

Berrett-Koehler Publishers Assessment (2014-02-17)

Version: Wholesale/Retail Track / 10-49 Employees / Developed Market

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Governance

Corporate Accountability

Mission & Engagement

GV2.1 Has the company integrated the following into its written corporate mission?[Equally Weighted]

- An explicit commitment to social impact
- An explicit commitment to environmental stewardship
- None of the above
- Company does not have written corporate mission

GV2.2 Please type or paste-in a 2-3 sentence summary of your mission here.[Not Weighted]

The Berrett-Koehler mission is "Creating a World That Works for All." We achieve our mission by combining print publishing, digital publishing, and community building -- guided by our commitments to quality, stewardship, partnership, and sustainability -- to catalyze positive societal, organizational, and individual change.

GV2.3 Does your employee training include instruction about your environmental mission and/or social mission?[Equally Weighted]

- Yes No N/A - Company has no workers

GV2.4 Does the Board of Directors or other governing body review the company's social and environmental performance at least annually?[Equally Weighted]

- Yes No N/A

GV2.5 What portion of your management is evaluated in writing on their performance with regard to corporate social and environmental targets?[Equally Weighted]

- 0% 1-24% 25-49% 50-74% 75%+

GV2.6 Please describe how your company engages its external stakeholders regarding its social and environmental performance (check all that apply):[Less Weighted]

- Annual stakeholder meeting
- Stakeholder forum on company website
- Third party or anonymous surveys, including customer surveys
- Other (please describe)
- No formal stakeholder engagement

Other: Events involving all stakeholder groups, including Future Search strategic planning conferences and BK Community Dialogues.

Governance

GV3.1a Does your company have a Board of Directors or other formal governing body that: (Please check all that apply)[Heavily Weighted]

- Meets at least twice annually
- Includes at least 1 independent member
- Includes at least 50% independent members
- Oversees executive compensation
- Has an Audit Committee with at least 1 independent member
- Has a Compensation Committee with at least 1 independent member
- Company is a cooperative and elects Board from membership
- Company has no governing body or none of the above applies to governing body

GV3.2 Which of the following stakeholder groups have representation on the Board of Directors or other governing body? (Please choose N/A only if the company has no governing body.)[Less Weighted]

- Employees
- Community
- Environment
- Customers
- None
- N/A

Anti-Corruption

GV4.1 Does the company maintain any of the following financial controls? (check all that apply)[Equally Weighted]

- Segregation of Accounts Receivable and Accounts Payable duties
- Segregation of check writing and check signing privileges
- Limited access to accounting software systems to appropriate personnel
- Limited access to credit/ATM cards to appropriate personnel
- Inventory management system with routine management or third-party reviews

GV4.2 Does the company have a Whistle-Blowing Policy?[Less Weighted]

- Yes No

GV4.3 Is there an annual conflict of interest questionnaire filled out by all board members (or members of the governing body) and officers (please choose N/A if your company has no governing body)?[Less Weighted]

- Yes No N/A

Transparency

Transparency

- GV5.1a Does the company produce financials that are verified annually by an independent source through an Audit or Review?[Equally Weighted]
- Yes, through an audit
 Yes, through a review
 No
- GV5.2 Does the company have a formal process to share financial information (except salary info) with its full-time employees?[Equally Weighted]
- No
 Yes - the company shares basic revenue/cost numbers if employees ask for them
 Yes - the company discloses all financial information (except salary info) at least yearly
 Yes - the company discloses all financial information (except salary info) at least quarterly
 Yes - the company has an open book management process
 Company also has an intentional education program around shared financials
- GV5.3a Do all full-time employees have access to written information that identifies all material owners and investors of the company?[Equally Weighted]
- Yes No
- GV5.4 Does the company produce an annual external report detailing its mission-related performance? If yes, which of the following apply regarding the external report?[Equally Weighted]
- Clear statements of your mission, its goals, and the change you seek
 Clear descriptions of your mission-related activities
 Quantifiable targets related to your mission
 Quantifiable results from your mission (e.g., lbs of carbon offset)
 Consistent variables of measurement which allow comparisons to previous years
 Third-party validation of any part of your company's mission performance
 Do not produce an external mission related annual report
- GV5.5 Has the Company worked within its industry to develop social and environmental standards for your industry?[Equally Weighted]
- Yes No
- GV5.6 Has the company reduced or minimized taxes through corporate shells or structural means?[Less Weighted]
- Yes No
- GV5.7 Is your product or service covered by a written consumer warranty or client protection policy?[Less Weighted]
- Yes No
- GV5.8 Is there a publicly-known mechanism through which customers can provide product feedback, ask questions or file complaints?[Less Weighted]
- No
 Yes, there is a mechanism for feedback to be sent privately to company
 Yes, there is a mechanism where feedback is made transparent to the public

Governance Metrics

Governance Metrics

GV1.1	Reporting Period: On what date did your last fiscal year end?[Not Weighted] 12/31/2013
GV1.2	Currency: What currency did you use for financial reporting during the last fiscal year? Use this currency to report on all currency-related metrics in the assessment.[Not Weighted]
GV1.3	Total Earned Revenues[Not Weighted] \$8,249,956.00
GV1.5	Total Non-Labor Expenses[Not Weighted] \$3,652,200.00
GV1.6	EBIT (Earnings Before Interest & Taxes)[Not Weighted] \$474,489.00
GV1.7	Net Income[Not Weighted] \$228,833.00

Workers

Worker Metrics

Worker Metrics

WR1.1	Full-Time Workers[Not Weighted] 23.00
WR1.2	Part-Time Workers[Not Weighted] 4.00
WR1.3	Temporary Workers[Not Weighted] 1.00
WR1.6	Full-Time Workers in Managerial positions[Not Weighted] 19.00
WR1.7	Independent Contractors[Not Weighted] 0.00
WR1.8	Total Wages (including bonuses)[Not Weighted] \$1,999,833.00

Compensation, Benefits & Training

Compensation & Wages

- WR2.1 Is an hourly living wage paid to all full-time, part-time and temporary workers and independent contractors (excluding interns)?[Heavily Weighted]
 Yes No
- WR2.2 What % above the living wage did your lowest-paid hourly worker receive during the last fiscal year? Select N/A if no hourly workers.[Equally Weighted]
37%
- WR2.3 What multiple is the highest compensated individual paid (inclusive of bonus) as compared to the lowest paid full-time worker?[Heavily Weighted]
 >20x 16-20x 11-15x 6-10x 1-5x
- WR2.4 By what percentage has the company's total wages (excluding executive management) increased in the last fiscal year? Total wages are wages (including bonuses) paid to all employees during the last fiscal year.[Equally Weighted]
 0% 1-5% 6-15% >15%
- WR2.5 Have you acquired or referenced a compensation survey of your industry in the last three years?[Less Weighted]
 Yes No
- WR2.6 Based on referenced compensation study, how does your company's compensation structure (excluding executive management) compare with the market?[Equally Weighted]
 Below market
 At market
 Above market
 N/A (Have not referenced a compensation survey)
- WR2.7 In the last fiscal year, the company's bonus plan represented what % of the company's salary base (when calculating, exclude executive bonuses and salaries)?[Equally Weighted]
 0% 1-5% 6-15% >15%
- WR2.8 What % of non-executive, full-time employees participated in the company's bonus plan in the last fiscal year?[Equally Weighted]
100%

Worker Benefits

- WR3.1 Is health insurance offered to all full-time employees and their families?[Less Weighted]
 Yes No
- WR3.2 What % of paid health insurance premiums for individual coverage do full-time workers receive?[Heavily Weighted]
 0%
 1-49%
 50-69%
 70-79%
 80-100%
- WR3.3 What % of paid health insurance premiums for family coverage do full-time workers receive?[Heavily Weighted]
 0%
 1-49%
 50-69%
 70-79%
 80-100%

