The Responsible Beauty Initiative

ECOVADIS PLAYBOOK FOR SUPPLIERS

Knowledge Partner

CSRWorks

An EcoVadis Strategic Consulting Partner

Contents

Foreword from RBI

We're all in this together.

This truth lies at the heart of the Responsible Beauty Initiative (RBI) and drives our commitment to sustainability and fighting climate change. Responsibility is shared across the entire value chain: from the smallholder producer to the final consumer, including every manufacturer and intermediary that enables the production and distribution of goods.

Through RBI, we recognize this shared responsibility and signal a commitment to helping our suppliers accelerate their sustainability journeys. We focus on driving improvement toward a more sustainable value chain rather than on simply monitoring risks. We want to help our existing and future suppliers understand not only what can be improved, but also how it can be improved.

This EcoVadis Playbook for Suppliers has been developed to provide strategic guidance for you to navigate your EcoVadis assessment journey. A joint publication by the Responsible Beauty Initiative powered by EcoVadis, and CSRWorks International, we hope that this Playbook provides clarity on the EcoVadis assessment methodology and outlines concrete steps to bring your sustainability performance to new heights.

> **Together, we have the power to build a more responsible, resilient and sustainable future – one where businesses, communities and the environment thrive in harmony.**

What is the Responsible Beauty Initiative (RBI)?

The Responsible Beauty Initiative (RBI) is an EcoVadis Sector Initiative focused on accelerating sustainable procurement across the beauty supply chain. Founded in 2017, RBI brings together leading beauty companies to drive shared progress toward more ethical, responsible and resilient supply chains.

Coordinated by EcoVadis, RBI currently includes members such as L'Oréal, Coty, Groupe L'Occitane, Aroma-Zone and Shiseido. Suppliers are assessed through the EcoVadis platform and the resulting sustainability performance data is shared among members – creating transparency and consistency across their supply bases.

RBI members meet regularly to share best practices, review emerging insights from supplier assessments and plan collaborative supplier capacity-building efforts. The initiative's core focus areas include supply chain CSR performance improvement, decarbonization and, since 2024, labor and human rights.

Why Sustainability?

In today's global economy, sustainability is no longer an option, but a business imperative. The world is facing complex environmental and social challenges, from rising global temperatures to deepening income inequality. Stakeholders across the world – governments, investors, customers, consumers – all expect more responsible business practices.

For businesses, this shift presents both a challenge and an opportunity. Embracing sustainability offers many benefits:

Improved operational efficiency and cost savings
Implementing sustainable practices like increasing energy efficiency and minimizing waste can lead to substantial cost savings over time.

Risk mitigation
Proactively integrating sustainability into business strategy mitigates risks related to climate change, regulatory changes and supply chain disruptions.

Enhanced brand reputation
Responsible business practices foster trust and stronger relations with customers, investors and partners.

Access to new markets and business opportunities
Developing innovative and sustainable solutions opens doors to new markets, attracts new customer segments, and enables product differentiation. For instance, consumers are willing to pay more for sustainably produced or sourced goods[1], with products marketed as sustainable growing 2.7x faster than products not marketed as sustainable[2].

Compliance with regulatory requirements
Adhering to the evolving regulatory landscape is now mandatory for businesses, with proactive companies staying ahead of compliance, avoiding disruptions and penalties.

[1] *"PwC's Voice of the Consumer Survey 2024", PWC, 2024.*
[2] *"Sustainable Market Share Index", NYU Stern Center for Sustainable Business, 2021 (Updated April 2022).*

What is EcoVadis?

EcoVadis is a leading SaaS provider of sustainability solutions, helping companies manage, measure and improve sustainability performance across the entire value chain. Organizations worldwide use the EcoVadis platform to evaluate trading partners, monitor sustainability practices and drive continuous improvement throughout global supply networks.

Backed by a powerful technology platform and a global team of experts, EcoVadis delivers actionable sustainability ratings and scorecards that deliver insights into environmental, social and ethical risks. As of 2026, EcoVadis rated more than 150,000 companies across more than 185 countries and 250 industries.

150,000+
rated companies

185+
countries

250+
industries

Source: EcoVadis

Benefits of EcoVadis

Sustainability is an essential component to businesses of all sizes across the globe. With the evolving landscape of sustainability legislation and rising stakeholder expectations, the EcoVadis assessment provides an opportunity for companies to better manage their sustainability performance.

Global Reach and Scalability
Manage sustainability performance within the business' own operations and across global supply chain with ease.

Actionable Insights
Access clear, actionable insights to drive continuous improvement in sustainability performance.

Risk Management
Use advanced risk mapping and monitoring capabilities to stay ahead of potential sustainability risks.

