

# **Higg BRM Data Collection Guide**

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## Introduction

### **What is the Higg Brand & Retail Module (Higg BRM)?**

The Higg Brand & Retail Module (Higg BRM) is a sustainability assessment tool that standardizes how brands and retailers measure and evaluate their environmental and social performance, year over year.

### **How to Use this Guide**

This is intended to help collect important information, documentation, and certificates prior to completing the tool. The more information collected in this stage, the easier the tool will be to fill out. This means less stopping and starting and a more efficient and smooth process to complete the tool.

This list provides a variety of document examples and options that can be used to support your answers in the tool, however, they are examples. The priority should be to collect as much documentation and information of your social and environmental initiatives as possible, so when it comes time to fill out the tool all the information is easily available. It also begins the conversation with the appropriate team members across your organization prior to starting the tool.

Use this list as a guide to the type of information to collect rather than a checklist where every item must be checked off.

## Management System

- A list of your proprietary operations; offices, retail stores (if any) and distribution centers
- A list of your supply chain partners, and their locations grouped on product or purchase order level
- High-level description of your internal process to identify and prioritize the salient environmental and social & labor risks and impacts based on what is material to your overall business operations
- Copy of risk analysis, assessment or report (carried out within the last 2 years) that identifies the salient environmental and social & labor risks, impacts and opportunities associated with your overall operations
- Background information describing your company's salient environmental impacts and how you are addressing them
- Background information describing your company's salient social impacts and how you are addressing them
- Information on the goals and actions taken towards addressing these key environmental impacts through your sustainability programs
- Information on the goals and actions taken towards addressing these key social/human rights impacts through your sustainability programs
- Proof of measurement of energy sources from direct operations (Scope 1) through utility bills, mapping out of business and operational processes or energy management plan/system
- Proof of measurement of water sources from direct operations through utility bills, mapping out of business and operational process or water management plan/system
- Records of sources for calculating scope 1, 2 and/or 3 GHG emissions in metric tons of CO<sub>2</sub>e
- Documented evidence of the environmental sustainability and social/human rights strategy or program that addresses the company's direct and indirect operations across the value chain
- Supporting components of the strategy and program (such as the plan of action, policies, established targets) that outlines how adverse environmental and social risks & impact are being managed (and improved) through the company's choice of raw materials, suppliers, packaging, use and end of use of products and business operations (offices, transportation, distribution centers)
- Supporting documentation of internal and external stakeholder engagement
- Evidence that senior management / leadership has reviewed and approved the environmental and social/human rights approach or strategy
- The internal communication and action plan to support the environmental and social sustainability approach or strategy
- List of actions/activities that your company has taken to engage your employees on sustainability topics
- Organization chart

- A brief description identifying who is accountable for your company's environmental and social sustainability strategy/approach.
- Evidence that supports accountability for environmental and social sustainability practices within individuals and/or teams (This can include organization charts, employee bios)
- Documented evidence to explain how the number of environmental sustainability and social & labor staff and relevant resources were calculated
- Documentation or tools demonstrating the link between the identified employees and their sustainability goals (either individually or by group)
- Formal inclusion of sustainability related functions through job description, key performance indicators, annual performance targets / review of responsible employees
- Copy of annual performance review which includes an evaluation of the environmental and social goals
- The qualifications of responsible staff tasked with sustainability related functions
- Evidence of training and capacity building delivered to the relevant staff
- Proof of resources provided to employees to stay up-to-date on sustainability issues in the industry e.g. access to industry publications, events, conferences, news
- Documents that support social workplace standard(s) and provide guidance on how to manage working conditions at the workplace. Examples: Employee Code of Conduct, Employee Handbook, Internal Code of Ethics and Business Conduct
- Provide a description and internal/external materials of your company's commitment that promotes the well-being of the communities
- Company's complaint / grievance mechanism or procedure
- Records of the previous calendar year where employees or external stakeholders have made use of the complaint mechanism
- Copy of roles and responsibilities of Human Resource department and/or staff responsible for human resources in regard to advancing social/human rights & labor workplace standards and compliance thereof within your operations
- Overview of how employees are trained and instructed on the company's labor and social workplace standards, policies and procedures
- Internal documentation processes to verify employee training was completed, and a summary of the curriculum/training covered.
- Relevant social/labor policies and a description of how this information is communicated/made available to employees.
- Description and identification of senior-level employees responsible for achieving your company's diversity targets. If this information is included in any public reporting, links and copies of this information is sufficient for verification
- Company's position papers, annual report, sustainability report, CSR report, Integrated report, or an equivalent thereof
- Copy of the (verified) sustainability report and a link to where the report is published on your company's website.
- Provide relevant URLs of the publicly shared information on the environmental as well as social/human rights & labor risk management