- WR3.4 At what juncture do your part time/flex time employees qualify for full time health care benefits?[Equally Weighted]
- Not at all
 - 30+ hours per week
 - 25-30 hours per week
 - 20-24 hours per week
 - 15-19 hours per week
 - <15 hours per week
 - N/A - Company has no part-time/flex-time employees
- WR3.5 Is there an Employee Retirement Plan (e.g., Pension, Profit Sharing, 401(k) available for all full-time tenured workers (tenured defined as with the company for greater of 2 years or life of the company) that is:[Equally Weighted]
- Unfunded
 - Partially funded/partial match
 - Fully funded/full match
 - Plan includes Socially-Responsible Investing option
 - No retirement plan
- WR3.6 What is the minimum number of paid vacation days / sick days / personal days / holidays offered annually to full-time tenured workers (tenured defined as with the company for greater of 2 years or life of the company)?[Equally Weighted]
- 0-15 work days
 - 16-20 work days
 - 21-25 work days
 - 26-30 work days
 - >30 work days
- WR3.7 What is the minimum number of days of paid maternity leave offered to full-time tenured workers (tenured defined as with the company for greater of 2 years or life of the company)?[Equally Weighted]
- 1-10 work days
 - 11-25 work days
 - 26+ work days
 - None
- WR3.8 What is the minimum number of days of paid paternity leave offered to full-time tenured workers (tenured defined as with the company for greater of 2 years or life of the company)?[Less Weighted]
- 1-10 work days
 - 11-25 work days
 - 26+ work days
 - None
- WR3.9 What is the severance (excluding employees terminated with cause) offered in practice and in writing to all full-time tenured workers (tenured defined as with the company for greater of 2 years or life of the company)?[Less Weighted]
- 0-29 days
 - 30-59 days
 - 60-89 days
 - 90-119 days
 - 120+ days

WR3.10 What additional benefits are offered to full-time tenured workers (tenured defined as with the company for greater of 2 years or life of the company)?[Heavily Weighted]

- No additional benefits
- Dental insurance
- Short-term disability
- Long-term disability
- Flexible Spending Account
- Domestic partner benefits
- Life insurance
- Other benefits (please describe)

Other: vision insurance, health savings account, commuter flex account, child care flex account, ESOP, Tuition reimbursement, cell phone benefits

Training & Education

WR4.1 What % of positions above entry level have been filled with internal candidates in the last 12 months? (Exclude material owners in your calculation)[Heavily Weighted]

- 0%
- 1-5%
- 6-15%
- >15%
- N/A - Company has not made any new hires

WR4.2 What % of full-time employees have participated in external professional development opportunities or lifelong learning opportunities (paid for or subsidized by the Company) to enhance performance skills in the past fiscal year?[Equally Weighted]

40%

WR4.3 What % of full-time workers were reimbursed for continuing education opportunities in the last fiscal year?[Equally Weighted]

- 0
- 1-5%
- 6-15%
- >15%

WR4.4 For what % of terminated full-time employees (excluding those terminated for cause) are formal outplacement services provided?[Less Weighted]

0%

Worker Ownership

Worker Ownership

WR5.1 What % of full-time workers & management (including founders/executives) on a headcount basis owns stock, stock equivalents (any form of company ownership) or stock options in the company?[Equally Weighted]

- 0%
- 1-24%
- 25-49%
- 50-75%
- 75-99%
- 100%
- N/A - Company is a consumer/shared services cooperative or a producer cooperative

WR5.2 What % of the company is owned or formally reserved as part of a written plan for full-time workers and management (including founders/executives)?[Equally Weighted]

- 0%
- 1-24%
- 25-49%
- 50-75%
- 75-99%
- 100%
- N/A - Company is a consumer/shared services cooperative or a producer cooperative

WR5.3 What % of the company is owned by full-time workers (excluding founders/executives)?[Heavily Weighted]

- 0%
- 1-4%
- 5-24%
- 25-50%
- >50%
- N/A - Company is a consumer/shared services cooperative or a producer cooperative

Work Environment

Management & Worker Communication

WR6.1 Is there an established, formal, consistent process for providing performance feedback to all employees which (please check all that apply):[Heavily Weighted]

- Is conducted on at least an annual basis
- Includes peer and subordinate input
- Provides written guidance for career development
- Includes social and environmental goals
- Clearly identifies achievable goals
- None of the above

WR6.2 Which of the following are written, easily-accessible and circulated (please check all that apply):[Heavily Weighted]

- Employee handbook
- Discrimination/harassment policy
- Code of ethics
- None of the above

WR6.3b Is there a formal method by which employees can raise employee complaints / issues without fear of reprisal?[Equally Weighted]

- Yes No

WR6.4a How often does the company conduct anonymous worker satisfaction/ engagement surveys?[Equally Weighted]

- At least annually
- Every other year
- Less frequently than every other year
- Never

WR6.5 Based on the results of your employee satisfaction assessment (conducted within the past 2 fiscal years), what percent of your employees are 'Satisfied' or 'Engaged'?[Heavily Weighted]

- <65% 65-80% >80% N/A

WR6.6 Are employee metrics regularly collected, monitored and made transparent to all employees?[Less Weighted]

- Yes, retention and turnover metrics are made transparent
- Yes, diversity metrics are made transparent
- No

Job Flexibility/Corporate Culture

- WR7.1 Does the company offer, whenever feasible, in writing and in practice (please check all that apply and attach relevant written policies):[Heavily Weighted]
- Part-time work schedules at the request of workers
 - Flex-time work schedules (allowing freedom to vary start and stop times)
 - Telecommuting (working from home one or more days per week)
 - Job-sharing
 - None of the above
- WR7.2 Which of the following flexible career option reflect your company's practices?[Heavily Weighted]
- We have managers or executives who work part-time or in a job-share
 - We have managers or executives who telecommute
 - We hire new people into permanent positions that are telecommuting
 - We hire new people into permanent positions that are part-time or job-share
 - We have transitioned staff into part-time, job-share, or telecommuting positions
 - None of the above
- WR7.3 Which of the following supplementary services are offered to employees (please check all that apply)?[Heavily Weighted]
- Onsite childcare
 - Offsite subsidized childcare
 - Health & wellness program
 - Counseling services
 - Other: please describe
 - None
- WR7.4 Do career development and promotion policies and practices support whenever possible: (please choose all that apply)[Less Weighted]
- Employees who seek to take a short-term leave/sabbatical with his/her job guaranteed upon return
 - Employees who seek to take a long-term leave/sabbatical where efforts will be made to find a place for him/her upon return
 - Employees who desire to make lateral moves or change career direction or pace
 - None of the above

Occupational Health & Safety

- WR8.1 Are written policies and practices in place to minimize on-the-job employee accidents and injuries (please choose N/A if the company does not use warehousing or manufacturing facilities)?[Equally Weighted]
- Yes No N/A
- WR8.2 Are injury/accident/lost days/absentee days measured and transparent (please choose N/A if the company does not use warehousing or manufacturing facilities)?[Equally Weighted]
- Yes No N/A
- WR8.3 Do you have a worker health and safety committee that helps monitor and advise on occupational health and safety programs (please choose N/A if the company does not use warehousing or manufacturing facilities)?[Equally Weighted]
- Yes No N/A

Community Metrics

Community Metrics

- CM1.1 Number of Newly Created Full-time and Part-time Jobs during the last 12 months[Not Weighted]
2.00
- CM1.2 Number of workers that departed/left the company during the last 12 months. If none, enter 0.[Not Weighted]
1.00
- CM1.3 Number of Total Full-time and Part-time Female Managerial Workers. If none, enter 0.[Not Weighted]
12.00
- CM1.5 Number of Total Full-Time and Part-Time Female Employees[Not Weighted]
18.00
- CM1.12 Number of Significant Suppliers[Not Weighted]
2.00
- CM1.13 Value of Purchases from Significant Suppliers[Not Weighted]
\$1,000,000.00
- CM1.14 Value of Purchases from Supplier Organizations: Independent and Local (within 200 miles/ 322km)[Not Weighted]
 N/A
- CM1.15 Community Service Hours Contributed[Not Weighted]
92.00
- CM1.17 Community Service Donations (in reporting currency)[Not Weighted]
\$80,000.00

Community Practices

Suppliers & Distributors

- CM2.1 When evaluating the social and environmental performance of Significant Suppliers, which of the following practices apply:[Heavily Weighted]
- Visited all significant suppliers
 - Specific environmental criteria required
 - Specific social criteria required
 - Third party social or environmental metrics screen applied
 - Evaluated at least annually
 - Give preference to local suppliers
 - Give preference to sustainable or fair trade suppliers
 - None of the above
 - Other
- CM2.2 What is the average tenure of your relationships with Significant Suppliers?[Equally Weighted]
- Less than 12 months
 - 13-36 months
 - 37-60 months
 - 61 months or more
- CM2.3 What % of materials or products purchased from Significant Suppliers (on currency basis) have third-party social or environmental certification or approval?[Equally Weighted]
95%
- CM2.4 What % of Significant Suppliers (on currency basis) have third-party social or environmental company level (not product) certification or approval?[Equally Weighted]
0%

