich you have a reliable and audits impany information section at the	ble data acquisition and aggregs a beginning of the questionnaire,	tion system. Please refer to the in and that the coverage in the table	formation button for additional clarification below is related to the denominator relevant
Direct GHG (Scope 1)	Unit	FY 2017	FY 2010	FY 2019	FY 2020	What was your target for FY 20209
Total direct GHG emissions (Scope 1)	metric tennes CO2 equivalente	To and the coordinate	met. Spn. CCD	net ton, City	Hut, tors, CODA	inst. bio. co.br
Data coverage (as % of decominator)	percentage of	ANNUA	Normal Name	NAME	Automation of the second	

Figure 20: Example of question layout (inactive).

	ssions (Scope 1)					
e provide your company's total direct greenho	ouse gas emissions (DGHG SCOPE T) for the part wided are in the same unit. Also, please ensure t	of your company's operations for w	hich you have a reliable and audit	able data acquisition and aggrega	tion system. Please refer to the in	formation button for additional clarifications.
any as indicated in that section.	wore and in the same unit, which prease ensure t	nat you have correctly riske in the c	ompany information section at or	e pelbusul or tre disconsurer	and that the coverage in the table	below is related to the denominator relevant
Direct GHG (Scope 1)	Unit	FY 2017	FY 2018	F# 2019	FY 2020	What was your target for FY 20207
fotal direct GHG emissions (Scope 1)	metric tonnes CO2 equivalents	Part State (100)	net hits (10)	and, base CODe	net.top.(CC)	E Contra de Contra
	percentage of:					
Osta coverage (as % of denominator)						

Figure 21: Example of question layout (active).

Saving a Question

Once you have finished filling out a question, you can save the answer on our CSA Online Portal server. While this is done automatically every time you switch between questions, for further control, we provide a save button at the bottom of the page, along with the ability to cancel your current changes, or to reset the question completely to its empty status.

See the 'Help' tab for further explanation of the associated icons.

Unit Converter

Several input fields request data in specified units. Clicking on the grey calculator icons will open a zoomedin view with a unit converter allowing you to convert data from a predefined set of metrics. The conversion factors used can be found in the <u>CSA FAQ document</u>.



Figure 22: Calculator icon example.

Source Unit	Monetary Units	•
		choose value
Source Value		
		Monetary Units
Result		
Result		Monetary Units
		inchedal y offica

Figure 23: Unit conversion example.

Blue Banner (1) — Additional Information and Question Guidance

Always review the information under the light blue banner before answering a question. Clicking on the black arrow expands the box to reveal the rationale, data requirements, and key definitions for the question.

Requirement: This question requires publicly available information	٠
Additional information and question guidance	۳

Figure 24: Information banner.

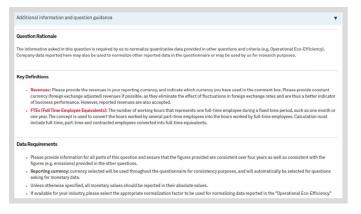


Figure 25: Example of text from an information banner that has been selected.

These informational sections should answer all inquiries you might have for a certain question. Should you have additional questions or wish to further clarify how the question methodology applies to your specific business context, please contact the CSA's Corporate Engagement Team.

Blue Banner (2) — Questions Requiring or Rewarding Public Disclosure

Questions that require publicly available information, or where more credit may be awarded for public availability of the information, are clearly marked at the top of the question by a blue banner.

Requirement: This question requires publicly available information	Ŧ
Additional information and question guidance	Ŧ

Figure 26: Banner indicating requirement of publicly available supporting information for question.

Questions requiring or rewarding public information have a different behavior with regards to prefilling and adding references.

For questions where only publicly available references are accepted, you will only be able to provide a web link (and not a document) as evidence. Please attach the link which leads directly to the document, in addition to including the URL of the webpage that hosts the document.

For example, the document, 'S&P Global ESG Scores Methodology' is available at this link: <u>https://portal.s1.spglobal.com/survey/documents/</u> <u>spglobal_esg_scores_methodology.pdf</u>

And this is the URL for the website where the document can be found: https://www.spglobal.com/esg/csa/methodology/

In addition to providing the URL, you may upload a copy of the public document to the Documents section within the Assessments tab if you wish.

Figure 27: Example of banner text for questions requiring publicly available supporting information.

Figure 28: Example of banner text for questions granting additional credit for publicly available supporting information.

Warning Messages

The Portal will perform basic data-level checks on your input for some questions. These checks inform you that your entered data may be relatively high compared to your own past data or compared to the expected range for this data value, or that more data in a time series is needed. A warning message will appear when you try to save the question or move to another question. If the data you entered is in fact correct, you can choose to ignore the warning message. We encourage you to add a comment that would explain any deviation of your data within the Confidential Additional Comments section.

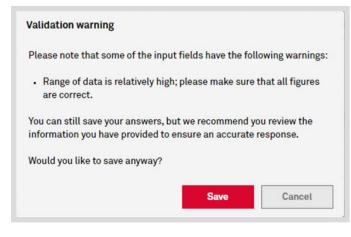


Figure 29: Example of a warning message.

In addition to the warning message, the field in the question will be highlighted (see Figure 30). In the example below, it could be difficult to see that the data for the second year has been entered in the wrong order of magnitude (i.e., a multiple of ten of the other values), which could be a typo. In this case, the value is highlighted to encourage you to review your answer.



Figure 30: Example of in-question warnings.

Adding References

Some questions require supporting evidence. Wherever applicable, this will be mentioned in the question text and indicated with a paperclip icon (see Figure 31).



Figure 31: Reference clip.

Clicking on the paperclip icon opens a dialogue window allowing you to attach an existing reference (i.e., already uploaded to the Portal) or attach a new reference. When attaching a file, you will be asked to provide a page number that refers to the location of the information needed in the context of that question.