## Retailer

- Copy of the analysis, assessment, or report (carried out in the last five years) that identifies the key environmental risks, impacts, and opportunities associated with the products you sell
- Documentation of the products that were sold in the previous calendar year with environmentally preferred attributes/certifications
- Documentation of the products that were sold in the previous calendar year with social-human rights attributes/certifications
- When certifications have been used please share the related scope and transaction certificates of the product
- Communication vehicles used to make the products with environmental attributes or certifications of its products accessible to customers
- Communication vehicles used to make the products with social-human rights attributes or certifications of its products accessible to customers
- Internal communication/policies/procedures on the integrated scorecard (this includes both business and sustainability criteria)
- Sample score cards
- Supporting documents which demonstrate that both business and sustainability criteria are included in purchasing decisions
- Company's environmental and social-human rights policy and standard
- Documentation of process/guidelines for selecting brand partners based on their environmental and social-human rights performance (and the subsequent engagement with them)
- Documentation of the shared environmental and social-human rights goals or objectives and how these were determined.
- Links to external materials highlighting your activities (e.g., corporate social responsibility reports, press releases or information posted on your website or another website).
- Documentation (e.g. plan of action and key-performance indicators) of the brand partner support program and the resources that are made available to brand partners to improve on their environmental and social-human rights performance
- Program materials and/or communication developed for your brands to explain the incentives of the program (e.g., brand performance criteria, data collection, verification, and evaluation processes).
- A signed partnership or collaboration agreement with the relevant stakeholders.
- Evidence of participation and engagement in shared platforms, including multi-stakeholder events.
- Evidence of direct engagement with other companies to host or share joint environmental training programs.
- Evidence of direct engagement with other companies to host or share joint social-human rights training programs.
- Proof of the product repair offering provided to consumers by your company, the brand or by a third-party organization.

## Brand

### Product

- Documentation of primary materials inventory including the types and volumes (weight or units) of the materials used in your products, an explanation of how the calculation was made
- Documentation of trim inventory and explanation of how the calculation was made
- Documented evidence of an environmental and/or social impact assessment to understand the impacts and risks associated with the materials used
- Evidence of materials with sustainability (environmental & social/human rights) attributes or third-party certifications and an explanation of how the percentage has been calculated and tracked
- Copy of communication vehicles that were used to inform your customers on the materials with sustainability attributes and/or third-party sustainability certifications used for the materials in your products
- Company's material sustainability strategy which includes environmental and social/human rights goals and targets linked to impacts
- Documented quality assurance program/policies/processes shared with internal and external partners
- Provide policy or process documents capturing your approach to including durability considerations in materials selection and approval processes, with reference to key definitions of durability
- Provide testing results from a laboratory and/or relevant field trials
- Documentation of ASTM testing results on materials from a validated testing laboratory (i.e., tear strength, abrasion resistance, etc.) and relevant field trial experiments
- A signed partnership or collaboration agreement with the relevant stakeholder(s) to jointly address systemic challenges in order to accelerate the adoption and development of environmentally sustainable materials or products
- Evidence of participation and engagement in these shared platforms / multi-stakeholder initiatives, and describe the results achieved through this collaboration
- A signed partnership or collaboration agreement with the relevant stakeholder(s) to share information, knowledge, and best practices that accelerate the adoption and development of materials or products that promote social responsibility/human rights
- Evidence of participation and engagement in these shared platforms / multi-stakeholder initiatives, and describe the results achieved through this collaboration