- CM2.5 Is your company a member of one or more broad labor / fair trade focused association? If so, which ones?[Equally Weighted]
- Fair Labor Association (FLA)
 - International Labour Organization (ILO)
 - Fairtrade Labelling Organizations International (FLO)
 - SA8000
 - Other: please specify
 - None of the above
- CM2.6 For what % of your overseas significant suppliers (on currency basis) have you visited and toured their facilities?[Equally Weighted]
- 0-49% 50-62% 63-75% >75% N/A
- CM2.7 Is there a formal written Supplier Code of Conduct policy that specifically holds the company's suppliers accountable for social and environmental performance? This may include policies on Fair Trade.[Equally Weighted]
- Yes No
- CM2.9 Is compliance with your Supplier Code verified by a third party annually? (Select N/A if you do not have a Supplier Code.)[Heavily Weighted]
- Yes No N/A
- CM2.12 What % of Significant Suppliers (on currency basis) are made transparent on the company's website?[Equally Weighted]
- 100%
- CM2.13 Does the company have any of the following independent contractor communication channels?[Equally Weighted]
- Formal routine process to provide independent contractors post-project or post-contract performance feedback
 - Formal routine process for independent contractors to communicate post-project or post-contract feedback to the company
 - None of the above
 - N/A - No independent contractors used
- CM2.14a Do you use an established methodology for quality assurance (PDSA, Six Sigma, DMAIC, TQM, Zero Defects, etc.)?[Equally Weighted]
- Yes No
- CM2.15 What % of Significant Suppliers (on currency basis) are subjected to regular quality assurance reviews or audits?[Equally Weighted]
- 0-49% 50-62% 63-75% >75%

Local Involvement

CM3.1 We realize that for companies with more than one office, the definition of local involvement is a more complicated one to answer. Please tell us a bit about the structure of your company geographically.[Not Weighted]

One central office in San Francisco. Several home offices in California.

CM3.2 Is the majority (over 50%) of the company's ownership located locally to at least two-thirds of your workforce?[Equally Weighted]

Yes No

CM3.3 What % of your company's expenses (excluding labor) was spent with independent suppliers located within 200 miles (or 322km) of the company's headquarters or main production facilities?[Equally Weighted]

CM3.4 What % of your company's Cost of Goods Sold (excluding labor) was spent with independent suppliers located within 200 miles (or 322 km) of where the end product is used?[Equally Weighted]

- 0%
 1-19%
 20-39%
 40-60%
 >60%

CM3.6 Is the majority of your company's banking services provided by an institution with any of the following characteristics:[Equally Weighted]

- A local independent institution located in your community
 A certified CDFI or national equivalent social investment organization
 A certified B Corporation
 A member of the Global Alliance for Banking on Values
 None of the above

CM3.7 Is the company's sourcing strategy intended to support national economic development via import substitution? If so, what % of company's Cost of Goods Sold (excluding labor) was spent with suppliers legally registered and operating within same national borders?[Equally Weighted]

0%

CM3.8 Are the majority (>50%) of revenues generated from customers or clients residing locally to company headquarters or main production facilities?[Less Weighted]

Yes No N/A (Choose N/A only if your company is pre-revenue)

CM3.9 Is there a written local purchasing strategy or policy in place?[Less Weighted]

Yes No

Diversity

- CM4.1 What % of the company is owned by individuals from underrepresented populations? (This includes women, minority/previously excluded populations, people with disabilities, and/or individuals living in low-income communities.) [Equally Weighted]
9%
- CM4.2 What % of the company is owned by non-accredited investors (including insiders or employees)? [Equally Weighted]
 0% 1-4% 5-24% 25-50% >50%
- CM4.3 What % of the company is owned by a non-profit organization (i.e. owns stock, stock equivalents, or stock options in the company)? [Equally Weighted]
 0% 1-4% 5-24% 25-50% >50%
- CM4.4 What % of the members of your Board of Directors and/or Advisory Board is from underrepresented populations? (This includes women, minority/previously excluded populations, people with disabilities, and/or individuals living in low-income communities.) [Equally Weighted]
 0% 1-19% 20-29% 30-40% >40% N/A
- CM4.5 What % of management is from underrepresented populations? (This includes women, minority/previously excluded populations, people with disabilities, and/or individuals living in low-income communities.) [Equally Weighted]
 0 1-19% 20-29% 30-40% >40%
- CM4.6 Does the % of ethnic minorities employed in your company equal or exceed the % of ethnic minorities in your metro area? [Equally Weighted]
 Yes No
- CM4.7 What percentage of workers (including full-time and part-time workers and 1099 contractors) are people with disabilities? [Equally Weighted]
 0 1-4% 5-10% >10% Don't Know
- CM4.8 What % of Significant Suppliers is majority owned by women or ethnic minorities? [Equally Weighted]
 0% <10% 10-19% 20-30% >30% Don't Know
- CM4.9 Does the company have a written policy giving preference to women- or minority-owned suppliers? [Less Weighted]
 Yes No

Job Creation

- CM5.1 By what % has your worker base on a headcount basis (full-time equivalents) grown over the last 12 months?[Equally Weighted]
 0 1-5% 6-15% >15%
- CM5.2 What was the attrition rate at the company for full-time workers (excluding workers terminated with cause) for the last 12 months?[Equally Weighted]
 0-2.4%
 2.5-4.9%
 5-10%
 >10%
 N/A - Company has no full-time workers
- CM5.3 What % of workers (including full-time and part-time workers and independent contractors) resides in low-income communities?[Equally Weighted]
 0 <10% 10-19% 20-30% >30% Don't Know
- CM5.4 What % of your workers are employed in company facilities located in low-income communities?[Equally Weighted]
0%
- CM5.5 What percentage of workers (including full-time, part-time and independent contractors) are from chronically underemployed populations not covered above (i.e. at-risk youth, formerly incarcerated, homeless, etc.)?[Equally Weighted]
0%
- CM5.6 What % of your Significant Suppliers is located in low-income communities or creates employment opportunities for other chronically underemployed populations?[Equally Weighted]
 0% <10% 10-19% 20-30% >30% Don't Know

Civic Engagement & Giving

- CM6.1 Is there a written Community Service Policy?[Equally Weighted]
 Yes No
- CM6.2 What % of employees took paid or unpaid time off for community service last year?[Equally Weighted]
 0 1-24% 25-49% 50-75% >75%
- CM6.3 Did a staff member at your company organize service days for employees in the last fiscal year?[Equally Weighted]
 Yes No
- CM6.4 What % of employees participated in company organized community service days last year?[Equally Weighted]
 0 1-24% 25-49% 50-75% >75% N/A
- CM6.5 Are full-time employees explicitly allowed any of the following paid or non-paid time-off hours options for community service?[Equally Weighted]
 Non-paid time off
 Paid time off
 More than 20 hours a year of paid time off
 Do not offer paid or non-paid time off

- CM6.6 Does your company monitor and record volunteer hours (IRIS: community service hours contributed) of company workers?[Less Weighted]
- We do not currently monitor and record our hours contributed
 - Our company monitors and records hours contributed (no increase targets)
 - Our company monitors hours contributed and has specific increase targets
 - Our company monitors hours contributed and has met specific increase targets during the reporting period
- CM6.7 Has the company created a public facing partnership with a service/charitable organization to which it consistently (at least past 2 years) supplies both promotion and volunteer or financial support?[Less Weighted]
- Yes No
- CM6.9 Has your company's facilities been used for events or training by community organizations in the past fiscal year (choose n/a only if there is no corporate facility)?[Less Weighted]
- Yes No N/A
- CM6.11 What was the % of per capita worker community service (volunteer) or pro bono time donated in the reporting period? Calculate using a 2000-hour work year: Total Hours Donated / (# FTE * 2000 hours)[Heavily Weighted]
- 0
 - 1-3% of time
 - 4-6% of time
 - 7-9% of time
 - 10%+ of time
- CM6.12 What was the % of profits or revenues that your company gave to charity in the reporting period? Please select the lesser of % of profits or % of sales that the company donated in each answer bucket. (Include tax deductible in-kind donations but do not include pro bono time.)[Most Heavily Weighted]
- 0%
 - 1-4% of profits or 0.1-1% of sales
 - 5-9% of profits or 1.1-2.4% of sales
 - 10-49% of profits or 2.5-12.4% of sales
 - 50+% of profits or 12.5+% of sales
- CM6.13 Which organizations does your company support?[Not Weighted]
- Berrett-Koehler Foundation and BK Authors Cooperative
- CM6.14 Is there a formal written policy that sets a required commitment for Charitable Giving (including commitments with third-party certification, like 1% for the planet)?[Equally Weighted]
- Yes No
- CM6.15 Which of the following community service and charitable giving practices does your company employ?[Equally Weighted]
- Company has a written policy to match individual workers' charitable donations as an effort to encourage charitable giving
 - Company allows workers and/or customers to select nonprofit organizations to receive company charitable giving donations
 - Company contributed the majority of its charitable giving and community service donations locally to markets sourced from or operated within in last fiscal year
 - None of the above