Galata Hwathi and Edelay Pulat Company Per DTL / ML All serve 06.06.27 Is Oncog pic Evolutionability rep Company Yee Other All serve 06.06.27 Privacy policy Empory Yee Other All serve 06.06.27 2023_35 Ecolog pic _Amathi-lem Analyst Yee Other All serve 06.05.27 2023_35 Ecolog pic _Amathi-lem Analyst Yee Other All serve 06.37.27 2023_35 Ecolog pic _Amathi-lem Analyst Yee Other All serve 06.37.27 2023_35 Ecolog pic _Amathi-lem Company Yee Other All serve 06.37.27 2023_35 Ecolog pic _Amathi-lem Company Yee Annual R All serve 06.37.27 2023_35 Ecolog pic _Amathi Rapert N Company Yee Annual R	lateting reference. Here rafe	rance				
relevant page numbers. You can use the filter to search for a specific keyword if you with to change the af an waiting relevance, please go is the "Documents" works on the open of the page. Name Name </th <th>Please click on a reference in t</th> <th>fee list below t</th> <th>to select it, once selected</th> <th>d you will be</th> <th>requested to</th> <th>provide th</th>	Please click on a reference in t	fee list below t	to select it, once selected	d you will be	requested to	provide th
Search Search Search Search Determine 10 Droug pite Kinneel region and, Soland Theath and Search 2016. Songery Yee Other All search All statistics 10 Droug pite Kinneel region and 2012.0.5 Droug pite, Shattham, All same Amapte Yee Other All same Black 2012.0.5 Droug pite, Shattham, All same Amapte Yee Other All same Black 2012.0.5 Droug pite, Shattham, All same Amapte Yee Other All same Black 2012.0.5 Droug pite, Shattham, All same Amapte Yee Other All same Black 2012.0.5 Droug pite, Shattham, Black of the themany of Droug controls themany Yee Droug control Black All same Black Black All same Black	relavant page numbers. You ca	n use the filte	r to search for a specific	keyword. If	you wish to c	
Name Severe Public Assalability Type Access Date It hump pit Akinus report and Company Yee Access Date Access Date It hump pit Akinus report and Company Yee Date Access Data It hump pit Akinus report Company Yee Date Access Data It hump pit Akinus report Access Yee Date Access Data It hump pit Akinus report Access Yee Data	of an existing reference, please	e go to the "Do	cuments' section at the		age.	
Status Treating and Status Yuku. Company Yee Other Al serve 0.0.0.0.0.0.0.0.0.0.0.0.0.0.0.0.0.0.0.	Name	Source	Public Availability	Type	Access	Date
i Oung pit funktametring rep. Campany Yee Other All serve 10.01.21 Privacy parky Campany Yee Other All serve 10.01.21 2023.3 Strang pit Jonathines Analysi Yee Other All serve 10.01.21 2023.3 Strang pit Jonathines Campany Yee Other All serve 10.01.21 Remove yit Sequentation block Campany Yee Other All serve 10.01.21 Remove yit Sequentation block Campany Yee Other All serve 10.01.21 Remove yit Sequentation block Campany Yee Other All serve 10.01.21 Remove yit Sequentation block Campany Yee Other All serve 10.01.21 Security Yee Other All serve 10.01.21 Security Tere Campany Yee Other 4ll serve 10.01.21 Security Security Yee Other All serve 10.01.21 Security New reference Indiversity Yee Security Security Security	D Group pic Annual report and	Company	Yes	Annual R	Allowers	34.05.25.
Privacy public Company Yee Office All stars All stars 2023.35 Sense pieAndfitt.ee Analysit Yee Diffee All stars	Golal Yealth and Salwy Pole	Company	Tes	DHL/HL_	All users	08.06.25
2011.3-16 Senag pic_Amathematic Amagent Yee Bit was yee Bit 2011.3 2011.3-16 Senag pic_Amathematic Company Yee Bit yee	3 Group plu Suitamability rep.,.	Dumping	Yes	Other	40	06.06.26.
Diff, 3: Brings pin, medient pin, Company Yee Briggsont, All server, 19, 44, 54, 57, 57, 58, 58, 57, 58, 58, 58, 58, 58, 58, 58, 58, 58, 58	Privary policy	Gregory	Teo.	Otar	All starts	38.35.35.
Maximum of Magnetistics Transmit Company Yes Margania Marga	2023 3 Group pix Anothion	Amalyst	Ter	Otter	All uners	94,07,28
Is those pic Annuel Report & Company Yee Annuel R. At serve 10.04.01 Based Observations and Observations Company Yee Develop Y. At serve 10.04.01 It transport to the formation Dates. Company Yee Develop Y. At serve 10.04.01 It transport to the formation Dates. Company Yee Develop Y. At serve 10.04.01 It transport to the formation Dates. Company Yee Dates At serve 10.04.01 It transport to the formation Dates. New reference Estimate the new reference, fill in all mandatory fields indicated by a star. Should you wish to add multiple references in one go, you can do so in the "Documents" section at top of the page. Please note that you need to indicate the relevant page number in each question where it is used as supporting evidence. Name *	2023, N Droug pix_modure-pl.,	Aculyit	Teo	Diter	AL	94,07,20.
Based Oppertunctions and Ower Company Yee Develop	Summary of Responsible Inco	Company	Yes	Response.	All story	10.06.25.
b draug ph Verification (betw.) Company Yet All series 10.04.31 Decision of the page. Please note that you need to indicate the relevant page number in each question where it is used as supporting evidence. Name * Image: Please note that you need to indicate the relevant page number in each question where it is used as supporting evidence. Name * Image: Please note that you need to indicate the relevant page number in each question where it is used as supporting evidence. Name * Image: Please note that you need to indicate the relevant page number in each question where it is used as supporting evidence. Name * Image: Please note that you need to indicate the relevant page number in each question where it is used as supporting evidence. Name * Image: Please note that you need to indicate the relevant page number in each question where it is used as supporting evidence. Name * Image: Please note that you need to indicate the relevant page number in each question where it is used as supporting evidence. Name * Image: Please note that you need to indicate the relevant page number in each question where it is used as supporting evidence. Name * Image: Please note that you need to indicate the relevant page number in each question where it is used as used to indicate the relevant page number in each question where it is used as used to indicate the relevant page number in each question where it is used as used to indicate the relevant question where it is used as used to indite the relevant question the page number in each ques	It firmp pic Annual Report &	Empary	Tex	Annual R	All starts	16.16.21.
b draug ph Verification (betw.) Company Yet All series 10.04.31 Decision of the page. Please note that you need to indicate the relevant page number in each question where it is used as supporting evidence. Name * Image: Please note that you need to indicate the relevant page number in each question where it is used as supporting evidence. Name * Image: Please note that you need to indicate the relevant page number in each question where it is used as supporting evidence. Name * Image: Please note that you need to indicate the relevant page number in each question where it is used as supporting evidence. Name * Image: Please note that you need to indicate the relevant page number in each question where it is used as supporting evidence. Name * Image: Please note that you need to indicate the relevant page number in each question where it is used as supporting evidence. Name * Image: Please note that you need to indicate the relevant page number in each question where it is used as supporting evidence. Name * Image: Please note that you need to indicate the relevant page number in each question where it is used as supporting evidence. Name * Image: Please note that you need to indicate the relevant page number in each question where it is used as used to indicate the relevant page number in each question where it is used as used to indicate the relevant page number in each question where it is used as used to indicate the relevant question where it is used as used to indite the relevant question the page page page the page	Riginal Opportunities and Ower	Company	Teo.	Descript-	All shares	17.06.25.
Select Select Select Noose reference New reference To validate the new reference, fill in all mandatory fields indicated by a star. Should you wish to add multiple references in one go, you can do so in the "Documents" section at top of the page. Please note that you need to indicate the relevant page number in each question where it is used as supporting evidence. Name * Web page URL * Upload a document Type * select Choose value Access Acces			Tes		All starts	15.04.25.
hoose reference Existing reference Existing reference To validate the new reference, fill in all mandatory fields indicated by a star. Should you wish to add multiple references in one go, you can do so in the "Documents" section at top of the page. Please note that you need to indicate the relevant page number in each question where it is used as supporting evidence. Name * Web page URL * Upload a document Type * select Choose value Admin only Is translated Page no. *						_
Name * Web page URL * Upload a document Type * Select Choose value Access Acces Access Access Access Access Access Access Access Access Acces			ll mandatory fields i	ndicated b	y a star. Sh	ould you
Web page URL * Upload a document Type * select Access ① Admin only Is translated Page no. *	To validate the new refere wish to add multiple refer	nce, fill in a rences in on	e go, you can do so i	n the "Docu	uments" se	ection at t
Upload a document Type * Access Admin only Is translated Page no. *	To validate the new refere wish to add multiple refer top of the page. Please no	nce, fill in a rences in on te that you	e go, you can do so i need to indicate the	n the "Docu	uments" se	ection at t
Upload a document Type * Access Admin only Is translated Page no. *	To validate the new refere wish to add multiple refer top of the page. Please no question where it is used	nce, fill in a rences in on te that you	e go, you can do so i need to indicate the	n the "Docu	uments" se	ection at t
Type * Select Choose value Access ① Admin only Is translated Page no. *	To validate the new refere wish to add multiple refer top of the page. Please no question where it is used Name *	nce, fill in a rences in on te that you	e go, you can do so i need to indicate the	n the "Docu	uments" se	ection at t
Type * Select Choose value Access Acc	To validate the new refere wish to add multiple refer top of the page. Please no question where it is used Name *	nce, fill in a rences in on te that you	e go, you can do so i need to indicate the	n the "Docu	uments" se	ection at t
Access ① Admin only choose value Is translated Page no. *	To validate the new refere wish to add multiple refer top of the page. Please no question where it is used Name * Web page URL *	nce, fill in a rences in on te that you	e go, you can do so i need to indicate the	n the "Docu	age numbe	ection at t
Access ①	To validate the new refere wish to add multiple refer top of the page. Please no question where it is used Name * Web page URL *	nce, fill in a rences in on te that you	e go, you can do so i need to indicate the ng evidence.	n the "Docu relevant p	uments" se age numbe	ection at t
Is translated Page no. *	To validate the new refere wish to add multiple refer top of the page. Please no question where it is used Name * Web page URL * Upload a document	ence, fill in a rences in on ote that you as supporti	e go, you can do so i need to indicate the ng evidence.	n the "Docu relevant p	uments" se age numbe	ection at t
Page no. *	To validate the new refere wish to add multiple refer top of the page. Please no question where it is used Name * Web page URL * Upload a document Type *	select	e go, you can do so i need to indicate the ng evidence.	n the "Doct relevant po Max. file size is	uments" se age numbe	ection at t
	To validate the new refere wish to add multiple refer top of the page. Please no question where it is used Name * Web page URL * Upload a document Type * Access	ence, fill in a rences in on te that you as supporti select Admin c	e go, you can do so i need to indicate the ng evidence.	n the "Doct relevant po Max. file size is	uments" se age numbe	ection at t
Comment	To validate the new refere wish to add multiple refer top of the page. Please no question where it is used Name * Web page URL * Upload a document Type * Access O Is translated	ence, fill in a rences in on te that you as supporti select Admin c	e go, you can do so i need to indicate the ng evidence.	n the "Doct relevant po Max. file size is	uments" se age numbe	ection at t
Comment	To validate the new refere wish to add multiple refer top of the page. Please no question where it is used Name * Web page URL * Upload a document Type * Access O Is translated	ence, fill in a rences in on te that you as supporti select Admin c	e go, you can do so i need to indicate the ng evidence.	n the "Doct relevant po Max. file size is	uments" se age numbe	ection at t
Comment	To validate the new refere wish to add multiple refer top of the page. Please no question where it is used Name * Web page URL * Upload a document Type * Access O Is translated	ence, fill in a rences in on te that you as supporti select Admin c	e go, you can do so i need to indicate the ng evidence.	n the "Doct relevant po Max. file size is	uments" se age numbe	ection at t
Comment	To validate the new refere wish to add multiple refer top of the page. Please no question where it is used Name * Web page URL * Upload a document Type * Access O Is translated	ence, fill in a rences in on te that you as supporti select Admin c	e go, you can do so i need to indicate the ng evidence.	n the "Doct relevant po Max. file size is	uments" se age numbe	ection at t
	To validate the new refere wish to add multiple refer top of the page. Please no question where it is used Name * Web page URL * Upload a document Type * Access O Is translated Page no. *	ence, fill in a rences in on te that you as supporti select Admin c	e go, you can do so i need to indicate the ng evidence.	n the "Doct relevant po Max. file size is	uments" se age numbe	ection at t
	To validate the new refere wish to add multiple refer top of the page. Please no question where it is used Name * Web page URL * Upload a document Type * Access O Is translated Page no. *	ence, fill in a rences in on te that you as supporti select Admin c	e go, you can do so i need to indicate the ng evidence.	n the "Doct relevant po Max. file size is	uments" se age numbe	ection at t
	To validate the new refere wish to add multiple refer top of the page. Please no question where it is used Name * Web page URL * Upload a document Type * Access O Is translated Page no. *	ence, fill in a rences in on te that you as supporti select Admin c	e go, you can do so i need to indicate the ng evidence.	n the "Doct relevant po Max. file size is	uments" se age numbe	ection at t
	To validate the new refere wish to add multiple refer top of the page. Please no question where it is used Name * Web page URL * Upload a document Type * Access O Is translated Page no. *	ence, fill in a rences in on te that you as supporti select Admin c	e go, you can do so i need to indicate the ng evidence.	n the "Doct relevant po Max. file size is	uments" se age numbe	ection at t
	To validate the new refere wish to add multiple refer top of the page. Please no question where it is used Name * Web page URL * Upload a document Type * Access O Is translated Page no. *	ence, fill in a rences in on te that you as supporti select Admin c	e go, you can do so i need to indicate the ng evidence.	n the "Doct relevant po Max. file size is	uments" se age numbe	ection at t