Carbon Management
Measure, manage, and reduce carbon emissions, contributing to global climate goals.

Enhanced Transparency
Facilitate transparency and collaboration with trading partners, driving collective action towards sustainable business practices.

Reputation and Compliance
Achieve high sustainability performance to enhance company's reputation, meet regulatory requirements, and gain a competitive edge in the market.

EcoVadis Methodology and Scoring System

The EcoVadis methodology is based on international sustainability standards including the Global Reporting Initiative (GRI), the United Nations Global Compact (UNGC), ISO 26000. The methodology is regularly reviewed and updated to reflect best practices and evolving expectations.

EcoVadis tailors its assessment questionnaire to each company's size, industry, and location. It evaluates the company's sustainability management system across key areas on Environment, Labor and Human Rights, Ethics, and Sustainable Procurement. A company's EcoVadis score is determined on the quality and relevance of supporting documentation provided during the assessment.

Sustainability Management System

The effectiveness of a sustainability management system is assessed on three core pillars: Policies, Actions, and Results. These are also further characterized into seven management indicators, each carrying a different weightage in the assessment as illustrated below:

POLICIES 25%	Policies (20%)	Mission, value statements, engagements, principles, objectives & policies issued by the company
	+	
	Endorsements (5%)	Endorsement of external sustainability initiatives

ACTIONS 40%	Measures (24%)	Measures and actions implemented (E.g. procedures, training, equipment)
	+	
	Certifications (16%)	Certifications, labels, third-party audits
	×	
	Coverage*	Level of deployment of certificates or actions throughout the company

RESULTS 35%	Reporting (14%)	Reporting on key performance indicators (KPIs)
	+	
	360° Watch Findings (21%)	Positive developments, condemnations & controversies

*Only applies to large sizes companies (1000+ employees)

What is Coverage?

The coverage indicator applies only to **large-sized companies**. It assesses how widely a company's measures and certifications have been implemented across a company's operations and workforce. Coverage has a minimum score of 25 and serves as a multiplying factor in the scoring of the Measures and Certifications indicators.

0	25	50	75	100
Not applicable	Low coverage of sustainability actions	Medium coverage of sustainability actions	High coverage of sustainability actions	Exceptional coverage of sustainability actions
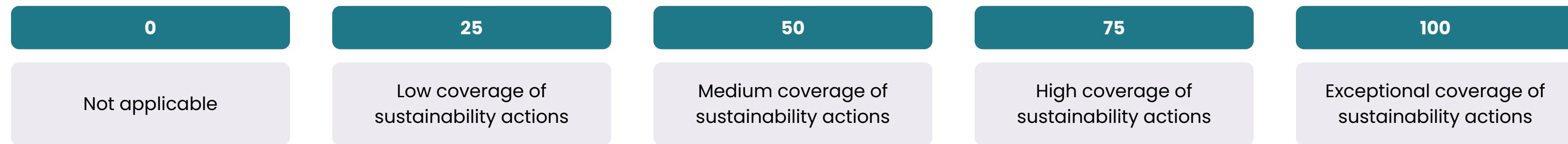
EXAMPLE: COVERAGE OF ENVIRONMENTAL ACTIONS FOR CERTIFICATES FOR MANUFACTURING ACTIVITIES				
–	1-25% of operational sites are ISO 14001 certified	26-50% of operational sites are ISO 14001 certified	51-75% of operational sites are ISO 14001 certified	76-100% of operational sites are ISO 14001 certified
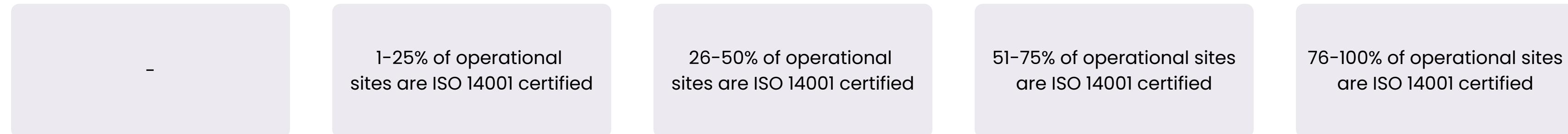
Examples of coverage include:
- Percentage of operational sites with labor and human rights certification such as ISO 45001
- Percentage of operational sites that have been subject to human rights reviews or human rights impact assessments
- Percentage of total energy consumption from renewable energy sources
- Percentage of total workforce trained on business ethics issues
- Percentage of targeted suppliers that have gone through a sustainability on-site audit

The scoring of supporting documentation provided for coverage is dependent on their impact and difficulty of implementation. For example, documentation related to certifications will be prioritized over risk assessments and audits, which is in turn prioritized over documentation provided for other sustainability measures. Documentation that is third-party verified or assured also takes precedence over documentation that is not verified by an independent party.