Environment

Environment Metrics

Environment Metrics

- EN1.2 Total company energy use (kWh)[Not Weighted]
 N/A
- EN1.3 Total energy used from renewable resources (kWh)[Not Weighted]
 N/A
- EN1.4 Total Greenhouse Gas Emissions (metric tonnes of CO2 equivalent)[Not Weighted]
 N/A
- EN1.6 Total water use (liters)[Not Weighted]
 N/A

Environmental Practices

Land, Office, Plant

- EN2.1 Has the company formally engaged with suppliers, business partners, or customers to reduce the environmental impact of their activities on a regular basis?[Equally Weighted]
 Yes No
- EN2.2 Has your company gone through an environmental review or audit during the last 12 months? If yes, select what type of audit or review was conducted.[Equally Weighted]
 Internal review
 3rd party-conducted review
 3rd party-conducted audit
 Other (please describe)
 None of the above
Other: Review of environmental standards of printing and paper use in our books.
- EN2.3 Which is the broadest community with whom your environmental reviews/audits are formally shared?[Less Weighted]
 Owners, Executives and Board
 Employees
 Broader community outside the company
 N/A
- EN2.4 Does your company have an environmental management system that includes any of the following? (Check all that apply)[Heavily Weighted]
 Policy statement documenting the organization's commitment to the environment
 Assessment undertaken of the environmental impact of the organization's business activities
 Stated objectives and targets for environmental aspects of the organization's operations
 Programming designed, with allocated resources, to achieve these targets
 Periodic compliance and auditing to evaluate programs conducted
 Do not have any of the above
- EN2.5 Is the company a member of an association that fosters environmentally sustainable business practices?[Less Weighted]
]
 Yes No

- EN2.6 What percentage of the company's facilities is LEED certified (or equivalently certified) or constructed according to LEED or other green building standards?[Equally Weighted]
- Some constructed to green building standards
 - Most constructed to green building standards
 - Some LEED certified (or equivalently certified)
 - Most LEED certified (or equivalently certified)
 - None of the above
- EN2.7 Does the company use an office wide recovery and recycling program that includes the following (please check all that apply)?[Equally Weighted]
- Paper
 - Cardboard
 - Plastic
 - Glass & metal
 - Composting
 - None of the above
- EN2.8 Which of the following chemical reduction methods have been implemented at the majority of your corporate facilities on a consistent basis:[Equally Weighted]
- Non-toxic janitorial products
 - Unbleached / chlorine free paper products
 - Soy-based inks or other low VOC inks
 - Organic or sustainable kitchen products
 - Other
 - None of the above
- EN2.9 What of the following recycled/sustainable input materials products are purchased for the majority of office use?[Equally Weighted]
- Recycled/sustainable input office supplies (paper, pens, notebooks, etc.)
 - Reclaimed/reused office furniture
 - Reusable/compostable catering supplies
 - Other (please specify)
 - None of the above
- EN2.10 What % of the square footage of all company facilities is located in previously constructed buildings?[Equally Weighted]
- 100%
- EN2.11 What % of the square footage of all company facilities is located within 1/2 mile of public transportation?[Equally Weighted]
- 100%
- EN2.12 Are incentives in place to encourage carpooling or the use of public transportation?[Equally Weighted]
- Yes No
- EN2.13 Has the company implemented written policies that reduce corporate travel, thereby lowering its carbon footprint?[Equally Weighted]
- Yes, company has written policy limiting corporate travel
 - Yes, company uses web/virtual meeting technology or other strategies to reduce in-person meetings
 - N/A – Company does not engage in any business-related travel
 - No, company does not have any of the above travel policies or practices

EN2.15 What % of your company's printed materials use recycled paper content, FSC certified paper, or soy-based inks? (Choose n/a only if your company does not have any printed materials)?[Equally Weighted]

0% 1-24% 25-49% 50-75% >75% N/A

EN2.16 If you lease your facilities, have you worked with your landlord to implement any of the following in the past two fiscal years: (Choose n/a if you do not lease your building)[Equally Weighted]

- Energy efficiency improvements
- Water efficiency improvements
- Waste reduction programs (including recycling)
- None of the above
- N/A - Do not lease building

Inputs

EN3.1 Has an energy assessment of the corporate-run facilities been done in the last three years (Choose N/A only if your company does not have any corporate-run facilities)?[Equally Weighted]

Yes No N/A

EN3.2 Does your company monitor and record its energy usage?[Equally Weighted]

- Company does not currently monitor and record usage
- Company monitors and records usage (no reduction targets)
- Company monitors usage and has specific reduction targets
- Company monitors usage and has met specific reduction targets during the reporting period

EN3.3 What % of energy (relative to company revenues) was saved in the last year for your corporate facilities?[Heavily Weighted]

0% 1-4% 5-9% 10%+ Don't know

EN3.4 What % of energy is used from renewable sources at your corporate facilities?[Equally Weighted]

0% 1-4% 5-24% 25-50% >50%

EN3.5 Has the company increased its % use of renewable energy annually at its corporate facilities?[Equally Weighted]

- Yes
- No
- Already Maximized (100% renewable)

EN3.6 What % of energy used is from renewable on-site energy production for corporate facilities?[Equally Weighted]

0 1-4% 5-10% 10-15% 15%+

EN3.7 For which of the following systems have you implemented energy conservation/ efficiency measures for your corporate facilities (if your company has selected 'other,' please attach a description)?[Equally Weighted]

- Equipment: Energy Star Appliances / Automatic Sleep Modes / After-Hour Timers / etc.
- Lighting: Natural Light / CF Bulbs / Occupancy Sensors / Daylight Dimmers / Task Lighting / etc.
- HVAC: Programmable Thermostat / Timers / Occupancy Sensors / Shade Sun-Exposed Walls / Double-Paneled Windows / etc.
- Other (please specify)
- None of the above

Other: no air conditioning, steam heat

EN3.11 Which of the following water conservation methods have been implemented at the majority of your corporate offices:[
Equally Weighted]

- Low-flow toilets/urinals
- Low-flow faucets or showerheads
- Grey-water usage for irrigation
- Low-volume irrigation
- Harvest rainwater
- Other
- None

EN3.12 Does the company conduct an audit of all materials and their toxicity?[Equally Weighted]

- Yes No N/A

EN3.13 What % of revenue does the company earn from products that have undergone a periodic Life Cycle Assessment?[
Equally Weighted]

- 0% 1-24% 25-49% 50-74% 75%+

EN3.14 What % of your revenues are from the sale of products that have a life cycle certification (i.e. Cradle To Cradle)?[Equally
Weighted]

- 0% 1-24% 25-49% 50-74% 75%+

EN3.15 What is the % of recycled, biodegradable, or environmentally preferred materials in product (including packaging)?[
Equally Weighted]

25%

EN3.16 Has the % of environmentally preferred materials in products (including packaging) increased in the last fiscal year?[
Equally Weighted]

- Yes No Already maximized (100%)

EN3.17 Have any of your products (including packaging) been source reduced in the last fiscal year?[Equally Weighted]

- Yes No

Outputs

- EN4.1 Does your company monitor and record its greenhouse gas (GHG) emissions?[Equally Weighted]
- Company does not currently monitor and record emissions
 - Company monitors and records emissions (no reduction targets)
 - Company monitors emissions and has specific reduction targets
 - Company monitors emissions and has met specific reduction targets during the reporting period
- EN4.2 If yes, what aspects of your company's operations are included in the emission calculation? (Select N/A if you do not track GHG emissions)[Less Weighted]
- Travel
 - Commuting
 - Office operations
 - Manufacturing facilities
 - Shipping
 - Other
 - None of the above
 - N/A
- EN4.3 By what % have your greenhouse gas emissions been reduced on a per capita basis over the last fiscal year?[Heavily Weighted]
- 0%
 - 1-4%
 - 5-9%
 - 10%+
 - Don't Know
- EN4.4 If your company purchased certified carbon credits in the reporting period, what % of GHG emissions were off-set?[Less Weighted]
- 0%
 - 1-4%
 - 5-24%
 - 25-50%
 - >50%
 - N/A
- EN4.9 Is hazardous waste (batteries, paint, electronic equipment, etc.) always disposed of responsibly?[Equally Weighted]
- Yes, company has written policy or worker training materials to ensure responsible disposal
 - Yes, company always responsibly disposes of hazardous waste in practice (no written policy)
 - No
 - N/A
- EN4.11 Does the company have an active reclamation project to recycle or reuse end products?[Equally Weighted]
- Yes
 - No
 - N/A