## Supply Chain

- A brief report or process document, capturing the metric used to calculate the percentage (number of sites) in each supply chain segment, the means by which supplier location data is gathered and managed, and how physical addresses are checked and verified by the company
- Evidence of total production volume by tier
- Supplier list(s) and an explanation what tiers are included in the supplier lists that your company has publicly disclosed.
- Documented evidence of the environmental and social-human rights program (this can include internal or external materials) laying out the approach to managing supply chain impacts
- Provide interviews, feedback surveys, documents or other evidence of supplier consultation and engagement, that are included in the environmental and social-human rights program development process
- A brief report or process document capturing the supply chain consultation processes (capturing feedback was gathered and captured)
- Internal or external materials that can demonstrate a company is confirming the environmental compliance of their suppliers with applicable local regulations and/or international norms
- Company's action plan to improve the environmental performance of its supply chain
- Internal and/or external documents indicating how your company is supporting your manufacturing supply base to implement your environmental performance program and action plan
- Internal or external materials that can demonstrate a company is confirming the social/human rights compliance of their suppliers with applicable local regulations and/or international norms
- Company's action plan to mitigate harm and improve the social/human rights performance of its supply chain
- Internal and/or external documents indicating how your company is supporting your manufacturing supply base to implement your social and/or labor program and action plan
- Internal or external materials that can demonstrate a company has implemented practices to reduce resource consumption in key impact areas (Energy, Renewable Energy, Water, Chemicals, Wastewater specifically) of its supply chain
- Demonstrated evidence of adverse environmental and social-human rights impacts that were eliminated, or risks mitigated, as a result of your program. Together with a description of the solutions that the company has provided.
- Documentation of the escalation processes (including responsible exit strategy) that the company has put in place for supply chain manufacturers.
- Internal communication/policies/procedures on the integrated scorecard (that includes both business and sustainability criteria)
- Sample score cards

- Supporting documents that demonstrate that both business and sustainability criteria are included in purchasing decisions
- Evidence of how the company has supported its manufacturers resulting in improvements of their environmental performance
- Evidence of how the company has supported its manufacturers in improvements of their social-human rights performance
- Evidence of financial/technical support and/or incentives given to suppliers, such as transfers, internal budgets/accounting systems, contracts with 3rd parties or documentation of outcomes/site visits/investments made by suppliers
- Publicly available documents such as corporate social sustainability reports, press releases or other company statements posted on your website or another website that contains information on the manufacturer recognition program.
- Evidence of participation and engagement in shared platforms/multi-stakeholder events to jointly address and support the improvement of environmental conditions of your manufacturers and/or sourcing regions
- Evidence of participation and engagement in shared platforms/multi-stakeholder initiatives to jointly address and support the improvement of social-human rights conditions of your manufacturers and/or sourcing regions
- Evidence of funding, research, or other supported activities carried out in collaboration with other stakeholders to advance environmental sustainability, beyond your organization, in your community context.
- Evidence of funding, research, or other supported activities carried out in collaboration with other stakeholders to advance social-human rights performance, beyond your organization, in your community context.
- Company's complaint or grievance mechanism
- Records demonstrating that any type of supplier monitoring or audit activities required to verify grievance mechanisms are in place
- Governance policies and/or procedures demonstrating how supplier on-boarding, monitoring, escalation, improvement and/or termination occur
- Business contracts outlining terms and conditions that suppliers must fulfill
- Records of monitoring compliance of manufacturers
- Remediation plans with suppliers
- Relevant policies and/or procedures when withdrawing business from a supply chain partner
- Documentation on the escalation process including which criteria and type of issue escalation will occur, expectations or codes of conduct as communicated to suppliers
- Identification and description of processes and controls your company has to minimize any negative impact associated with your company's purchasing practices for the supply chain partners
- Records of training and/or communication to educate buyers about responsible purchasing practices
- Records of evaluation and/or monitoring processes your company has, to evaluate and address impacts caused by your company's purchasing practices