Scoring System

During the assessment, the supporting documentation provided as evidence of a company's sustainability management system will be evaluated. Based on the quality and quantity of information provided, a score from 0 to 100 will be allocated for each management indicator in each theme. The scoring scale from 0 to 100 is evaluated at increments of 25, each indicating the quality level of a company's policies, actions and results, as illustrated below:

0 INSUFFICIENT	25 PARTIAL	50 GOOD	75 ADVANCED	100 OUTSTANDING
Insufficient Sustainability Performance Possible reasons: • Lack of policies or tangible actions regarding sustainability • Evidence in certain cases of misconduct (e.g. findings of pollution, fines for corruption, etc.)	**Partial Sustainability Performance** Possible reasons: • Minimum structured sustainability approach • Few policies or tangible actions on selected topics (reactive approach)	**Good Sustainability Performance** Possible reasons: • Structured and proactive sustainability approach • Policies and tangible actions on major topics • Basic reporting on actions or performance indicators	**Advanced Sustainability Performance** Possible reasons: • Structured and proactive sustainability approach • Policies and tangible actions on key sustainability topics with detailed implementation plan • Significant sustainability reporting on actions and key performance indicators	**Outstanding Sustainability Performance** Possible reasons: • Structured and proactive sustainability approach • Policies and tangible actions on key sustainability topics with detailed implementation plan • Comprehensive sustainability reporting on actions & performance indicators • Innovative practices and external recognition

Sustainability Topics

The EcoVadis assessment covers **21 sustainability topics** across four themes: **Environment, Labor and Human Rights, Ethics, and Sustainable Procurement.**

Environment

- Energy Consumption & GHGs
- Water
- Biodiversity
- Air Pollution
- Materials, Chemicals & Waste
- Product Use
- Product End-of-Life
- Customer Health & Safety
- Environmental Services & Advocacy

Labor & Human Rights

- Employee Health & Safety
- Working Conditions
- Social Dialogue
- Career Management & Training
- Child labor, Forced labor & Human trafficking
- Diversity, Discrimination & Harassment
- External Stakeholder Human Rights

Ethics

- Corruption
- Anticompetitive Practices
- Responsible Information Management

Sustainable Procurement

- Supplier Environmental Practices
- Supplier Social Practices

As companies have different industries, sizes and operational locations, sustainability topics material to each companies would also differ.

Each EcoVadis assessment is customized to a company's context, and only relevant sustainability topics would need to be addressed. Within each sustainability issue, different questionnaire options may also be provided, based on what is appropriate for the company's context.

An example is shown in the table as follows:

CRITERIA ACTIVATION

	Manufacture of Glass and Glass Products	Software Company
ENVIRONMENT		
Energy Consumption & GHGs	✔	✔
Water	✔	
Biodiversity	✔	
Air Pollution	✔	✔
Materials, Chemicals & Waste		
Product Use	✔	
Product End-of-Life		
Customer Health & Safety		
Environmental Services & Advocacy		

	Manufacture of Glass and Glass Products	Consulting Company
LABOR AND HUMAN RIGHTS **What actions has your company implemented to protect employee health & safety?**		
Employee health and safety risk assessment	✔	
Health and safety emergency action plan	✔	✔
Training of employees on health and safety risks and good working practices	✔	✔
Complaints procedure for employees to report on occupational health and safety incidents, risks, and concerns	✔	✔
Equipment safety inspections or audits	✔	
Regular employee health check-up	✔	
Preventive actions for repetitive strain injury (RSI)	✔	
Actions to address stress and psychological wellbeing in the workplace	✔	
Actions to control hazardous substance exposure	✔	
Actions to prevent noise exposure	✔	
Actions to ensure health and safety of non-employee workers and other contracted workers on premisese	✔	

Medals and Recognition

For companies that have demonstrated a strong sustainability management system as determined by the EcoVadis methodology, medals and badges will be awarded.

Medals are awarded to eligible companies based on their **percentile rank**, which is calculated at the time of scorecard publication. Percentile ranking is determined based on the company's performance as compared to all rated companies in all industries in the EcoVadis database over the past 12 months.

Please note that a company is not eligible for a medal if the score of any theme is below 30.