Transportation, Distribution & Suppliers

- EN5.1 What % of company or supplier vehicles are clean or low-emission vehicles? This could include vehicles with hybrid or electric engines[Equally Weighted]
 0 1-10% 11-25% >25%
- EN5.2 Has your company adopted any of the following techniques for minimizing the environmental impact of its distribution and supply chain? (Check all that apply)[Equally Weighted]
 Utilize clean or low-emission vehicles (including hybrid, LPG, and electric) to transport and distribute product
 Utilize strategic planning software to minimize fuel usage and shipping footprint
 Train drivers/handlers in fuel efficient techniques
 Other (describe)
 None
 N/A - Company does not transport its own products
- EN5.3 Are there policies which increase the % of inbound freight / shipping via lower impact transportation (e.g., avoidance of shipments by air transport)?[Equally Weighted]
 Yes No
- EN5.4 What % of Primary Significant Supplier (on currency basis) use at least 10% renewable energy at their facilities?[Equally Weighted]
 0% 1-24% 25-49% 50-74% 75%+ N/A
- EN5.5 What % of Primary Significant Suppliers (on currency basis) monitor waste production?[Equally Weighted]
 0% 1-24% 25-49% 50-74% 75%+ N/A
- EN5.6 What % of Primary Significant Suppliers (on currency basis) have implemented initiatives to reduce waste production or divert waste from landfills/incineration?[Equally Weighted]
 0 1-24% 25-49% 50-74% 75%+ N/A
- EN5.7 What % of Primary Significant Suppliers (on currency basis) have implemented initiatives to decrease greenhouse gas, ozone depleting, toxic air, and/or toxic water emissions?[Equally Weighted]
 0 1-24% 25-49% 50-74% 75%+ N/A
- EN5.8 What % of Primary Significant Suppliers (on currency basis) monitor relevant greenhouse gas, ozone depleting, toxic air and toxic water emissions?[Equally Weighted]
 0 1-24% 25-49% 50-74% 75%+ N/A
- EN5.9 What % of Primary Significant Suppliers (on currency basis) recycle water on site or used close-loop or other water recovery systems?[Equally Weighted]
 0 1-24% 25-49% 50-74% 75%+ N/A

Impact Business Models

Impact Models Introduction

Social Enterprise

SE1.1 Does your company have any of the following enterprise models? Select from the following socially- and environmentally-focused enterprise models that describe the specific problem your company attempts to solve. Many companies choose "None of the above models apply." If you do select one of the models below, you will be asked a series of follow-up questions in order to receive credit for the model.

Yes No

- Company's products or services are specifically designed to address an economic inequality, improve health, promote the arts/sciences/media, or drive capital to purpose-driven enterprises
- Company's products or services are specifically designed to conserve the environment
- Workers own the majority of the company
- Company is a producer cooperative where owners are supplier members who organize production (examples: farmer cooperative, artisanal cooperative)
- Company is specifically designed to rebuild my local community
- Company is specifically designed to donate at least 20% of profits to charity
- Company is designed to alleviate poverty through our supply chain
- More than 10% of workers are from a chronically under-employed population (low-income, ex-convicts, etc.)
- Company's manufacturing or distribution practices are designed to preserve the environment
- None of the above models apply

IBM1.2 Have you ensured that the social or environmental mission of your company will be maintained over time, regardless of company ownership, by:[Heavily Weighted]

- Including in your corporate governing documents a commitment to your stakeholders
- Creating a specific legal governance structure that will preserve the mission of the company (i.e. cooperative, Benefit Corp, etc.)
- Other - Please describe
- None of the above

Other: Crafting the mission statement, policies and practices, written commitments, ownership structure, stakeholder participation, and Board structure to support the mission and social commitments of the company.

IBM1.3 Are there key performance indicators or metrics that your company tracks on at least an annual basis to determine if you are meeting your social or environmental objectives?[Less Weighted]

- We don't track key social or environmental performance indicators
- We measure KPIs/metrics or outputs that we have identified and defined in order to determine if the company is achieving its social or environmental objectives
- We measure social and environmental outcomes over time (examples: 3rd-party studies, customer or household surveys, progress out of poverty index, etc.)

Worker Business Models

Worker Ownership

- IBM2.1 Does your company have an employee ownership plan in which 1) your employees (not including Executives and Founders) own more than 50% of the company and 2) all tenured employees participate?[Not Weighted]
- Yes No
- IBM2.2 If yes, what % of your total company is owned by employees (excluding Executive Management or Founders)?[Most Heavily Weighted]
- 0-49% 50-59% 60-69% 70-79% 80%+
- IBM2.3 If yes, is your company democratically governed or does it have ESOP pass-through voting rights?[Less Weighted]
- Yes No
- IBM2.4 How many workers (excluding founders) have an ownership interest in the company?[Not Weighted]
- 0.00 Not tracked / unknown

Community Business Model - Products & Services Introduction

Community P&S Introduction

- SE3.1 How do your products serve your customers? (Please select the ONE most impactful way that each product line is solving a social problem for your customers.)
- Yes No
- Creates access to basic services for the underserved without prior access (i.e. clean drinking water, affordable housing)
- Promotes health (i.e. medical equipment, medical services and medicines, products that promote healthy living)
- Promotes education or professional development (i.e. schools, textbooks, tutoring services, career and leadership training)
- Creates economic and/or empowerment opportunities (i.e. insurance, financial services, benefits consulting, farmers market)
- Increases the flow of capital to purpose-driven enterprises (i.e. impact investing, nonprofit fundraising or sustainability consulting)
- Promotes arts and media (i.e. independent media, artisanal crafts, photography)

Community Business Models - Products & Services

Arts/Media

IBM10.1 Please tell us more about how your product or service promotes the arts, sciences or media.[Not Weighted]

IBM10.2 Which of the following product or service descriptions best fit your company?[Not Weighted]

- Products/services *support* fine arts and cultural preservation (i.e. artisanal handicrafts, handmade jewelry, historic production methods, books, commercial photography)
- Products/services with a core purpose of promoting arts and media (i.e. research labs, museum-quality fine art)
- Products/services with a core purpose of independent journalism and cause-related media
- These descriptions do not apply to our company's product/service (Skip the remainder of this section)

IBM10.3 What % of your revenues last fiscal year were from the above products or services?[Not Weighted]

20%

SE10.4 How many customers/clients/beneficiaries did your company reach through the sale of the above-selected products/services? If possible, provide one figure at the "individual" customer level. Do not double-count (i.e. - if you report 5 households, do not also report the number of individuals in those 5 households).

Individuals

Households

Communities

Businesses/Non-Profits

Governments

Serving Those In Need

IBM11.1 Are at least 25% of the users/customers/end beneficiaries of your product or service from under-served communities?[Not Weighted]

Not tracked / unknown

IBM11.2 Describe the beneficiaries of your products or services[Not Weighted]

Individuals who are seeking to increase their knowledge, improve their skills, learn new ideas, and be inspired and Guided to take action to address needs.

IBM11.3 Which of the following underserved populations does your business impact or target (check all that apply)?[Not Weighted]

- Low-income, poor or very poor (including low-income minorities and other underserved populations)
- Minority, disabled, and other underserved (but not low-income)
- Nonprofits that serve the poor
- Nonprofits (other than those that serve the poor)
- None of the above (Skip the rest of the questions in this section)

IBM11.4 What % of customers/end beneficiaries of your product or service are from an underserved population identified above?[Not Weighted]

Not tracked / unknown

SE11.5 How many under-served customers/clients/beneficiaries did your company reach through the sale of the above-selected products/services during the last 12 months? If possible, provide one figure at the "individual" customer level. Do not double-count (i.e. - if you report 5 households, do not also report the number of individuals in those 5 households).

Individuals

Households

Communities

Businesses/Non-Profits

Governments

SE11.6 If possible, report how many individuals were served during the last 12 months, using more detailed demographic data for the relevant under-served populations your company reaches. This is supplemental/optional data.