- Policies and processes in place to reimburse and pay suppliers and/or manufacturers in a timely manner to help them remain financially profitable
- Proof of contribution to innovative or collaborative solutions that advance social sustainability, beyond your organization, in your community context.

## Chemical Supply Chain

- A documented program to understand the key chemical risks and impacts – related to environmental health and social impacts – associated with the chemicals and processes used to manufacture your products
- Chemicals management program including system, program documentation and SOPs which support the chemical management policy, programs and contractual obligations
- Evidence that the chemical management program has been executed
- Documentation which has been shared with suppliers, clearly indicating the expectations of the company (often in the form of a “program” document) related to chemical management
- Evidence that the various tiers of the companies supply chain have been communicated to regarding the chemical management program, and subsequently have responded/acknowledged receipt of materials, and agreement to comply. It should be noted which tiers have been communicated to, and the percent of the company’s supply base which acknowledged receipt and compliance
- Evidence of supplier consultation and engagement when creating the chemicals management program
- Documentation of a company monitoring the required regulations on their own, records showing the applicable regulations as mapped against the complete view of their supply chain including the process to update such records and showing the latest version of said records.
- If the appropriate chemicals management questions of the Higg FEM are utilized, review of the companies records for FEM coverage (verified) against their supply chain.
- Chemical inventory and safety data sheets of the suppliers engaged within the chemicals management program
- Process documents related to the chemical management program, and some variant of a log for discovery, discussion, decision and remediation.
- A copy of the current RSL shall be provided (if an industry standard one is utilized, simply a reference can be provided which indicates where the Restricted Substance List can be found and acknowledgement that the brand has in fact adopted it)
- The company should demonstrate the relevance of the Restricted Substance List to the products and materials which are part of the company’s range.

- For percent of suppliers who are covered by a Restricted Substance List, a company must be able to first demonstrate that they have a view of their suppliers for each tier
- Documented program to ensure compliance of the Product Restricted Substance List
- Records showing the applicable chemical use regulations as mapped against the complete view of their supply chain, including the process to update such records and showing latest version of said records.
- If a third party is utilized, to manage chemical use regulation, documentation that shows the chosen third- party participation and extent of the supply chain covered by the services would suffice
- Documentation supporting the Manufacturer's Restricted Substance List (MRSL) process shall be reviewed, including the MRSL itself and all supporting materials—including how the MRSL is implemented and expectations of suppliers.
- Records for statements of MRSL compliance (from suppliers) returned, including) percentages of supply network who have responded, shall be reviewed.
- Documentation which illustrates how the MRSL has been written into requirements, contracts, purchase orders, requirements of sub-contractors and sub suppliers
- If examples of specific company nominated chemistry has been specified to supplier, records of how this has been documented and communicated will be reviewed
- Must demonstrate through clear and repeatable methods that they specifically and regularly account for the chemistry across all of their suppliers.
- A review of process and documentation which demonstrates the means of tracking the connection from suppliers, to materials, to the likely chemical substances of concern
- Documentation of the Alternative Assessments process
- Records of Alternative Assessments that have been conducted
- Company's business goals and process that demonstrate its commitment to advancing sustainable chemical innovation with a holistic approach to sustainability and not just hazard reduction
- Clear process that defines when/how the company reaches up and/or downstream in order to find the significant opportunities--and how the company evaluates the options for their potential for impact reduction
- Documentation that is available and appropriate, that it has been exceptionally engaged with a wide and diverse set of stakeholders to advance the creation and use of green/sustainable chemistry.