Figure 32: Reference pop-up box.

Please make sure you are as specific as possible in referring to the location of the information that you deem relevant to the question and refrain from adding information that is only partially relevant, or not at all relevant to the answer to this question. This, in addition to precise page numbers, will best allow our analysts to assess your answer. Documents can be marked as confidential by setting their access as 'Admin only'. The 'Admin only' documents can only be viewed and downloaded by an administrator. All other documents are 'All access' and can be viewed by anyone with a user account. Users cannot open or download documents set as 'Admin only'. Both newly added documents, as well as the historical documents can be marked as 'Admin only'.

In addition to the source, users can specify the type of document (Annual report, Sustainability report etc).

While adding a new reference, please be aware that Name, Web page URL, type and page number (if it's a document) are mandatory fields.

As described above, some questions only allow adding a public reference. In this case, hint text appears underneath the paperclip icon, e.g., 'max. 5 allowed, public URLs only'. The 'Choose reference' pop-up will show the field 'Web page URL' as mandatory. If the element does not require a public reference, the user is free to upload a physical file, paste a URL or both.



Figure 33: Reference clip, public URLs only.

The number of references that can be uploaded per question is limited to five with the intention of reducing the overall reporting burden on companies and ensuring that supporting evidence remains relevant and specific.

- You will still be able to prefill all documents or references from the previous year. A warning will appear upon saving a question where the maximum number of references has been exceeded. However, all documents and references from the previous year will be prefilled.
- Editable answers to questions with too many references introduced during prefill will be highlighted.
- The online questionnaire will provide you with a warning message both upon saving the document and upon submitting the questionnaire if you have exceeded the document limit in any question (see Figure 34). Please review all documents and only attach those that are specifically linked to the answer you have provided.

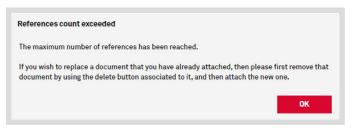


Figure 34: Pop up box when references count is exceeded.

Please be aware that additional links to documents provided in the company comment box may not be considered in the analysis of the question.

+ 5 references attached, please order by relevance		
Statisticability Report docs - Date 12.03.2021 - Access Admin only Page 2 - Comment real	Z ≣ 1 7	
GPI Document.docs - Date 12.03.2021 - Access All users Page 5-10 - Comment.null	2 8 2	
Code of Ethics.docx - Date 12.03.2021 - Access All users Page 1-7 - Comment null	× = ;	ł
Assurance Statement.docs - Dote 12.00.2021 - Access All users	/ #	

Figure 35: Companies can also order the references according to priority/importance/relevance.

We encourage you to order the attached references according to priority/importance/relevance. As previously noted, the number of references is limited with the intention of reducing reporting burden on companies. Therefore, of those maximum references submitted, you can now highlight which documents are the most relevant.

Documents Section

S&P Global		Assessments	MSA	Peer Practices	Benchmarking	Inbox	Account	Hetp	Logout	
MANAGE PARTICIPATION	QUESTIONNAIRES	DOCUMENT	TS TA	XONOMY			8 Administr	ator		

Figure 36: Documents section.

In this section, you can upload documents separately or in bulk. The entire collection of attached documents, both past and present, can be managed within the Documents section. You can rename, download, or delete all* documents for one participation. Each document can be referenced multiple times.

*Deleting the document will be disabled for any documents that are referenced in at least one question within a participation, You can see how many questions a document is attached to through the number in the References column (shown in Figure 37).

Other documents might also appear in this tab, acquired from different sources, namely:

- Analyst: Documents uploaded by S&P research analysts during a previous relevant assessment. These documents will be carried over to the current assessment during the prefill process.
- S&P Global Market Intelligence: Public documents collected by the S&P Market Intelligence team. All available relevant documents are automatically added when the participation is confirmed. Users can attach these documents within questions as references, but they are not able to edit or delete them.

his part of the online interface disp ocuments. By clicking on "Add files ubmission. You can also delete doo	" or "Add URL	s", you can up	pload r	multiple docume	ents	or web links. Once	you have uploade					
Add files Add URLs									Search			
Name	\$	Source	÷	Type	ģ.	Public Availa 6	Access	Refer	Upload Date	•	Action	

Figure 37: Documents Overview section.