ECOVADIS BADGES

FAST MOVER
Score between 34-44 with a 6+ point improvement

COMMITTED
Minimum score of 45 and not qualified for a medal

ECOVADIS MEDALS

BRONZE
Top 35%

SILVER
Top 15%

GOLD
Top 5%

PLATINUM
Top 1%
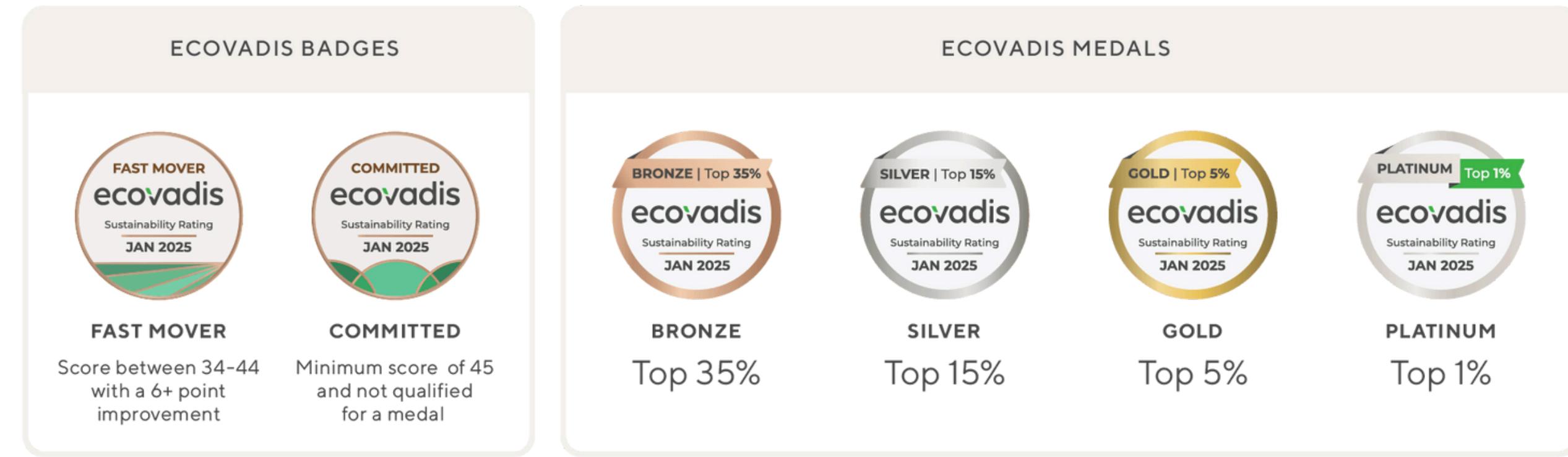
The eligibility criteria for badges are as follows:

- **Committed**: A minimum score of 45
- **Fast mover**: A score between 34-44 with a minimum of 6-point improvement compared to the previous assessment in an 18-month period

The eligibility criteria for **medals** are as follows:

- **Platinum**: Top 1% (99+ percentile)
- **Gold**: Top 5% (95+ percentile)
- **Silver**: Top 15% (85+ percentile)
- **Bronze**: Top 35% (65+ percentile)

Recommended Action Plan

1
Involve Key Stakeholders

Key stakeholders should be identified for each theme. There should be clear alignment across all stakeholders on the expectations, roles and responsibilities for the assessment.

2
Formalise Sustainability Commitment

Sustainability commitments should be formalised in policy documents.

3
Establish a Data Collection System

A clear and structured data collection system should be established to gather relevant and formalized supporting documentation for the assessment.

4
Track and Report Key Metrics

Sustainability performance should be monitored by tracking key metrics annually.

5
Adopt a Continuous Improvement Approach

Sustainability performance should be continuously reviewed after each EcoVadis assessment.

RBI Partners: Priority Key Sustainability Topics

RBI partners with organizations across a broad spectrum of industries to drive sustainable progress. The following highlights the most common key sustainability topics relevant across all industries, designed to guide and support your understanding of these issues as you complete your EcoVadis assessment.

ENERGY CONSUMPTION & GREENHOUSE GASES (GHG) EMISSIONS	Every company uses energy to power its operations – from manufacturing and facilities management to transportation and logistics. The type and amount of energy used vary across industries and geographies, but all energy use has environmental impacts, particularly through the generation of GHG emissions. Reducing energy consumption and associated GHG emissions not only lowers environmental impact but can also improve operational efficiency, reduce costs, and strengthen your company's reputation.
MATERIALS, CHEMICALS & WASTE	Different types of hazardous and non-hazardous waste may be produced depending on one's business operations. Managing these responsibly helps reduce environmental impact, protect worker health, and ensure compliance. Start by identifying the materials and chemicals used in your operations and the types of waste they produce. Look for ways to reduce material use, substitute hazardous substances with safer alternatives, and design processes to minimize waste. Responsible material and waste management not only reduces risks but also improves efficiency and supports a circular economy.
EMPLOYEE HEALTH & SAFETY	Companies have a responsibility to provide a safe and healthy working environment. This includes preventing injuries, illnesses, and fatalities, and addressing both physical and psychological well-being. Health and safety measures should be embedded in daily operations – from proper training, protective equipment, and risk assessments to open communication and mental health support. Whether in a factory, warehouse, or office, creating a culture of care and awareness helps employees stay safe, motivated, and productive.