Rural low-income, poor or very poor

Urban low-income, poor or very poor

Minority & Previously-Excluded

Women & Girls

Disabled

IBM11.8 Which of the following products/services attributes assist in targeting the above selected underserved communities:[Least Weighted]

- Product/service utilizes an innovative technology that adapts the product to meet the needs of the underserved
- Product/service utilizes an innovative distribution model to bring this type of product to populations that previously could not access it
- Product/service is accompanied by a zero- or below market- financing option (directly from company or through finance partner) with small repayment amounts to provide the poor access to purchase
- Company utilizes a cross-subsidization model whereby higher pricing for middle and high-income clients facilitates offering lower/subsidized pricing for low income clients/customers
- Product/service pricing model includes transparent pricing for all customers
- Vendor provides training on safe use and/or maintenance of the product/services
- These product/service attributes do not apply to our company (Skip the remainder of this section)

IBM11.9 If applicable, please describe how your product/service utilizes an innovative technology and/or distribution model that meet the specific needs of the underserved[Not Weighted]

We distribute our publications through 55 digital distributors around the world, which make the publications available to many people around the world who cannot easily access the publications in print format. In addition, most of our publications are available in large-print formats through "Read How You Want," and many are available in audio formats, so that sight-impaired people can use them.

IBM11.10 What % of customers/beneficiaries qualify as poor or very poor with incomes below \$2.00 per day? Estimates within +/- 5% are acceptable. (See currency converter in help text to get local currency terms)[Heavily Weighted]

- Not tracked / unknown

SE11.11 How many customers/clients/beneficiaries were reached during the last 12 months that live on less than \$2/day? If possible, provide one figure at the "individual" customer level. Do not double-count (i.e. - if you report 5 households, do not also report the number of individuals in those 5 households).

Individuals

Households

Basic Services

IBM4.1 Please tell us more about how your product or service creates access to basic services.[Not Weighted]

IBM4.2 Which of the following product or service descriptions best fit your company?[Not Weighted]

- Products/services are used to *support* the provision of basic services to the underserved (i.e. software or programs assisting basic service provision)
- Products/services provide basic services to the underserved without prior access (i.e. access to low-income housing, clean water, energy, etc.)
- These descriptions do not apply to our company's product/service (Skip the remainder of this section)

IBM4.3 What % of your revenues last fiscal year were from the above products or services?[Not Weighted]

SE4.3 How many customers/clients/beneficiaries were reached through the sale of the above-selected products/services during the last 12 months? If possible, provide one figure at the "individual" customer level. Do not double-count (i.e. - if you report 5 households, do not also report the number of individuals in those 5 households).

Individuals

Households

Communities

Businesses/Non-Profits

Governments

Health

IBM5.1 Please tell us more about how your product or service promotes health.[Not Weighted]

IBM5.2 Which of the following product or service descriptions best fit your company?[Not Weighted]

- Products/services promote healthy lifestyles (i.e. herbal medicines/remedies, exercise programs, sporting products, yoga)
- Products/services that *support* the promotion of health (i.e. drug-tracking technologies, other products that support the safe and effective delivery of health services)
- Products/services treat or prevent illness or disability (i.e. life-saving medical equipment and services, health clinics, pre-natal care, vaccinations/internationally-approved medications, hospitals, contraceptives, etc.)
- These descriptions do not apply to our company's product/service (Skip the remainder of this section)

IBM5.3 What % of your revenues last fiscal year were from the above products or services?[Not Weighted]

SE5.3 How many customers/clients/beneficiaries were reached through the sale of the above-selected products/services during the last 12 months? If possible, provide one figure at the "individual" customer level. Do not double-count (i.e. - if you report 5 households, do not also report the number of individuals in those 5 households).

Individuals

Households

Communities

Businesses/Non-Profits

Governments

Education

IBM6.1 Please tell us more about how your product or service promotes education or professional development & advancement.[Not Weighted]

We publish books that share new knowledge, teach skills, promote critical thinking, provide case studies of successful practices, and offer learning assessments.

IBM6.2 Which of the following product or service descriptions best fit your company?[Not Weighted]

- Products/services that *support* education and education/professional development initiatives (i.e. educational toys and creative problem-solving games)
- Products/services provide essential education coursework, advancement of knowledge, and academic or professional development (i.e. skills/career training, primary or secondary school, university, trade school, textbooks, education software, etc)
- These descriptions do not apply to our company's product/service (Skip the remainder of this section)

IBM6.3 What % of your revenues last fiscal year were from the above products or services?[Not Weighted]

80%

SE6.3 How many customers/clients/beneficiaries were reached through the sale of the above-selected products/services during the last 12 months? If possible, provide one figure at the "individual" customer level. Do not double-count (i.e. - if you report 5 households, do not also report the number of individuals in those 5 households).

Individuals

Households

Communities

Businesses/Non-Profits

Governments

Economic Opportunity/Empowerment

IBM8.1 Please tell us more about how your product or service creates economic and/or empowerment opportunities.[Not Weighted]

IBM8.2 Which of the following product or service descriptions best fit your company?[Not Weighted]

- Products/services create economic opportunity as a by-product and are designed for another purpose (i.e. worker benefits consulting, daycares)
- Products/services create core economic opportunity (i.e. financial literacy, micro-insurance, urban planning, legal services for underserved, employment firms, volunteering programs, community banking)
- These descriptions do not apply to our company's product/service (Skip the remainder of this section)

IBM8.3 What % of your revenues last fiscal year were from the above products or services?[Not Weighted]

SE8.4 How many customers/clients/beneficiaries were reached through the sale of the above-selected products/services during the last 12 months? If possible, provide one figure at the "individual" customer level. Do not double-count (i.e. - if you report 5 households, do not also report the number of individuals in those 5 households).

Individuals

Households

Communities

Businesses/Non-Profits

Governments

Flow of Capital

IBM9.1 Please tell us more about how your product or service increases the flow of capital to purpose driven enterprises.[Not Weighted]

IBM9.2 Which of the following product or service descriptions best fit your company?[Not Weighted]

- Products/services are designed to *support* the business of a purpose-driven enterprise (i.e. insurance, marketing, technology or consulting services for purpose driven enterprises)
- Products/services are designed to raise capital or support the social or environmental mission of a purpose-driven enterprise (i.e. fundraising for or investing in purpose-driven enterprises, sustainability or employee engagement consulting)
- These descriptions do not apply to our company's product/service (Skip the remainder of this section)

IBM9.3 What % of your revenues last fiscal year were from the above products or services?[Not Weighted]

SE9.4 How many customers/clients/beneficiaries were reached through the sale of the above-selected products/services during the last 12 months? If possible, provide one figure at the "individual" customer level. Do not double-count (i.e. - if you report 5 households, do not also report the number of individuals in those 5 households).

Individuals

Households

Communities

Businesses/Non-Profits

Governments

Community Business Models - Practices

Supply Chain

IBM13.1 Does your company's supply chain-focused model support income generation through:[Not Weighted]

- Ensuring fair wages are paid to suppliers in low-income, poor or very poor markets (If Yes, Complete SE13.2 - SE13.4)
- Investing in and sourcing from small-scale suppliers (fewer than 50 employees) (If Yes, Complete SE13.6 - SE13.9)

IBM13.2 Fair Trade: Which of the following statements best reflects the wage/pricing structure of a majority of your supply chain: (Check only one)[Not Weighted]

- A majority (>50%) of wages/prices are unverified/unknown
- A majority (at least 50%) of suppliers have been verified/reviewed by your company for fair wages and labor practices in the past 2 years
- A majority (at least 50%) of suppliers have had a third-party on-site verification of fair wages and labor practices in the past 2 years
- A majority of suppliers (at least 50%) have a current third-party certification that ensures fair wage standards are met

IBM13.3 What % of your cost of materials sourced from emerging market countries is sourced through channels that are certified or verified to pay fair wages?[Not Weighted]

SE13.4 How many fair-wage verified suppliers that sold to the company in the past fiscal year? Report individuals and/or businesses; do not double-count (ie - don't count individuals that work for reported businesses).