Documents Columns

Name: The name of the document or URL that was added to the Portal.

Source: Options are Company or Analyst. This indicates who uploaded the reference to the Portal.

Type: When adding a reference, you can categorize it to indicate what the file/URL is- e.g., sustainability report.

Public Availability: Options are Yes or No and indicates if the reference is available publicly. Only if the reference is a URL will it be labeled 'Yes'.

Access: By default, all users can see all documents. Each document's permission can be either 'All users' or 'Admin only'. 'Admin only' documents are visible in the document overview for all users but are not downloadable for the other users. Only an administrator will be able to download them. Only administrators can choose for a file to be Admin Only when it is uploaded to the Portal. URLs cannot be set as 'Admin only'. If a user also has access to a question containing a reference to a confidential document, they will also see any comment provided on this reference.

References: This column indicates how many times the file or URL has been added as a reference within the CSA questionnaire. If a file has been referenced at least once, it cannot be deleted from the Documents section.

Upload Date: This is the date when the file or URL was added to the Portal.

Action: Edit, delete, replace the file, download, or open URL

Adding Files or URLs

Within the Documents section, you can add files or URLs that can then be linked to relevant questions within the assessment. Both can be uploaded individually or in bulk from this location.

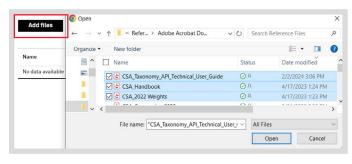


Figure 38: Adding multiple files.

		JRLs you want to add to the overv e per line. Each URL must begin v	
le	https://portal.s1.sp	global.com/survey/documents/CSA_Ha global.com/survey/documents/CSA_We al.com/esg/csa/tutorials/	
	Type *		

Figure 39: Adding multiple URLs.

Taxonomy Section

This section is visible to companies that have indicated to us that they are working with a third-party provider of software solutions for disclosing sustainability information. Utilizing the taxonomy resources provided, software vendors supporting reporters on the collection, consolidation, and reporting of sustainability information can submit data directly to S&P Global for the company's participation in the CSA. For more information and a copy of the CSA Taxonomy API Technical User Guide, please contact the <u>Corporate Engagement team</u>.

MSA Tab

Assessments MSA Peer Practices Benchmarking	g Inbox	Account	Help	Logout
---	---------	---------	------	--------

Figure 40: MSA tab.

This tab is only visible for administrator accounts and users who have specifically obtained permission from an administrator. In this tab, you can access Media and Stakeholder Analysis (MSA) cases in which we focus on issues that might affect your company's reputation and, eventually, have a material impact on its financial performance.

Media and Stakeholder Analysis		
The section below displays the MSA cases in which your company has been involved since 2015.		
iow to submit your answer to the MSA request for information:		
 Click on the open cases below and asseer our VBL request for information directly in the corresponding fields. Press the "Babmit" button at the bottom of the page. If you have more than one case, please "Submit" each case Once the assessment cycle has ended, the status of cases for which you have provided an answer will show as "C 	separately. Seed", Cases for which the response deadline has passed, and no response was pr	ovided will show as "Expired".
III MSA cases affecting your score will be displayed in the MSA report, available in the Reports section.		
f your company was contacted regarding a case prior to 2017, the response will not show here, as correspondence to	k place via e-mail.	
or additional information, please check our <u>MSA Methodology Guidebook</u> or contact our <u>CSA Helpline</u> .		

Figure 41: Media and Stakeholder Analysis.

If the section is empty or does not include any cases with an 'Open' status, no action is required from your company.

Once you have completed the information request for an open MSA case, please press the 'Submit' button at the bottom of the page. In case you have more than one case, please 'Submit' each case separately. Once you have submitted a case, the case status will show as 'Submitted' and you will not be able to edit your response further. Once the assessment cycle has ended, the status of cases for which you have provided an answer will appear as 'Closed'. Cases for which the response deadline has passed, and no response was provided, will appear as 'Expired'.

All MSA cases affecting your score will be displayed in an MSA report, available in the Reports section of the CSA Portal (within the Benchmarking tab).

If your company was contacted regarding a case prior to 2017, the response will not show in this section, as correspondence took place via e-mail.

For additional information, please see the MSA Methodology Guidebook.

Peer Practices Tab

Assessments MSA Peer Practices Benchmarking Inbox Account Help Logout

Figure 42: Peer Practices tab.

In this tab, peer practice examples are provided to illustrate good business practices in areas related to the questions in the S&P Global Corporate Sustainability Assessment. With a paid subscription to the Peer Practices Database, the filters and functionalities are made available to CSA Portal users. Watch the <u>tutorial video</u>.

Peer Practices Database					Upgrade
earn from leading practices in your own and other	r industries.				
ey functionalities:					
Apply your filter selection View a short summary by clicking the icon in 1 Follow the reference to the underlying source Export selected examples in one pdf to share	document to study the full example				
atch this demo of the functionalities or see the fa	actsheet for more information.				
lease note that new leading practice examples w	ill be added throughout the year.				
My suggestions?					
Any suggestions?					
N	Regiona	Industry Group		Industry	
N	Regions Asia Pacific, Latin America, Mrica, E	Industry Group - Select all -	Y	Industry - Solect all -	
Assessment year Search for question or company			Y		
Assessment year Search for question or company 2020 Image: Company examples Include company examples Image: Company examples	Asia Pacifio, Latin Amorica, Africa, E	- Select all -	V	- Solect all -	2
2020 Include company examples	Asia Pacific, Latin Amorica, Africa, E v	- Soloct all - Criterion	Y	- Select all - Question	
Assessment year Search for question or company 2000	Asia Pacific, Latin Amorica, Africa, E v	- Soloct all - Criterion	V	- Select all - Question	2
Assessment year Search for question or company 2020 Image: Company examples Include company examples Image: Company examples	Asia Pasific, Latin America, Mrisa, C ¥ Dimension - Select all -	- Soloct all - Criterion	V	- Solect all - Question - Select all -	ing 1 to 20 of 2800 +

Figure 43: Peer Practices Database.

Benchmarking Tab



Figure 44: Benchmarking tab.

In this tab, you can benchmark your company against your industry peers. Based on your service package, different filters and functionalities are available. Within the Benchmarking tab, on the left, four different sections are available: Database, Index Membership, and Reports, Leverage S&P Global.

DATABASE INDEX MEMBERSHIP REPORTS LEVERAGE S&P GLOBAL

Figure 45: Database, Index Membership, Reports, and Leverage S&P Global sections.

Database Section

Within the Database, you can identify your company's yearly changes for both the score and percentile ranking for each of the criterion. You may also identify the weighted gap between your score and the best company in your industry, and how closing this gap would impact your company's total CSA score.

You can also view a four-year trend analysis of your company's performance for each criterion when you click either the Total Score, or one of the Governance & Economic, Environmental, or Social dimension lines.