## Packaging

- Documented inventory of the primary packaging materials including the types and volumes (weight or units) of the materials used for consumer and transport packaging
- Related documentation or supporting materials that can demonstrate that your company has eliminated/reduced packaging materials in any of your channels or for any of your consumer and transport packaging
- Internal and/or external documents indicating how your company has tracked and determined the sustainable packaging certifications and/or attributes for both consumer as well as transport packaging
- Documentation related to the development and selection of packaging materials
- (PRSL), documentation related to how the PRSL is implemented, expectation of suppliers, and all other supporting materials
- Review of records for statements of Packaging RSL compliance returned by suppliers, including percentages of supply network who have responded
- Preferred and restricted packaging materials list
- Copy of communication vehicles that were used to inform your customers on the use of environmentally preferred packaging materials
- A signed partnership or collaboration agreement with the relevant stakeholder(s) to jointly improve the adoption and development of environmentally sustainable packaging
- Evidence of participation and engagement in these shared platforms / multi-stakeholder initiatives, and describe the results achieved through this collaboration

## Use and End of Use

- Analysis, study, Life Cycle Assessment or other credible tools that identifies the key environmental risks and impacts associated with the use and end-of-use of your products
- Evidence of materials with sustainability (environmental & social/human rights) attributes or third-party certifications and an explanation of how percentage have been calculated and tracked
- Evidence of products with end-of-use attributes or third-party certifications and an explanation of how percentage have been calculated and tracked
- Documented evidence (this can be internal or external materials) of formal strategy and establish goals/targets in managing the environmental sustainability of the use and end of use of your products
- Analysis, assessment or study that the company has carried out to define their solution and/or system to deal responsibly with faulty, damaged products and unsold inventory
- Proof that your company has provided information to your customers about the benefits of extending the life of their products and utilizing them for an extended period of time. This guidance must be drawn from activities the company is taking to increase the product's longevity and made publicly available and easily accessible for customers (e.g., through website, phone customer service, in-store printed materials, and/or trained staff).
- Provide relevant documentation related to the product use guidance (describing how the customer can ensure their products achieve the highest value and lowest impact outcome at the end of their useful life) that has been made publicly available and accessible for consumers
- Documentation that supports the existence of the product repair offering / program provided to customers by your company or by a third-party organization
- Overview of current take-back program (include link to external promotional materials for reference) by your company or by a third-party organization
- Provide relevant links / URLs or other documented records of this communication (e.g., corporate environmental sustainability reports, press releases etc.)
- Documentation that supports the understanding and visibility of the products and/or materials that are collected via the product repair and/or take-back program
- Provide supporting document(s) of the prioritization process for returned products and the determination of the lowest-impact methods for either product repair or replacement
- Supporting documents that can substantiate how recycling facilities and/or collection are available to at least 60 percent of the consumers or communities where the recyclable products are being sold.
- A copy of the action plan which details the necessary actions, the responsible persons, and the timeline for implementation to reduce the environmental impacts of its products during use and end-of-use phase
- Relevant documentation of your company offering alternative options (such as lease or rental program) to customers for products that could not be repaired

- A signed partnership or collaboration agreement with the relevant stakeholder(s) to jointly address system challenges to extend the longevity of your products and enable them to be reused and recycled
- Evidence of participation and engagement in these shared platforms / multi-stakeholder initiatives, and describe the results achieved through this collaboration