DIVERSITY, DISCRIMINATION & HARASSMENT

All individuals should be treated equally regardless of race, national origin, religion, disability, gender, sexual orientation, union membership, political affiliation, or age.

Companies have a responsibility to prevent discrimination and harassment at all aspects of human resource management, including hiring, remuneration, training, promotion, and termination. Creating an inclusive culture means taking systematic action to identify and address bias, support disadvantaged groups, and ensure equal opportunities for everyone.

CORRUPTION

Corruption refers to the abuse of entrusted power in the workplace for private gain. It can take many forms – including bribery, conflict of interest, fraud and money laundering. Even seemingly small actions, such as offering lavish gifts or excessive hospitality to influence a business decision, can be considered corrupt practices.

All companies, regardless of size, sector, or location, are exposed to corruption risks. Strong internal controls, transparent decision-making, and clear ethical standards are essential to prevent misconduct and maintain trust with stakeholders.

SUPPLIER SUSTAINABILITY PRACTICES

Supplier sustainability practices cover both environmental and social impacts across the supply chain. Because many sustainability risks — such as labor issues, emissions, and resource use — occur beyond a company's direct operations, it's essential to work with suppliers who share responsible values. Companies should engage suppliers on sustainability performance, promote transparency, and collaborate to promote practices that protect people and the planet.

1: Involve Key Stakeholders

As the EcoVadis assessment evaluates your sustainability management system across four themes, information and data would need to be collected across different departments and teams. It is recommended that these key stakeholders be identified at the beginning of the assessment.

Priorities, expectations, roles and responsibilities should also be clearly defined and communicated to ensure alignment and collaboration across all involved departments. Early coordination with all key stakeholders can help to streamline the data collection and ensure completeness of documentation.

The following illustrates some key stakeholders to consider for each sustainability theme:

Environment

- Quality and Sustainability Departments
- Sustainability manager
- Quality Analysts
- EHS Manager
- Operations Manager

Labor & Human Rights

- Health and Safety Department
- Human Resources Manager
- Compliance Managers
- Training Coordinators

Ethics

- Legal Department
- Compliance or Ethics Manager
- General Manager
- IT Department

Sustainable Procurement

- Purchasing Department
- Director of Purchasing
- Supply Chain Manager
- Category Managers

2: Formalise Sustainability Commitment

A sustainability policy serves as the foundation of a company's sustainability management system. It reflects the company's formal and public commitment to operating sustainably and responsibly.

An effective policy provides direction and structure for sustainability efforts, ensuring alignment across all stakeholders, business units, and subsidiaries. It also communicates sustainability priorities to internal and external stakeholders, helps to mitigate risks of non-compliance with evolving sustainability legislations, and strengthens the company's position as a sustainability champion.

Elements of an Effective Policy

Material Issues: Identify all relevant and material sustainability topics, and clearly state the company's commitment to addressing each.

Scope and Communication: Determine who the policy is applicable to and how it is communicated to them.

Roles and Responsibilities: Assign clear ownership to implement and monitor sustainability efforts.

Targets: Set actionable targets to guide sustainability strategy and demonstrate progress.

Review and Update: Regularly review and update policies to ensure relevance and compliance.

Setting Sustainability Targets

Setting targets in a sustainability policy provides direct and accountability. Using the SMART framework may guide a company in setting targets that are clear and achievable.

S **Specific** Be specific about what the company aims to accomplish

M **Measurable** Set clear metrics and indicators to track progress

A **Achievable** Ensure targets are realistic given available resources

R **Relevant** Align targets with broader sustainability strategy and business goals

T **Time-bound** Determine clear timeline to achieve each target

EXAMPLES FOR RBI PARTNERS

ENERGY CONSUMPTION & GHG EMISSIONS: Implement an Environmental Policy addressing company commitment to reduce energy consumption by 15% in 2028 as compared to 2024 base year.

CORRUPTION: Implement an Ethics Policy addressing company commitment to prevent corruption and bribery to conduct anti-corruption awareness training for 100% of employees by 2026.

EMPLOYEE HEALTH & SAFETY: Implement a Labor Policy addressing company commitment to uphold labor rights, including protecting employee health and safety, for example by committing to perform health and safety risk assessments across 100% of operational sites by 2030.

SUPPLIER SUSTAINABILITY PRACTICES: Implement a Sustainable Procurement Policy addressing company commitment to integrate sustainability within procurement processes, for example by committing to ensure 100% of suppliers have signed the Supplier Code of Conduct by 2028.