IP Global				Assessments	MGA	Peer Practices	Benchmarking	Inbox	Account	Help	Log
ATABASE INDEX MEMBERSHIP REPORTS											
Tutoriale									0.00		
is Benchmarking Database helps you understand your company's	sustainability performance in rel	ation to its industry an	d/or a customized peer group. O	Sick the tutorial button t	a learn more.						
is year, S&P Global ESG Scores will be published in waves startin locast to learn how to "Unpack and Internet Your CSA 2022 Resu	g in Deptember. The Benchmarkin	g database functional	ty has been improved to allow a	companies to interpret t	neir CBA result	s. Read this <u>tatorial c</u>	f CSA 2022 updates	r watch a repl	ay of the CEA	1022 1000/75	
an more about other gradiable ESG Benchmarking Services.											
nne year 🟮 Scote Date						Ethanad no	ope-of Companies O	The results show	a computian and	o etcan	
NZZ Litest Moresmunt						6	1	88%	1	195	
								Gaze you	r Previous	pour	
👔 include scores from previous assessment 🔘											
$\overline{\epsilon}$ include scores from previous assessment $oldsymbol{0}$			Show advanced search								
	016		Show advanced search								
			Show advanced search					Gearch (Gris	arian & quantizat		
Extends novem how previous summaries	0 Geore	0 Y+Y 0	Show advanced search V Percentile	¥+¥ # Ju	g. 14444	6 Best score	e 💧 Weigs	Gearch (Cris Aced gap		ight (

Figure 46: Example view of Benchmarking Database.

¢	Criterion & question	Score	9 Y-o-Y 0	Percentile	Y-o-Y	Avg. score	Best score	Weighted gap	Weight
▼ Tota	al	65	+10	96	+1	25	85	-20	100
					Sust	lainability scores: Com	pany vs. Selected ber	schmark	
cport resu	its table			Score 100 -					
core	Company Name			00					
5	Fruits S.A.			- 8	3	82	85	85	
	Lemon AG			80					
3	Mango plc			70					65
	Berries Co. Ltd.			60		52	55		
D	Melon Inc.			50		/			
				40	41	-			
5	Red Pepper S.A.			30					
	Cabbage plo			- 20					
5	Your Company								
5	Gartic S.A.			10	-				
4	Onion plc			- 2	019	2020	202	1 20	1
	1 NextF	Showing 11	to 10 of 266 entr	ies					

Figure 47: Example view of Benchmarking Database.

Based on your service package, different filters and functionalities are available within the Database. Watch the <u>tutorial videos</u> available for the different versions of the Benchmarking Database.

Index Membership Section

In this section, you can identify how your company performs against index constituents, specifically the Dow Jones Sustainability Index (DJSI). Here you will see the minimum total score for index selection within your designated industry, and if applicable, index memberships for the selected assessment period.

Zerry T								RTS Test			
								Ν	I/A		
lay index Statutios											
Statistic			DUSCINICAL	GJSI Europe	0,15 North Amorica	D.HI Asia Facilie	5.393 Emerging Markets	DJU MLA Pacific Allance	0.39 Australia	DJSI Kerna	CUSI CNIN
Number of members			11	4	6		z	1	2		1
Number of invited companies			78	16	29	20	22	4	9	1	5
Meximum scare for inclusion			60	42	66	60	67	48	62	NA	29
Average score			62	66	54	61	68	68	61	NA	68
ustainability Leaders									Saurch	Company name,	Country
Company	•	Country	DJST WILH	0.00 Europe	DJS North America	DJU Asia Pacific	DUSI Emerging Markets	DUSI MILA Pacific Allance	DJS Australia	Data Korea	DUSI CHI
Best Bey Coltec		United States	•		•						
Canadian Tire Corp Ltd		Canada									
allay inc		United Distort									

Figure 48: Index Membership.

Reports Section

This section is a repository for your assessment results. DJSI invited companies can access a PDF of their Benchmarking Scorecard for each finished assessment, and all companies can access MSA reports if there were any cases that impacted your company's score since 2015. Any ESG Score reports will also be found within this section of the Portal.

You can also order a Feedback Report from the Sustainability Benchmarking Services team based on your company's last submission. More information is available by clicking the 'Order Feedback Report' button.



Figure 49: Reports.

Leverage S&P Global Section

S&P Global offers a wide range of sustainability platforms and services, which you can become familiarized with through this page and request demo access in case of interest.

S&P Global Capital IQ Pro provides data, news, and research, combined with tech-forward productivity tools.

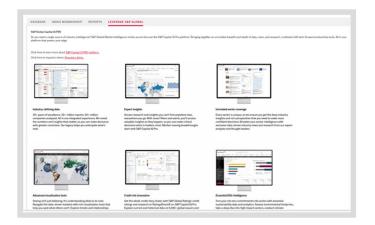


Figure 50: Leverage S&P Global.

Inbox Tab

Assessments	MSA	Peer Practices	Benchmarking	Inbox	Account	Help	Log out
-------------	-----	----------------	--------------	-------	---------	------	---------

Figure 51: Inbox tab.

Within this tab, your team can see key communications from S&P Global's CSA team, organized by year. To see a copy of the email, select the icon with 3 lines under the 'Actions' column.

		Search
object) Date	1 Actions
2023		
Capelint confidentiality designation option	Mar 83, 2923	
22 CSA Participation Window Selection	Mar 62, 2023	
a did Int Thank you for completing the S&P Global CSA 2022	Feb.03, 2023	
2002		
2001		

Figure 52: Inbox communications view.



Figure 53: Email details view.

Account Tab



The account tab allows you to set up new administrator or user accounts, change access to questions, and update contact information and company details. It also allows you to manage notifications related to the CSA that are sent throughout the year, such as methodology changes, opening of the questionnaire, etc.

User settings						
his section allows the company administrator(s) to a istribute relevant questions to topic owners and exp		rs. Each user can be a	ssigned to different questions of the curr	rent and past questionnaires, or tab	is of the online assessment tool. This all	ows the admins to
ly default, all questions in both historical and current	questionnaires can be seen by all users. The admi	nistrator should remo	we access to specific questions wherever	глесеваагу.		
pon creation of the new admin or user, and e-mail wi	If be sent to the specified e-mail address, which w	Il include information	on how to set up password.			
lease note: The confidentiality settings for document	ts needs to be set up independently of user access	rights, through the "I	locumenta" tab.			
ata Protection Notice						
ompliance with the Swiss data protection regulation	s your personal data may be passed on to third par	ties who will process	it on behalf of S&P Global Switzerland SM	Any Data provided will be process		
empliance with the Swiss data protection regulation valiable at <u>totac inwow septobal commendering</u> y editing account -related information below, users a	s your personal data may be passed on to third par accuration control of the second from time to time	ties who will process in accordance with its	it on behalf of S&P Global Switzerland S/ i terms), including cross-border transfers	 Any Data provided will be process s of the data. 	ed in accordance with 3&P Biobal's Cor	porate Privacy Polic
angliance with the Brisis data pretection regulation valiable at <u>https://www.spejiobal.com/en/orkecyder</u> / yed/ing.account-velated information below, users a dmine or users.	a your personal data may be passed on to third par auxy- <u>solity-emploit</u> (as updated from time to time cting in the Company Administrator capacity confi	ties who will process in accordance with its	it on behalf of S&P Global Switzerland S/ i terms), including cross-border transfers	 Any Data provided will be process s of the data. 	ed in accordance with 3&P Biobal's Cor	porate Privacy Polic
he hereat your persional data confidentially, SAP Obles monitation with the Wess data pretention regulations with the at these thereas the kold control respective with the data of the second statement of the second data of the second statement of the second data of the second statement of the second statement the second statement of the sec	a your personal data may be passed on to third pan any-addreaming the spotsed from time to time cting in the Company Administrator capacity confit whitecontect	ties who will process in accordance with its	it on behalf of S&P Global Switzerland S/ i terms), including cross-border transfers	 Any Data provided will be process s of the data. 	ed in accordance with S&P Biobal's Cor their company to add, manage, and/or d	porate Privacy Polic

Figure 55: User settings.

Creating New Administrator or User Accounts

In this tab, you can create and manage any number of administrator (admin) or user accounts. This functionality allows for maintaining confidentiality for some answers and for the distribution of questions among relevant departments and colleagues.

Administrators are responsible for managing the company's account. Each admin will see the entire questionnaire and all of the Portal tabs and associated sections. Each user can be assigned to any of the combinations of individual questions, as well as the tabs (e.g. MSA). These users cannot confirm participation or submit the questionnaire, edit questions marked as 'Approved', or manage account and user settings.