## Stores

- Documented evidence of the environmental program associated with the environmental sustainability of your company's stores operations
- A copy of the implementation of resource efficiency practices or program across your stores operations
- Evidence that the outcome / results of the implementation has resulted in resource (energy or water) efficiency in the stores
- A copy of company's action plan to improve the environmental and social-human rights performance of your stores operations
- Company's analysis, summary or report listing the improvements made and the supporting evidence (e.g. objective data or records or through third party verifier)
- Documentation related to the multi-attribute, third party certification that your retail stores carry
- Provide communication materials or relevant URLs of the company's key environmental impacts, policies and programs associated with store operations
- Provide communication materials or relevant URLs of the company's key social-human rights impacts, policies and programs associated with your store operations
- Training documents and records of internal social/human rights and labor workplace standard(s) that are being implemented at the owned and operated retail stores
- A copy of the procurement or business contract for building contractors and/or store vendors that include social/human rights compliance terms
- A copy of your company's social/human rights responsibility program for stores operations
- Internal/external materials that can explain the company's monitoring program/system to ensure stores and/or contracted employment/labor agencies are meeting local labor laws.
- Company's living wage policy and how living wage has been calculated for store employees
- A signed partnership or collaboration agreement with the relevant stakeholder(s) to jointly address system challenges to improve the social/human rights working conditions in stores
- Evidence of participation and engagement in these shared platforms / multi-stakeholder initiatives, and describe the results achieved through this collaboration
- A description of your company's formal and informal career advancement program(s).
- Company's employee policy/manual and the description of providing health care benefits to employees.
- Company's employee policy/manual and the description of providing retirement benefits to employees.

## Operations & Logistics

### Offices

- Documented evidence of the environmental program associated with the environmental sustainability of your company's office operations
- A copy of the implementation of resource efficiency practices or program across your office operations
- Evidence that the outcome / results of the implementation has resulted in resource (energy or water) efficiency across its office operations
- Documentation related to the multi-attribute, third party certification that your corporate offices carry
- A copy of company's action plan to improve the environmental performance of your office operations
- A copy of company's action plan to improve the social-human rights performance of your office operations
- Company's analysis, summary or report listing the social-human rights improvements made and the supporting evidence (e.g. objective data or records or through third party verifier)
- Provide communication materials or relevant URLs of the company's key environmental impacts, policies and programs associated with your corporate offices
- Provide communication materials or relevant URLs of the company's key social-human rights impacts, policies and programs associated with your corporate offices
- Training documents and records of internal social/human rights and labor workplace standard(s) that are being implemented at the owned and operated corporate offices
- Internal/external materials that can explain the company's monitoring program/system to ensure offices and/or contracted employment/labor agencies are meeting local labor laws
- A copy of company's action plan to improve the social-human rights performance of your office operations
- Company's analysis, summary or report listing the social/human rights improvements made and the supporting evidence (e.g. objective data or records or through third party verifier)
- A description of your company's formal and informal career advancement program(s).
- Company's employee policy/manual and the description of providing health care benefits to employees
- Company's employee policy/manual and the description of providing retirement benefits to employees

- A signed partnership or collaboration agreement with the relevant stakeholder(s) to jointly address system challenges to improve the social/human rights working conditions in offices
- Evidence of participation and engagement in these shared platforms / multi-stakeholder initiatives, and describe the results achieved through this collaboration

## Transportation

- Documentation capturing current inbound and outbound transportation flows
- In the case of external fleets, which are not under your company's operational control, companies may request sustainability information or a corporate sustainability report from third-party logistics providers / carriers as the first step to get a better understanding of their environmental and social-human rights impacts and risks.
- Internal or external materials that establish clear expectations for transportation teams or responsible staff regarding sustainability and how to integrate sustainability considerations into the transportation development and selection process
- Internal or external materials (e.g., shipping/shipment policy, terms and conditions, buying calendar), that could demonstrate that you or your transportation partner(s) have reduced GHG emissions associated with the inbound and outbound shipments.
- Internal communication/policies/procedures on the integrated scorecard (this includes both business and sustainability criteria) for transportation vendors
- Sample score cards
- Supporting documents which demonstrate that both business and sustainability criteria are included in the selection and evaluation of transportation vendors
- Internal or external materials (e.g., invoices, third party verification or certification) that explains how the portion, by weight or volume, of no to low carbon fuel for inbound and outbound transportation has been calculated
- Evidence of third party verification or certification (e.g. ISCC, LCFS and RSB)
- Copy of, or link to, publicly available report describing the company's product transportation impacts and GHG emissions.
- Provide communication materials or relevant URLs of the company's key environmental impacts, policies and programs associated with your corporate offices
- Shipping terms, policies, or systems that are in place to incentivize customers to choose the shipping option for their order with the lowest environmental impact
- A signed partnership or collaboration agreement with the relevant stakeholder(s) to jointly address system challenges to improve the environmental conditions of its fleets
- Evidence of participation and engagement in these shared platforms / multi-stakeholder initiatives, and describe the results achieved through this collaboration