For more detailed guidance on developing a sustainability policy, you may refer to EcoVadis How-To Guides accessible under "Useful Resources" on your EcoVadis account.

3: Establish a Data Collection System

As EcoVadis uses an evidence-based approach to evaluate the quality of the company's sustainability management system, supporting documentation is required to provide evidence of sustainability actions.

This may include documents like sustainability policies, certificates, risk assessments or reports. A clear and structured system should be established within the company to collect and manage all necessary documents.

There are many ways to establish a data collection system, and companies should evaluate the most effective system to utilize based on existing company procedures and practices.

Best Practices for a Data Collection System

Create a Data Collection Template	Develop a collaborative spreadsheet to track all required documents
Assign Responsibilities	Assign different sustainability themes or issue areas to a designated data owner
Set Up a Central Repository	Create a secured shared folder organized by theme for key stakeholders to upload and access required documents
Set Internal Deadlines	Establish clear internal submission deadlines ahead of the assessment deadline to ensure sufficient time for document review and confirmation
Conduct Internal Review	Ensure all uploaded documents are relevant and valid, and meet EcoVadis's document requirements*

Refer to the section "Supporting Document Guide" for more information

4: Track & Report Key Metrics

Tracking key sustainability metrics is essential for monitoring performance, identifying areas for improvement, and demonstrating transparency to stakeholders – including customers, investors and regulators. Consistent and data-driven reporting helps to build trust and credibility, while supporting compliance with emerging sustainability regulations.

In the EcoVadis assessment, the Reporting indicator is based on metrics that measure the implementation of a company's sustainability practices. Reporting may be conducted internally or externally, through both internal mechanisms (e.g. metric dashboards) or external disclosures (e.g. sustainability or ESG reports).

Key Reporting Principles

- ◆ Address all relevant sustainability topics

- ◆ State the reporting year and unit (e.g. kWh or liters)

- ◆ Data must be from the last 2 calendar years

- ◆ Report data covering at least 12 consecutive months

EXAMPLES FOR RBI PARTNERS

MATERIALS, CHEMICALS & WASTE:
Reporting on total weight of waste (tons) produced and recovered by the company

EMPLOYEE HEALTH & SAFETY:
Reporting on number of accidents in company's facilities (2022, 2023, 2024)

SUPPLIER SUSTAINABILITY PERFORMANCE:
Reporting on percentage of targeted suppliers that have signed the supplier code of conduct

✤ *For more detailed guidance on tracking key metrics, you may refer to EcoVadis How-To Guides accessible under "Useful Resources" on your EcoVadis account.*

5: Adopt a Continuous Improvement Approach

Sustainability is not a one-time achievement; it's a journey of continuous improvement. To truly embed sustainability into a business, companies should go beyond compliance and a box-ticking approach to consider how sustainability may be integrated strategically and operationally throughout the business.

Annual EcoVadis assessments provide an opportunity to regularly review and improve on a company's sustainability management system. After each assessment, review the improvement areas in your EcoVadis scorecard to develop clear objectives and measurable goals and strengthen your sustainability performance year after year.

Evaluating your EcoVadis Scorecard

To get to your scorecard, go to the "My Performance" tab. Your scorecard displays your score breakdown according to the 7 management indicator, as well as the related strengths, practices already meeting high sustainability standards, and improvement areas, where action is needed to align with best practices.

Percentile refers to your organization's score ranking in comparison with all EcoVadis rated companies over the past 12 months

