



## Quality in Human Capital Reporting Framework Ratings and Scorecard:

Use this checklist to evaluate the quality of reporting based on ISO 30414 Human Capital standards for employees and ISO 10018 People Engagement standards for customers, supply chain and distribution partners, and communities.

**A perfect score is 56.**

### **PDFs or Web addresses of disclosures reviewed and referenced in this report:**

- ☐ Corporate Sustainability/Responsibility Report:
- ☐ Securities and Exchange Commission 10-K Report:
- ☐ Other: Please specify:

Each Corporate Sustainability or Human Capital Report is evaluated based on:

- The number of critical human capital issues addressed.
- The clarity of organizational purpose and objectives and definition of stakeholder audiences.
- The specificity and comparability of metrics reporting, i.e. ISO, GRI, SASB, UN, IFRS Foundation, etc. or an internal process that can be succinctly explained and is auditable. (The EEA ratings do not dictate the use of one reporting framework over another.)
- The degree to which the metrics align with stated goals.
- The explanation of tactical methodology to encourage stakeholder engagement that address the topic categories of the ISO 30414 Human Capital reporting and ISO 10018 People Engagement standards, which address the interests of all stakeholders.
- Accountability—who oversees the process.

### **Scoring**

- **Methodology Point Score**—0 points are assigned for no methodology information provided; 1 point is assigned for a basic summary information of specific programs or methods; 2 points for explaining how these methodologies support overall organizational goals.
- **Metrics Point Score**--0 points are assigned for no metrics provided; 1 point is assigned for basic metrics compared year to year (input data related to costs or basic demographic or related information); 2 points metrics aligned with the stated organizational objectives.

## 2020 Corporate Human Capital Report—EEA Score: ??? out of 56

Category	Y/N	Methodologies	Metrics
1. Leadership	Yes		
2. Compliance			
3. Costs			
4. Diversity, Equity, Inclusion			
5. Occupational Health and Safety			
6. Organizational Culture			
7. Productivity			
8. Recruitment, Mobility and Turnover			
9. Employee Bench Strength			
10. Skills and Capabilities			
11. Workforce Availability			
12. Customer Engagement			
13. Supply Chain Engagement			
14. Community Engagement			