- Training documents and records of internal social/human rights and labor workplace standard(s) that are being implemented across your transportation operations
- A copy of the procurement or business contract for contractors and/or vendors that include social/human rights compliance terms
- Documentation of program, process or system in place to review and monitor labor violations of contracted employment or labor agencies to ensure these business partners are meeting local labor laws.
- Documented evidence (this can include internal or external materials) of the company's social/human rights responsibility program
- Company's living wage policy and how living wage has been calculated for transportation operations employees
- A copy of company's action plan to improve the social-human rights performance of your transportation operations
- Company's analysis, summary or report listing the social/human rights improvements made and the supporting evidence (e.g. objective data or records or through third party verifier)
- A signed partnership or collaboration agreement with the relevant stakeholder(s) to jointly address system challenges to improve the social/human rights working conditions in transportation operations
- Evidence of participation and engagement in these shared platforms / multi-stakeholder initiatives, and describe the results achieved through this collaboration
- A description of your company's formal and informal career advancement program(s).
- Company's employee policy/manual and the description of providing health care benefits to employees
- Company's employee policy/manual and the description of providing retirement benefits to employees
- Provide communication materials or relevant URLs of the company's key social/human rights impacts, policies and programs associated with your corporate offices

## Distribution Centers

- Documented evidence of the environmental program associated with the environmental sustainability of your company's distribution center operations
- In the case of outsourced operations, which are not under your company's operational control, companies may request sustainability information or a corporate sustainability report from third-party logistics providers as the first step to get a better understanding of their environmental and social-human rights impacts and risks.
- A copy of company's action plan to improve environmental performance of your distribution centers operations
- Documented evidence of implementing environmental best practices to reduce energy and water in distribution centres
- Evidence that the outcome / results of the implementation has resulted in resource (energy or water) efficiency in the distribution centre(s)
- Company's analysis, summary or report listing the environmental improvements made and the supporting evidence (e.g. objective data or records or through third party verifier)
- Evidence of the multi-attribute, third party certification that your distribution centres carry
- Provide communication materials or relevant URLs of the company's key environmental impacts, policies and programs associated with your distribution centers
- Training documents and records of internal social/human rights and labor workplace standard(s) that are being implemented across your distribution centers operations
- A copy of the procurement or business contract for contractors and/or vendors that include social/human rights compliance terms
- Documentation of program, process or system in place to review and monitor labor violations of contracted employment or labor agencies to ensure these business partners are meeting local labor laws.
- Documented evidence (this can include internal or external materials) of the company's social/human rights responsibility program
- Company's living wage policy and how living wage has been calculated for distribution centers employees
- A copy of company's action plan to improve the social-human rights performance of your distribution centers
- Company's analysis, summary or report listing the social/human rights improvements made and the supporting evidence (e.g. objective data or records or through third party verifier)
- A signed partnership or collaboration agreement with the relevant stakeholder(s) to jointly address system challenges to improve the social/human rights working conditions in distribution centers

- Evidence of participation and engagement in these shared platforms / multi-stakeholder initiatives, and describe the results achieved through this collaboration
- A description of your company's formal and informal career advancement program(s).
- Company's employee policy/manual and the description of providing health care benefits to employees
- Company's employee policy/manual and the description of providing retirement benefits to employees
- Provide communication materials or relevant URLs of the company's key social/human rights impacts, policies and programs associated with your distribution centers