Supplier Individuals

Businesses

IBM13.5 What is the average premium paid to suppliers in the last year (either on product or wage)?[Not Weighted]

IBM13.7 This is a calculated question based on your answer from SE13.2: Which of the following statements best reflects the wage/pricing structure of a majority of your supply chain: 1) A majority (>50%) of wages/prices are unverified/unknown, 2) A majority (at least 50%) of suppliers have been verified/reviewed by your company for fair wages and labor practices in the past 2 years, 3) A majority (at least 50%) of suppliers have had a third-party on-site verification of fair wages and labor practices in the past 2 years, OR 4) A majority of suppliers (at least 50%) have a current third-party certification that ensures fair wage standards are met. And, question SE13.3: What % of your cost of materials sourced from emerging market countries is sourced through channels that are certified or verified to pay fair wages?[Equally Weighted]

IBM13.8 Small-scale Suppliers: Which of the following statements are true about your supply chain? (Check all that apply)[Not Weighted]

- A majority of suppliers have been fair-trade certified
- Training or technical assistance is provided to a majority of suppliers (suppliers that have fewer than 50 employees)
- Training or TA has resulted in quantifiable increase in productivity/efficiency of small-scale suppliers (must be demonstrable)
- A majority of input materials come from a relationship where the contract price was partially or fully paid in advance to significant suppliers (including loans through a partner org)
- A majority of input materials come from a relationship where contracts are signed and executed for the next year with significant suppliers.
- The company tracks the number of jobs that have been created through small-scale suppliers

IBM13.9 What % of your total Cost of Goods Sold (excluding labor) are sourced through small-scale suppliers (suppliers or cooperatives with supplier members that have fewer than 50 employees)?[Not Weighted]

SE13.10 How many small-scale suppliers were supported/sourced by the company in the past fiscal year? Report individuals and/or businesses; do not double-count (ie - don't count individuals that work for reported businesses).

Supplier Individuals

Businesses

IBM13.11 Value of payments to small-scale suppliers that sold to the company during the past fiscal year[Not Weighted]

Local

IBM16.1 Is your company a community based business, focused on serving your local economy?[Not Weighted]

Yes No

IBM16.2 If yes, please indicate which of the following statements below are true.[Not Weighted]

- More than 75% of the company's ownership is located locally (within 200mi / 322km) to at least 2/3 of the workforce
- Company's headquarters or main production facility is located locally to where 75% of end product is used
- More than 75% of the company's significant suppliers are independent companies located locally to the company's headquarters or main production facilities
- More than 50% of the company's significant suppliers are independent companies located locally to where the end product is used
- More than 50% of company's raw materials (in dollar value) are grown or harvested within 200mi / 322km of where end product is used
- The company banks with a local independent institution or a community development bank
- The company contributes 5% of profits or more to local charities

IBM16.3 How many of the above statements in the above question are true about your business?[Equally Weighted]

- 3 or fewer of the 7 statements above
- 4 of the 7 statements above
- 5 of the 7 statements above
- 6 of the 7 statements above
- 7 of the 7 statements above

IBM16.4 During the last fiscal year, how much did your company source (in currency terms) from local, independent suppliers?[Not Weighted]

\$0.00 Not tracked / unknown

IBM16.5 During the last fiscal year, how much in revenues was generated through sales to local consumers?[Not Weighted]

\$0.00 Not tracked / unknown

Producer Cooperative

IBM17.1 Is your company a producer cooperative where owners are small (<50 workers) supplier members who organize production? (i.e. an agriculture or artisanal cooperative)[Not Weighted]

Yes No

IBM17.2 If yes, what % of Cost of Goods Sold was purchased from small (<50 workers) co-op members in the last fiscal year?[Equally Weighted]

0-39% 40-49% 50-59% 60-69% 70-79% 80%+

IBM17.3 If yes, what % of cooperative members are from low income, poor and very poor populations?[Equally Weighted]

0-39% 40-49% 50-59% 60-69% 70-79% 80%+

IBM17.4 How many cooperative members currently have an ownership interest in the company?[Not Weighted]

0.00 Not tracked / unknown

Charitable Giving

IBM18.1 Is the company's business model designed to generate charitable giving?[Not Weighted]

- Yes No

IBM18.2 Does the company have a formal written commitment to annually give greater than 20% of its profits or 5% of revenues to charitable partners (including pro bono or in-kind donations)?[Not Weighted]

- Yes No

IBM18.3a If yes, what % of profits or revenues did the company donate to charity (including in-kind donations or paid pro bono time) last fiscal year? Please select the lesser of % of profits or % of sales that the company donated last fiscal year in each answer[Equally Weighted]

- 0%
- 1-19% profits or 1-1.9% sales
- 20-29% profits or 2-2.9% sales
- 30-39% profits or 3-3.9% sales
- 40-49% profits or 4-4.9% sales
- 50%+ profits or 5%+ revenues

Environmental Business Models - Practices

Wholesale: Environment

IBM27w.2 If yes, which of the following statements are true?[Not Weighted]

IBM27w.3 How many of the above statements were true about your business?[Heavily Weighted]

- 0-3 of 10 statements above
- 4 of 10 questions
- 5 of 10 questions
- 6 of 10 questions
- 7 of 10 questions
- 8 or more of 10 questions

IBM27w.4 If tracked, what were the number of metric tons of carbon (GHG) off-set by your environmental practices during the last 12 months?[Not Weighted]

0.00 Not tracked / unknown

Environmental Business Model - Products & Services Introduction

Environment P&S Introduction

SE 20.1 How does your product or service conserve the environment? (Please select the ONE most impactful way that each product line is solving an environmental problem.)

Yes No

- Provides or is powered by renewable energy or cleaner-burning energy than market alternatives
- Conserves resources (energy &/or water efficient)
- Reduces waste (provides recycling technology/service or uses recycled input materials)
- Land or wildlife conservation (i.e. sustainable harvest, land protection or reforestation)
- Toxic/hazardous substance reduction, pollution prevention and remediation (i.e. organic food, pesticide alternatives, non-toxic cleaners, brownfield remediation)
- Educates, measures, researches, or provides information to solve environmental problems (i.e. environmental consulting or auditing)

IBM20.7 Do your products or services have any third-party certifications that are standards-based, transparent, and independently verified? If so, please list certifications.[Not Weighted]

Environmental Business Models - Products & Services

Renewable or cleaner-burning energy

IBM21.1 Tell us more about how your product or service provides or is powered by renewable energy or cleaner-burning energy than market alternatives.[Not Weighted]

IBM21.2 Which of the following product or service descriptions apply?[Not Weighted]

- Product or service is powered by fossil fuel-based energy that is cleaner-burning than market alternatives and designed for another purpose (i.e. LPG-powered car, natural gas burning heater)
- Product or service provides fossil fuel-based energy that is cleaner-burning than market alternatives (i.e. LPG distribution)
- Product or service is self-powered by renewable energy (non-fossil fuel) and is used for another purpose (i.e. solar light, hand-powered radio)
- Product or service provides or contributes to provision of renewable energy (non-fossil fuel) to households, businesses or communities (i.e. solar panel installation, solar panel manufacturing, wind turbine manufacturing, biofuel production/distribution)
- These descriptions do not apply to our company's product/service (Skip the remainder of this section)

IBM21.3 Which of the following renewable energy types are provided by product/service?[Not Weighted]

- Solar
- Wind
- Biodiesel/biomass (please specify type)
- Small-scale hydro
- Other

IBM21.4 Has the company's renewable energy products/services received a third-party verification or certification for carbon offsets?[Not Weighted]

- Certified emission reduction credits (verified and registered by United Nations)
- Verified emission reductions credits ("unofficial" carbon credits, not allocated by the UN)
- Renewable energy credits or local equivalent (third-party verified units of renewable energy)
- None of the above

IBM21.7 What % of your revenues last fiscal year were related to the above products?[Not Weighted]

SE21.9 If tracked, what was the total or per use number of metric tons of carbon (CO2) off-set or saved by use of your product or service during the last 12 months? Also, provide any of the following, if tracked:

Metric Tons of GHG/CO2 equivalent

KwHs saved/off-set

Metric tons of waste saved/reduced

Liters of water saved/off-set

Energy & water efficiency

IBM22.1 Tell us more about how your product or service reduces energy and/or water use.[Not Weighted]

IBM22.2 Which of the following product or service descriptions apply?[Not Weighted]

- Product or services uses less energy &/or water than market alternatives but is designed for another purpose (Examples: EnergyStar (energy-efficient) appliances, low-flow shower heads & toilets, automatic thermostats, etc.)
- Product or services is designed to conserve energy &/or water use (Examples: Energy or water use assessment/consulting services or software, grey water (water recycling) systems)
- These descriptions do not apply to our company's product/service (Skip the remainder of this section)

IBM22.3 What is the average % energy reduction achieved by the product or service?[Not Weighted]

IBM22.4 What is the average % water reduction achieved by the product or service?[Not Weighted]