When setting up a new role, the administrator specifies the user type (admin or user), e-mail address, title, last name, first name, phone, department, and function/position. An unlimited number of admins and users can be added. Each role needs to have a unique e-mail address. Once a new role is created, they will be notified via the specified email address that a new account has been created for them, and they will need to follow instructions to set up their password.

S&P Global is using <u>Okta</u> to authenticate, authorize and secure access to its application. If you are a user of an additional S&P platform, e.g. S&P Global <u>Capital IQ Pro</u>, you will be able to log in there using your CSA Portal credentials.

New Users

Upon creation of an account, users will receive an email from <u>csa@spglobal.com</u> confirming their account creation and user ID (i.e., email address). A separate email will be sent from <u>donotreply@spglobal.com</u>, that contains the link to set a new password. To the right is a screenshot of the email.

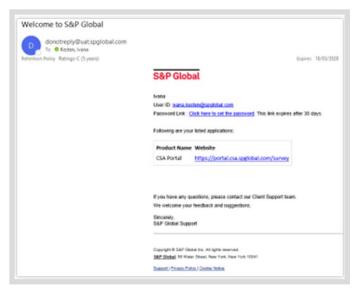


Figure 56: Sample email new account set up — password set up.

The password set up/reset page will provide guidance on the required complexity of the password.

Our records show you also have access to our other websites which pair/opate in single Sign-On. Reveting the payseod will change it for all websites listed before Ir you recall your password for any of the websites, sign in by using your current password.	New Password
Https://portal.csa.spglobal.com/survey	
	Contrains at a tweat 9 otheractions Contrains at text 0 1 supercase tetre Contrains at a text 0 1 supercase tetre Contrains at a text 1 supercase tetre Contrains at a text 1 supercase and 200 Real of the supercase an
	Confirm Password
	I'm not a robot
	SURMIT

Figure 57: Password set up/reset page.

Your login and password will apply to all S&P Global applications you subscribed to (if applicable). These applications will be listed on the confirmation page.

You can use the same password to sign into the following applications that you have access to:	Password changed successfully.
https://portal.csa.spglobal.com/survey	
	0

Figure 58: Password changed confirmation.

Users with Access to More Than One Company Account in the CSA Portal

If the admin/user for which an account was created for one company already has an admin/user account for another company account on the CSA portal, they will not need to reset their password, but will rather be notified via email that a new company has been made available to them. You can switch between companies within the CSA Portal using the dropdown menu that appears at the top of the right-side navigation panel.



Figure 59: Email notification of additional access.

Managing Admin/User Accounts

Each account can be edited or deleted by an administrator (with the exception of one's own account). Admins can, at any time, revoke access rights to a user by deleting the user. There is no option to set up a temporary user.

By continuing to the CSA Portal, users acting in a Company Administrator capacity confirm that they have obtained all necessary authorizations and consents from the individuals within their company to add, manage, and/or delete any additional admins or users.

Add Admin or User Edit Q	uestion Access Cha	nge Main Contact			
				Search [
Email	Description	Personal Data	Application Access	Login Details	Actions
csa@spglobal.com		CSA Portal User Last Name	- ALL -	Count: 10589 Last: Feb 02, 2024 16:08	Z 1

Figure 60: Manage user accounts.

User Information			
User Type *	User	Phone	
Email *		Department	
Title	•	Function/Position	
Last Name *		Description	
First Name *			
Application Access			
	firm or submit the questionnaires,		
edit questions mark	ed as approved or manage account	MSA	
and user details. The	ose functionalities are only available	Peer Practices	1
		Benchmarking	4
	by default access to the Documents sections. In the section	>Database	1
to the right you can	grant access to other sections of the		
application.	can confirm or submit a	> Index Membership	4
questionnaire, mark	questions as approved and manage	>Additional Scores	
account and user de	etails.	> Reports	
Administrators have application.	e access to all sections of the	Inbox	
CSA related commu	nication, e.g. annual invitation, submiss	ion reminder	
mandatory for CSA	Portal Admins)		
CSA results & quarte			
Methodology change Services and Events	es, e.g. annual changes, webcast		
* Mandatory input field	in .		

Figure 61: Add a user.

Editing Question Access

Administrators have an overview of the full list of questions that can be assigned to a user. Approving access for a user to all questions within a certain criterion can be done in bulk; criteria headings appear in red and selecting the associated tick box will select/ unselect the questions within that criterion.

it Question A	ccess	
By default, all i	isers have access to all questions within the current and past question	onnaires. You can remove access to specific questions wherever necessa
articipation	CSA 2023 - Test Companies CA	
Jsers	esgbenchmarking@spglobal.com	
		Search (
Name		esgbenchmarking@spgtobal.com
Company Int	ormation	
Denominato	- Total Employees	
▼ Human Righ	ts S	×.
Human Righ	ts Mitigation & Remediation	S
Human Righ	ts Commitment	×
MSA Human	Rights	×.
Human Righ	ts Assessment	×.
Human Righ	ts Due Ditigence Process	×
• Feedback St	rvey: Your input is welcome	
Overall Impr	assion	
Other Feedb	ack	
Methodology	Development Input	
Platform Der	relopment Input	
CSA and Inve	stor Relations	
Link to Perfo	rmance Based Compensation and Sustainability Investments	
· Reporting Pr	ocass	

Figure 62: Edit user question access.

A user with removed access for particular questions will still be able to see all questions within the entire questionnaire, but not any answers input by other users or administrators: the questions which are not assigned to the user will be indicated by a 'lock' icon and will be non-editable. In the PDF extract, the same logic will be applied: the entire questionnaire will remain visible, but answers will be visible only for questions which are assigned to this user.

¥	1.8 I	nformation Security/ Cybersec	
	1.8.1	IT Security/ Cybersecurity 🔒	
	1.8.2	IT Security/ Cybersecurity Mea	
	1.8.3	IT Security/ Cybersecurity 🔒	
	1.8.4	IT Security/ Cybersecurity 🔒	
	1.8.5	MSA Cybersecurity & IT Incide	

Figure 63: View for users with restricted question access.

By default, all newly created users have access to all questions and all documents. Once the user access has been set up, the same rights will be applied for the next year's assessment year. Any new questions will be available by default to all users.

By default, all questions and answers of the previous CSA questionnaires submitted by the company are visible to all users: administrators can restrict the historic questions visible to specific users.

Administrators can set up document confidentiality from the Documents tab by marking them as 'Admin only'- restricting question access for a user **does not** automatically restrict access to any associated document(s).

Once a user or administrator marks a question as 'Completed', the question becomes 'read-only'. Both users and admins can set this question back to 'In Progress' and edit it again. Once an administrator has marked the question as 'Approved', other users will not be able to edit those questions anymore, and the questions become 'read-only'. It is not possible to set up a read-only user.

Changing the Main Contact

Each company needs to assign at least one administrator as the main contact. There can be one main contact, but an unrestricted number of administrators.



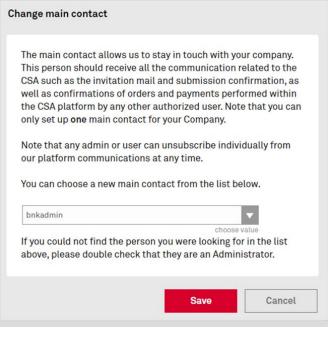


Figure 64: Changing main contact.

Managing Notification Preferences

Both administrators and users can edit their notification preferences by clicking 'Manage notifications' under 'Options' in the right-side navigation panel.

Administrator csa@spglobal.co	om
Company Company Details Subscriptions >	s >
Change Passwor Manage Notifica	
Enable/Disable (

Figure 65: Managing notifications link in right-side navigation panel.

CSA related communication, e.g. annual invitation, submissior reminder (mandatory for CSA Portal Admins)	4
CSA results & quarterly updates	4
Methodology changes, e.g. annual changes, webcast	4
Services and Events	4

Figure 66: Managing notifications menu options.