Scores according to 7 management indicators
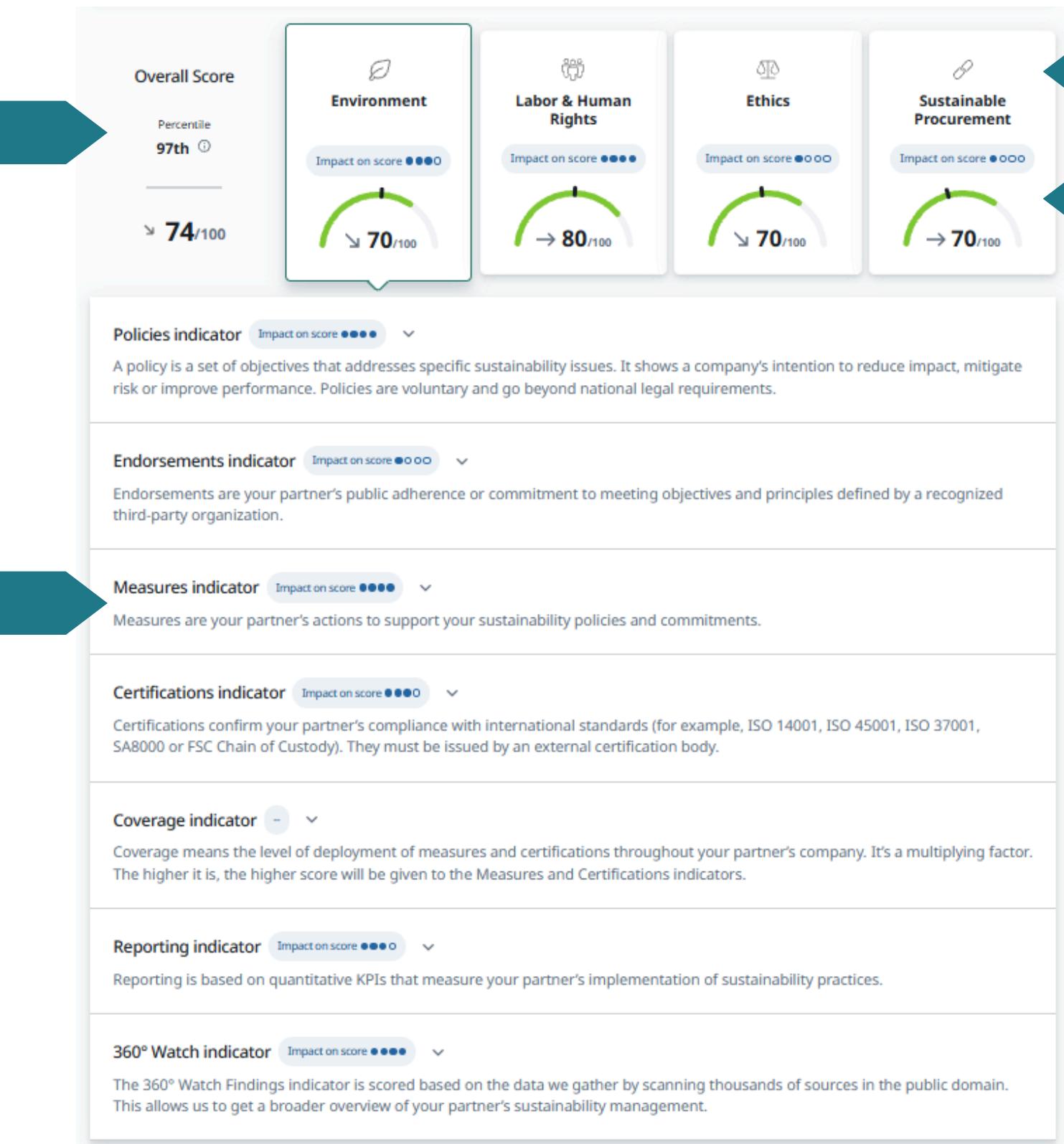
Scores according to 4 core themes

Black line indicates your organization's performance in comparison with the industry average

Overall Score

Percentile 97th

↘ 74/100

Environment — Impact on score ●●●○ — ↘ 70/100

Labor & Human Rights — Impact on score ●●●● — → 80/100

Ethics — Impact on score ●●○○ — ↘ 70/100

Sustainable Procurement — Impact on score ●○○○ — → 70/100

Policies indicator — Impact on score ●●●●
A policy is a set of objectives that addresses specific sustainability issues. It shows a company's intention to reduce impact, mitigate risk or improve performance. Policies are voluntary and go beyond national legal requirements.

Endorsements indicator — Impact on score ●●○○
Endorsements are your partner's public adherence or commitment to meeting objectives and principles defined by a recognized third-party organization.

Measures indicator — Impact on score ●●●●
Measures are your partner's actions to support your sustainability policies and commitments.

Certifications indicator — Impact on score ●●●●
Certifications confirm your partner's compliance with international standards (for example, ISO 14001, ISO 45001, ISO 37001, SA8000 or FSC Chain of Custody). They must be issued by an external certification body.

Coverage indicator — -
Coverage means the level of deployment of measures and certifications throughout your partner's company. It's a multiplying factor. The higher it is, the higher score will be given to the Measures and Certifications indicators.

Reporting indicator — Impact on score ●●●○
Reporting is based on quantitative KPIs that measure your partner's implementation of sustainability practices.

360° Watch indicator — Impact on score ●●●●
The 360° Watch Findings indicator is scored based on the data we gather by scanning thousands of sources in the public domain. This allows us to get a broader overview of your partner's sustainability management.

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Each indicator section also opens with more details on the related Strengths and Improvement Areas.

TIP

EcoVadis scorecards highlight improvement areas ranked high, medium, or low based on their impact on the score. While they do not guarantee a higher rating, focusing on the most critical areas helps prioritize efforts and make the best use of limited resources.

Improvement areas

🎓 **The EcoVadis Academy** offers a practical course in Environment Reporting

Go to course →

⌃ (High priority) Insufficient reporting on environmental issues

Start corrective action →

The company has provided reporting figures or Key Performance Indicators (KPIs) on some relevant environmental issues but the reporting figures are limited in terms of quantity or quality.