IBM22.5 What % of your revenues last fiscal year were related to the above products?[Not Weighted]

SE22.9 If tracked, what was the total or per use number of metric tons of carbon (CO₂) off-set or saved by use of your product or service during the last 12 months? Also, provide any of the following, if tracked:

Metric Tons of GHG/CO₂ equivalent

KwHs saved/off-set

Metric tons of waste saved/reduced

Liters of water saved/off-set

Waste Reduction

IBM23.1 Tell us more about how your product or service reduces waste output.[Not Weighted]

IBM23.2 Which of the following product or service descriptions apply?[Not Weighted]

- Product or services uses recycled input materials but is designed for another purpose (Examples: products made with recycled input materials (recycled paper, recycled glass surfaces) or used goods(furniture, books))
- Product or service is designed to reduce overall waste sent to landfill or incinerated (Examples: residential recycling programs/services, recycling technologies, composting services, e-waste recycling)
- These descriptions do not apply to our company's product/service (Skip the remainder of this section)

IBM23.3 What is the % of recycled input materials (by weight or volume) in product or offered through service?[Not Weighted]

IBM23.4 What is the average % waste reduction achieved by the product or service?[Not Weighted]

IBM23.5 What % of your revenues last fiscal year were related to the above products?[Not Weighted]

SE23.8 If tracked, what was the total or per use number of metric tons of carbon (CO₂) off-set or saved by use of your product or service during the last 12 months? Also, provide any of the following, if tracked:

Metric Tons of GHG/CO₂ equivalent

Kilowatt hours saved

Metric tons of waste saved/reduced

Liters of water saved/off-set

Land or wildlife conservation

IBM24.1 Tell us more about how your product or service conserves natural resources[Not Weighted]

IBM24.2 Which of the following product or service descriptions apply?[Not Weighted]

- Product or services uses sustainable harvest of natural resources or input materials but designed for another purpose (Examples: FSC certified wood/paper, MSC seafood, sustainably harvested brazil nuts, shade-grown coffee, etc.)
- Product or service is designed to preserve natural environments and wildlife through direct conservation/protection from external degradation (Examples: protected parks, land & wildlife conservation, etc.)
- Product or service is designed to improve natural environments through reforestation or natural wildlife repopulation (Examples: planting trees, efforts to repopulate endangered species, etc.)
- These descriptions do not apply to our company's product/service (Skip the remainder of this section)

IBM24.3 What % of your revenues last fiscal year were from the above products or services?[Not Weighted]

IBM24.4 What is the unit of measurement for the key metric tracked to measure impact? (i.e. # of hectares protected, # of wildlife saved, etc.)[Not Weighted]

IBM24.5 How many above "units" were conserved/improved in the last fiscal year by your products or services?[Not Weighted]

SE24.7 If tracked, what was the total or per use number of metric tons of carbon (CO2) off-set or saved by use of your product or service during the last 12 months? Also, provide any of the following, if tracked:

Metric Tons of GHG/CO2 equivalent

Number of hectares protected

Number of wildlife protected/saved

Metric tons of waste saved/reduced

Liters of water saved/off-set

Toxic/hazardous substance reduction, pollution prevention and remediation

IBM25.1 Tell us more about how your product or service reduces use of toxic or hazardous substances, prevents pollution or remediates discharges to air, land or water[Not Weighted]

IBM25.2 Which of the following product or service descriptions apply?[Not Weighted]

- Product or services uses less toxic/hazardous chemicals or materials than market alternatives but is designed for another purpose (Examples: non-toxic cleaners or chemical products, organic food, integrated pest management for agriculture)
- Product or service is designed to prevent pollution or hazardous discharge (Examples: manufacturing pollution control mechanisms)
- Product or service is designed to remediate environmental damage after discharges to air, land or water or provides innovative technologies that eliminate discharges of concern in industry (Examples: brownfield remediation, oil spill clean-up services)
- These descriptions do not apply to our company's product/service (Skip the remainder of this section)

IBM25.3 What is the average % toxic/hazardous material reduction or pollution prevention (by weight or volume) achieved by the product or service?[Not Weighted]

IBM25.4 What % of your revenues last fiscal year were related to the above products?[Not Weighted]

SE25.8 If tracked, what was the total or per use number of metric tons of carbon (CO₂) off-set or saved by use of your product or service during the last 12 months? Also, provide any of the following, if tracked:

Metric Tons of GHG/CO₂ equivalent

KwHs saved/off-set

Metric tons of waste saved/reduced

Liters of water saved/off-set

Education, measurement and consulting

IBM26.1 Tell us more about how your product or service educates, quantifies, or provides strategic advice to solve environmental problems[Not Weighted]

IBM26.2 Which of the following product or service descriptions apply?[Not Weighted]

- Educates or provides information on efficient resource use or environmentally-friendly alternatives for consumers and businesses (Examples: carbon credit trading platforms, environmental resource guides)
- Conducts environmental science research and publishes results/reports to the general public (Examples: environmental research laboratory)
- Other
- These descriptions do not apply to our company's product/service (Skip the remainder of this section)

IBM26.3 What % of your revenues last fiscal year were related to the above products?[Not Weighted]

IBM26.4 Unit of Impact[Not Weighted]

- Individuals
- Households
- Businesses
- Unique Readers

IBM26.5 How many of the above units were served in the last fiscal year by your products or services?[Not Weighted]

IBM26.7 If tracked, what was the total or per use number of metric tons of carbon (CO2) off-set by your product or service during the last 12 months?[Not Weighted]

0.00 Not tracked / unknown

Disclosure Questionnaire

Disclosure Questionnaire

Industries

DQ1.1 Please indicate if the company is involved in production of or trade in any the following. Check all that apply.

Yes No

- Yes No Any product or activity deemed illegal under host country laws or regulations
- Yes No Alcohol (excluding beer and wine)
- Yes No Commercial logging and logging equipment
- Yes No Firearms, weapons or munitions
- Yes No Genetically modified organisms
- Yes No Pornography
- Yes No Tobacco
- Yes No Wildlife or wildlife products regulated under the Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES)

DQ1.2 If you selected "Yes" above, please provide a detailed explanation of the company's involvement here.

Practices

DQ2.1 Please indicate if the following statements are true regarding whether or not the company engages in the following practices. Check all that apply. If the statement is true, select "True." If false, select "False."

True False

- Company is formally registered in accordance with domestic regulations
- Company facilities are not located adjacent to or in sensitive ecosystems
- Company or company supplier does not employ workers under the age of 15 (or other minimum work age covered by the International Labour Organization Convention No. 138)
- Overtime work for hourly workers is voluntary (not compulsory)
- Company or company suppliers do not use any workers who are prisoners
- Company allows workers to freely associate and to bargain collectively for the terms of one's employment

DQ2.2 If you selected "False" above, please provide a detailed explanation of the company's engagement in these practices here.

Outcomes

DQ3.1 Please indicate if the following statements are true regarding if the company has experienced any of the following in the past 5 years. Check all that apply. If the statement is true, select "True." If false, select "False."

True False

- Company has not had an operational or on-the-job fatality
- Company site has not experienced any accidental discharges to air, land or water of hazardous substances
- No construction nor operation of company facility has resulted in the relocation of any individuals or households near your facility
- No material litigation against company

DQ3.2 If you selected "False" above, please provide a detailed explanation of the company's experience related to the above statement here.

Penalties

DQ4.1 Please indicate if the company has had any formal complaint to a regulatory agency or been assessed any fine or sanction in the past five years for any of the following practices or policies. Check all that apply.

- | Yes | No | |
|-----------------------|----------------------------------|--|
| <input type="radio"/> | <input checked="" type="radio"/> | Animal welfare |
| <input type="radio"/> | <input checked="" type="radio"/> | Diversity and equal opportunity |
| <input type="radio"/> | <input checked="" type="radio"/> | Employee safety or workplace conditions |
| <input type="radio"/> | <input checked="" type="radio"/> | Environmental issues |
| <input type="radio"/> | <input checked="" type="radio"/> | Financial reporting |
| <input type="radio"/> | <input checked="" type="radio"/> | Geographic operations or international affairs |
| <input type="radio"/> | <input checked="" type="radio"/> | Labor issues (internal and supply chain) |
| <input type="radio"/> | <input checked="" type="radio"/> | Marketing |
| <input type="radio"/> | <input checked="" type="radio"/> | Political contributions |
| <input type="radio"/> | <input checked="" type="radio"/> | Taxes |

DQ4.2 If you selected "Yes" above, please provide a detailed explanation of the complaint/fine/sanction here.