Company Settings

The Account tab enables you to also manage your company information.

Company *	BNK Test Company SAM	 Boilerplate
		Please provide your company's official boilerplate or a short, official description of your company.
Address		
Address (cont.)		
State/Zip		Comments
own/City		Please indicate below should you have any additional comments or information related to your company
Country *		administrator account, contact or company details.
Veb		

Figure 67: Edit your company details.

Help Tab



Figure 68: Help tab.

The Help tab provides a key to icons and other elements used throughout the Portal.

Help	0	
		urvey-induct quantitions, please consult the TAD) and guidelines provided on the right hand side panel. If your quantion is still chansivened, the Helpfine is available to assist you. Please see the information panel on the right for contact details account creation, please consult the barner (account activities) and account of guidance and explanations.
he infi	rmation panel o	the right side of the screen displays the user name and company details for the user. A link for changing the current password can also be found here.
Quest	ionnaires	
howse	a questionnaire-	and review the completion status
		prestionnaire tab, a dropdown list displays all questionnaires to which your company has been invited. Please select the appropriate questionnaire from this list. If a questionnaire's name appears in red, it is due in less than a week. If it appears in his been submitted or can no longer be edited.
	and the second s	
the que	n aspects or que	played in a tree structure, ondered according to dimensiona (i.e. economic, environmental and locial dimensiona), themes, and individual questions. All questions are numbered to facilitate communication within your company. To navigate attorn, click on the folder to display the whole list of sub-items. To open a question, click on its name.
etwee	n aspects or que	slopel in a two function, addend according to dimensional, in a concording, environmental and occid dimensions, themes, and individual questions. All questions are numbered to facilitate communication within your company. To earlights monotic close that leading the shall be in the function of the strategy of the stra
etwee	n aspects or que	titions, click on the folder to display the whole list of sub-items. To open a question, click on its name.
etwee	n aspects or que each question, a	stoon, chick on the folder to digitary the white list of such items. To open a question, chick on its name.
etwee	n aspects or que each question, a Not Storted	nton, citica con la tradita de la degrada de la desensa de la desensa de la desensa de la desensa de la desensa Integrada de la desensa de l Integrada de la desensa de
etwee	n aspects or que each question, s Not Started In Progress	data, data et er data et data

Figure 69: Snapshot of some of the help tab content.

Additional resources are also available along the right-side column.

Ø	Questions?
	CSA FAQ >
	常见问题解答》
	Online Portal Guide >
	在线门户指南)
	Benefits of Participation >
	Measuring Intangibles >
	ESG Scores Methodology >
	More information about the CSA >
0	Policies
	Use of Information &
	Confidentiality >
	General Terms and Conditions >
	Language Policy >
	Company Concerns >
	Data Security >
	Disclaimer >

Figure 70: Content available on the right-side navigation panel.

Subscriptions

Administrators have access to subscriptions, which contains the services received from Benchmarking Services.

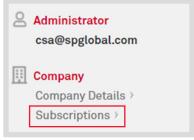


Figure 71: Subscriptions.

ar 🚽 Expiration date	Delivery date	Accepted T&C
Aug 31, 2021		YES
0 Dec 31, 2025		YES
9 Dec 31, 2025		YES
9 Aug 31, 2020		YES
8 Dec 31, 2025		YES
7 Dec 31, 2025		YES
6 Dec 31, 2025		YES
	Dec 31,2025 9 Aug 31,2020 8 Dec 31,2025 7 Dec 31,2025	9 Dec 31,2025 9 Aug 31,2020 8 Dec 31,2025 7 Dec 31,2025

Figure 72: Subscriptions details view.

Enable/Disable Chat

Under 'Options' in the right-side navigation, users can enable or disable the Help Chat function when logged in. While clicking on 'Enable/Disable Chat', a pop up window will appear and the user can:

- Enable the use of chat box by clicking on 'Accept'.
- Disable the use of chat box by clicking 'Reject'.

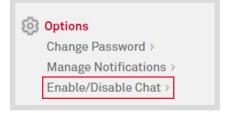


Figure 73: Options.

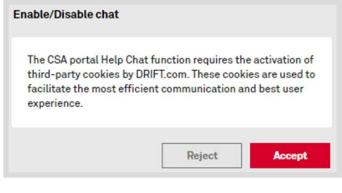


Figure 74: Enable/Disable chat pop up.

Appendix

Viewing the Assessed Version of your Company's Last Submission

As analysts review a company's submitted questionnaire, they may change responses based on the data provided and the CSA methodology. Questions that were subject to a change by the S&P Global ESG Research analysts are flagged and the changed data points are highlighted. This allows you to easily identify areas where our analysts made changes to your answers based on the CSA methodology.

Follow these steps:

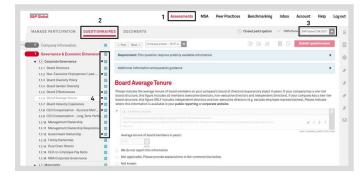
1. Go to the "Assessments" tab of the CSA Portal.

2. Navigate to the "Questionnaires" section.

3. Select the **latest campaign** available at the top right dropdown menu.

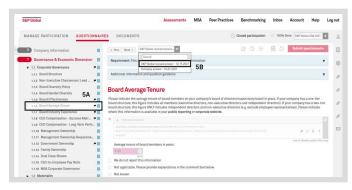
4. Identify questions with changed information.

Criteria that contain changed questions and the changed questions are marked with a black flag. A flag means that at least one data point in a question was changed by our ESG Research analysts after your submission.



5. A) Select the $\ensuremath{\textbf{question}}$ of interest from the left sidebar.

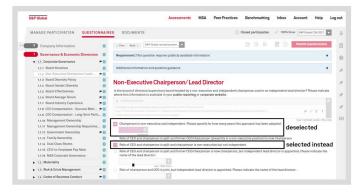
B) Select **"S&P Global revised answer"** from the dropdown at the top of the question, if not selected already.



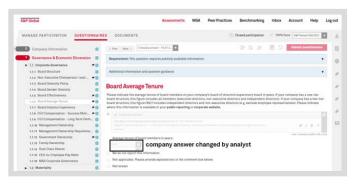
6. Identify **changed data points**. If a data point is highlighted in pink, it means that it has been changed by the ESG Research analysts when assessing your answer. **The data that you see in the field with pink shading is the most updated, which was considered for the purpose of the assessment**.

	Assessments MSA Peer Practices Benchmarking Inbox Account Help Lo
MANAGE PARTICIPATION QUESTIONN	AIRES DOCUMENTS Octobed participation 🗸 100% Done Sep Council City 2021
Company Information	🛛 🖓 4 Peer – Next y SMP Global revised anseer. 🔻 😥 😥 🏖 🖉 🖉 Submit questionnaire
Governance & Economic Dimension	Requirement: This question requires publicly available information
1.1 Corporate Governance 1.1 Board Structure	Additional information and question suidance
1.1.2 Non-Executive Chairperson/ Lead 🖷	
1.1.3 Board Diversity Policy 1.1.4 Board Gender Diversity	Board Average Tenure
1.1.5 Board Effectiveness	Please indicate the average tenure of board members on your company's board of directors/supervisory board in years. If your company has a one-tier board structure, this figure includes all members lexecutive directors, non-executive directors and independent directors). If your company has a two-tier
1.1.4 Board Average Tenure	board structure, this figure of history and memory independent directors, and non-executive directors and independent directors and independent directors and non-executive directors (a.e. exclude employee representatives). Please independent
1.1.7 Board Industry Experience	where this information is available in your public reporting or corporate website.
1.1.8 CEO Compensation - Success Metr	expension and an and a second response to the constraint and personal and the second response representatives, mease macaning where this instraint is a wallable in your public reperting or corporate website.
1.1.8 CEO Compensation - Success Metr P 1.1.9 CEO Compensation - Long-Term Perfo	Experimental and a second
1.1.8 CEO Compensation - Success Metr • 1.1.8 CEO Compensation - Long-Term Perfo 1.1.9 Management Ownership	Experimental and a second
1.1.8 CEO Compensation - Success Metr P 1.1.9 CEO Compensation - Long-Term Perfo	Book and the set of the set
1.1.8 CEO Compensation - Success Metr 1.1.9 CEO Compensation - Long-Term Perfo 1.1.10 Management Ownership 1.1.11 Management Ownership Requireme	Were The submitted to a your public regarding or copyring or copyring a vectoria. *
1.1.8 CEO Compensation - Success Metr 1.1.9 CEO Compensation - Long-Term Perfo 1.1.10 Management Ownership Requireme 1.1.12 Government Ownership Peruireme	Annu development of section of the section of
1.1.8 CEO Compensation - Success Metr 1.1.9 CEO Compensation - Long-Term Perfo 1.1.5 Management Ownership 1.1.11 Management Ownership Requireme 1.1.12 Government Ownership 1.1.3 Family Ownership	Were The submitted to a your public regarding or copyring or copyring a vectoria. *
1.1.1 CEO Compensation - Success Metr 1.1.2 CEO compensation - Long-Term Perfo 1.1.3 Management Ownership 1.1.1 Management Ownership 1.1.1 Kanagement Ownership 1.1.1 Family Ownership 1.1.3 Class Sharee 1.1.4 Class Sharee	Annu development of section of the section of