What needs to be improved?

The company has provided KPIs only on some of the relevant environmental topics or at parent company level only and the quality, transparency and level of reporting is not up to the required level. To improve environmental data communication to its stakeholders, the company should provide KPIs on the majority of environmental topics. Some additional quality factors which might also affect the level of reporting are; (1) External assurance to assess the quality and credibility of the qualitative and quantitative information reported by the organization, (2) Alignment with reporting standards such as GRI Core/Universal/Comprehensive, SASB,...etc. (3) Materiality analysis to identify the most relevant environmental issues based on the company's activity (4) The reporting figures should not be more than 2 years old. (XS company: KPIs/Reporting figures provided at parent level only and/or provided for only one or a few material environmental topics and/or the time period covered by the reporting figures might be too short, time period should be 12 months or more.)

⌄ (Medium priority) No formal alignment with a sustainability reporting standard (e.g. in accordance with GRI, SASB)

Start corrective action →

⌄ (Low priority) No external assurance or verification of sustainability reporting

Start corrective action →

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Recommendations for Future Action

The following examples of action items are recommended for your sustainability and EcoVadis assessment journey. These initiatives encompass a progression from foundational to advanced practices. Organizations in the initial stages of their sustainability journeys should first ensure the foundational actions have been implemented, while more mature entities are encouraged to prioritize advanced measures to further strengthen their sustainability performance.

- Sustainability awareness training
- Environmental sustainability SOP
- Employee handbook
- Whistleblowing procedure/ Grievance mechanism

- Risk assessments (for corruption, information security, supply chain)
- GHG accounting (Scope 1, 2 & 3 emissions)

- Sustainability report aligned with internationally recognized reporting standards (e.g. GRI, SASB, CSRD)

- GHG emissions verification
- External assurance
- Sustainability certifications (e.g. ISO14001, ISO45001 SA8000)

FOUNDATIONAL

ADVANCED

Supporting Documentation Guide

Tips for Supporting Documents

Timeliness: Policy and action documents should not be older than 8 years, and reporting and audit documents should not be older than 2 years.

Correct Source: Documents should correspond with the assessment scope – Policies and results must cover the entire company's assessment scope and actions must be implemented in at least one operational site.

Formalized: Company name or logo should be clearly included.

Credible: Documents should be authentic and fully integrated into the company's sustainability management system.

Selective: As EcoVadis has a 55-document limit for each assessment, prioritize documents that are formalized and addresses multiple questions and/or options.

Transparency: Although the sharing settings have no effect on scoring or documentation acceptance, selecting "Visible to your trading partners" is encouraged to enhance openness and collaboration.

The following section illustrates good supporting documents to provide:

Broader Purpose Documents

- Sustainability reports
- Annual reports with integrated sustainability section
- CDP report
- UN Global Compact (UNGC) Communication on Progress
- Employee handbooks

Policies

- Code of ethics/conduct
- Environmental policy
- GHG reduction target statement
- Waste management policy
- Health and safety policy

Actions

- Management system certificates (e.g., ISO 14001, ISO 45001)
- Code of ethics/conduct
- Eco-labels
- Standard operating procedures (SOPs)
- Internal training materials
- Equipment/technology installation records
- Program implementation records

Results

- Monitoring of KPIs in internal databases
- Publicly disclosed KPI reports
- GHG inventory document or spreadsheet

Conclusion

As a partner in the Responsible Beauty Initiative, you are part of an interconnected value chain where sustainability is no longer an option, but a business imperative.

This playbook demonstrates that achieving high sustainability performance goes beyond a "box-ticking" approach. It requires proactive engagement, clear leadership, and a commitment to continuous improvement.

By embracing the actionable steps outlined in this guide, from involving key stakeholders to formalizing commitments, you are not just completing an assessment, you are building a more resilient and sustainable future.

Your Path Forward:

01.

Connect with the Industry

Remember that you are not alone, you are part of a broader industry effort alongside global leaders to drive shared progress toward more resilient supply chains.

02.

Leverage Strategic Insights

Use the EcoVadis process to transform your sustainability data into actionable insights, empowering you to enhance your reputation and be prepared for evolving global regulations.

03.

Prioritize Immediate Action

Review your EcoVadis scorecard to identify "High Priority" improvement areas and start corrective actions to optimize your resources effectively.

04.

Focus on Continuous Improvement

Treat sustainability as a journey by conducting annual EcoVadis assessments to review goals and strengthen your performance year after year.

TOGETHER,

we have the power to build a more responsible industry, one where businesses, communities, and the environment thrive in harmony.

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