There may be more than one pink shaded area within the question, indicating a **change from one option to another** by the analysts.



7. To view the change from your original submission, select "Company answer" (shown in the dropdown in step 5) to toggle to your original submission. This way you can check which **data points were deleted or changed** based on your supporting evidence or additional comments.



Disclaimer

Unless otherwise noted, all information, data and other material, including ratings or scores (all such information, "Content") contained in this publication and other reports, materials, or websites of S&P Global Inc. and/or its affiliates is the exclusive property of S&P Global (Switzerland) SA, a subsidiary of S&P Global Inc., and/or its relevant affiliates (individually and collectively "S&P") and their third party licensors and may not be copied or reproduced in any form except with the prior written permission of S&P. The Content shall not be used for any unlawful or unauthorized purposes. This publication is derived from sources believed to be accurate and reliable, but it is each reader's responsibility to evaluate the accuracy, completeness and usefulness of any opinions, statements or other Content contained in this publication. The Content and any other material and information in this publication are provided "as is" and without warranties of any kind, either expressed or implied. S&P Global (Switzerland) SA, a subsidiary of S&P Global Inc., and/or its relevant affiliates and their third-party licensors disclaim all warranties, expressed or implied, including, but not limited to, implied warranties of merchantability and fitness for a particular purpose.

S&P (and any third-party providers, as well as their directors, officers, shareholders, employees or agents) does not guarantee the accuracy, adequacy, completeness, timeliness or availability of any Content and are not responsible for any errors or omissions (negligent or otherwise), regardless of the cause, or for the results obtained from the use of such Content. In no event shall S&P (and any third-party providers, as well as their directors, officers, shareholders, employees or agents) be liable for any direct, indirect, special, incidental, and/or consequential damages, costs, expenses, legal fees, or losses (including, without limitation, lost income or lost profit and opportunity costs) in connection with any use of the Content (including, without limitation, any opinions or other information expressly or implicitly contained in this publication).

Any opinions and views in this publication reflect the current judgment of the authors and may change without notice. Further, any opinions and views expressed by CSA participants do not reflect the policies or positions of S&P or any other person, organization or company. The Content contained in this publication is distributed with the understanding that the authors, publishers and distributors are not rendering legal, accounting or other professional advice or opinions on specific facts or matters and accordingly assume no liability whatsoever in connection with its use. The Content contained in this publication constitutes neither a solicitation, nor a recommendation, nor an offer to buy or sell investment instruments or other services, or to engage in any other kind of transaction, and such information is not directed to persons in any jurisdiction where the provision of such Content would run counter to local laws and regulations. S&P keeps certain activities of its business units of S&P may have information that is not available to other S&P business units. S&P has established policies and procedures to maintain the confidentiality of certain non-public information received in connection with each analytical process.

For information provided as part of the CSA questionnaire refer to our "Use of Information and Confidentiality Policy" https://portal.s1.spglobal.com/ survey/documents/Use_of_Information_Policy.pdf

and for personal information provided to S&P refer to S&P Global's Privacy Policy: https://www.spglobal.com/en/privacy/privacy-policy-english.

Copyright© 2024 S&P Global Inc. All rights reserved. S&P is a registered trademark of Standard & Poor's Financial Services LLC ("S&P"). DOW JONES, DJSI and Dow Jones Sustainability are registered trademarks of Dow Jones Trademark Holdings LLC ("Dow Jones"). These trademarks together with others have been licensed to S&P Dow Jones Indices LLC. Redistribution or reproduction in whole or in part are prohibited without written permission of S&P Dow Jones Indices LLC.

About S&P Global

S&P Global (NYSE: SPGI) provides Essential Intelligence. We enable governments, businesses and individuals with the right data, expertise and connected technology so that they can make decisions with conviction. From helping our customers assess new investments to guiding them through sustainability and energy transition across supply chains, we unlock new opportunities, solve challenges and Accelerate Progress for the world.

We are widely sought after by many of the world's leading organizations to provide credit ratings, benchmarks, analytics and workflow solutions in the global capital, commodity and automotive markets. With every one of our offerings, we help the world's leading organizations plan for tomorrow, today. For more information, visit www.spglobal.com.

Copyright© 2024 S&P Global Inc. All rights reserved. This content (including any information, data, analyses, opinions, ratings, scores, and other statements) ("Content") has been prepared solely for information purposes and is owned by or licensed to S&P Global and/or its affiliates (collectively, "S&P Global"). This Content may not be modified, reverse engineered, reproduced or distributed in any form by any means without the prior written permission of S&P Global. You acquire absolutely no rights or licenses in or to this Content and any related text, graphics, photographs, trademarks, logos, sounds, music, audio, video, artwork, computer code, information, data and material therein, other than the limited right to utilize this Content for your own personal, internal, non-commercial purposes or as further provided herein. Any unauthorized use, facilitation or encouragement of a third party's unauthorized use (including without limitation copy, distribution, transmission or modification) of this Content or any related information is not permitted without S&P Global's prior consent and shall be deemed an infringement, violation, breach or contravention of the rights of S&P Global or any applicable third-party (including any copyright, trademark, patent, rights of privacy or publicity or any other proprietary rights). A reference to a particular investment or security, a score, rating or any observation concerning an investment or security that is part of this Content is not a recommendation to buy, sell or hold such investment or security, does not address the suitability of an investment or security and should not be relied on as investment advice. S&P Global shall have no liability, duty or obligation for or in connection with this Content, any other related information (including for any errors, inaccuracies, omissions or delays in the data) and/or any actions taken in reliance thereon. In no event shall S&P Global be liable for any special, incidental, or consequential damages, arising out of the use of th

The S&P and S&P Global logos are trademarks of S&P Global registered in many jurisdictions worldwide. You shall not use any of S&P Global's trademarks, trade names or service marks in any manner, and in no event in a manner accessible by or available to any third party. You acknowledge that you have no ownership or license rights in or to any of these names or marks. S&P Global keeps certain activities of its business units separate from each other in order to preserve the independence and objectivity of their respective activities. As a result, certain business units of S&P Global may have information that is not available to other S&P Global business units. S&P Global has established policies and procedures to maintain the confidentiality of certain non-public information received in connection with each analytical process.

For information provided as part of the CSA questionnaire refer to our "Use of Information and Confidentiality Policy" https://portal.s1.spglobal.com/survey/ documents/Use_of_Information_Policy.pdf and for personal information provided to S&P refer to S&P Global's Privacy Policy: https://www.spglobal.com/en/privacy/privacy-policy-english. See additional Disclaimers at https://www.spglobal.com/en/terms-of-use.

spglobal.com