LSEG ESG CONTRIBUTOR TOOL

FAQ's

General FAQ's

1. **How are metrics grouped in the Contributor tool?**

   LSEG: The metrics are grouped under four tabs labelled Climate, Environmental, Social and Governance.

2. **We had contributed the data and submitted on the contributor tool, we have now received an automated mail that the data is processed by LSEG, post logging into the tool we do not see any data contributed by us under ESG tabs? Is this how the process works or is it due to technical issue?**

   LSEG: This is how the process works. You will be able to see the data you have personally contributed ONLY under the SUBMIT tab in main section of ESG Contributor Tool. The data processed by LSEG will be refreshed on Climate, Environmental, Social and Governance tabs once this data is available on LSEG Eikon and LSEG Workspace.

3. **Once all the data is entered under the ESG tab or Excel Upload, what is the next steps to be followed?**

   LSEG: Once all data has been entered, please remember to click on the Submit button within the Submit tab to contribute and validate your final updates. A message may appear with data validation warnings as a suggestion for you to review your entry. You may review the status of your submission via the same Submit tab. Each submission will reflect as Pending Verification until processed by LSEG. If more information is required for processing, you may be requested to login and provide further details. Under the Submit tab click More Information to view the comments, make any required updates, and click Submit.

4. **We received a mail that LSEG has processed the data contributed by us. Of which, there were few metrics which LSEG is asking for more information. Where can we find those details?**

   LSEG: Kindly click on the Submit tab to view these details.

5. **Can multiple access be given to different users in the same company?**

LSEG: Yes

6. **Will the data contributed by one user be reflected for other user of the same company?**

   LSEG: Yes

7. **Is contributing the data on the contributor tool fee liable?**

   LSEG: No, Companies are free to contribute their data.

8. **There are limited Source Types in the Contributor Tool, how should we populate if we do not find the right source type?**

   LSEG: Kindly choose the closest match available in the drop down under Source Type, if not choose the source type as Other, and mention the right source type in the comments section. Operations team will review and process it further.

9. **What is the difference between Summary Report and Detailed Report?**

   LSEG: Summary Report: Displays values of current year plus two historical periods (if available). Detailed Report: Displays all the information which includes values as well as source information for current year plus two historical periods (if available).

10. **While providing data for a metric when we click on pencil icon, we were able to see the details under source 1 then we clicked on Add source to provide additional details. We wanted to refer the details under Source 1, so we clicked on Source 1, but we were not able to view the data. Kindly clarify the process to be followed.**

    LSEG: First option suggested would be to export the Detailed report in excel to refer the data collected by LSEG. Second option is post clicking on ADD source provide the data click on save post which you will be able to see the data in Source 1 & Source 2.

11. **Can you please clarify what your process is for assigning the industry groups?**

    LSEG: The Refinitiv Business Classification (TRBC) code is assigned based on the segment generating the highest revenue.

12. **In which instances, prior year data will not be seen?**

    LSEG: If the Company is part of new addition to LSEG ESG universe, in such instances prior year data will not be available hence not seen.

13. **What does TRUE or FALSE for signify for Boolean metrics?**

    LSEG: TRUE: If the Company has mentioned relevant policy/process for the metric, then TRUE must be populated with relevant source details.
    FALSE: If the Company explicitly reports in its documents that it does not have any policy/process in place for the metric, then FALSE must be populated with relevant source details. Leave the Value tab blank if the Company does not disclose anything about the policy/process for the metric.

14. **Will it impact the scores of my company if it is graded as FALSE or left blank for Boolean Metrics?**

LSEG: If the Boolean metrics is part of scoring for your respective industry group, then it would be penalized for scoring with a score of zero. Both blank and false have same impact and there is no difference between the two.

15. How to provide details with multiple sources?

LSEG: If the company has reported the relevant data for metric in multiple sources like Annual Report and CSR Report, then click Add Source and add the Annual report details in Source 1 and again click on Add Source to add the CSR Report source details in Source 2 tab. Note: Value, unit, scaling should be provided as per Source 1 details.

16. How can I delete the data which I have populated for a particular KPI?

LSEG: Before saving the data if you want to delete the data which is contributed, use the Clear option in the pop-up window to delete the data.

17. When to choose scope as Segment?

LSEG: If the value populated for a particular KPI is not covering the Global operations/all segments then choose scope as segment.

18. When should the conversion tool be used?

LSEG: All the emission related numeric metrics is expected to be updated in Metric Tons, so that the values are comparable between different companies. If the company is reporting in any other units, then use the conversion tool to convert the units into Tons and update the converted value in the contributor tool as shown in the illustration below:

Illustration 1: In the below example Company has reported CO_2 Emissions (82,000 thousand short tons), CH_4 Emissions (157 thousand short tons) & N_2O Emissions (300 thousand short tons), the same must be converted into Tonnes using the conversion tool as shown below for FY2020:

Step 1: Co2 Emissions data reported by the Company as below:
Step 2: Conversion Tool: Add the values that is required to be converted into Tonnes as shown below in the conversion tool and update the Value in the Grand Total in the contributor tool.
Step 3: Value to be updated in the contributor tool in CO2 Equivalent Emissions Total for FY2020 with right unit and scaling as below:

19. What are the types of validation available for Emissions metrics?

LSEG: Below are the validations:

- CO2 Equivalents Emission Total should be equal to CO2 Equivalents Emission Direct + CO2 Equivalents Emission Indirect and must be in same measuring units.
- CO2 Equivalents Emission Direct should not be greater than CO2 Equivalents Emission Total and must be in same measuring units.
- CO2 Equivalents Emission Indirect should not be greater than CO2 Equivalents Emission Total and must be in same measuring units.
- CO2 Equivalent Indirect Emissions, Scope 3 should be Sum of Upstream and Downstream Scope 3 components and must be in same measuring units.

ESG Tab FAQ's

20. How do I edit historical data?

LSEG: Click on Add Source tab to provide/edit historical data.

21. In what instances should the Period End Date and Reporting currency be changed?

LSEG Period End Date and Reporting currency to be changed based on the reporting of the Company. Example: Year-end change and / or due to any corporate actions.

22. How do I provide the values reported in different measuring units for a particular KPI?

LSEG: Option One: Energy related metrics are expected to be reported in Gigajoules and Emission related metrics are expected to be reported in Metrics Tons.
Kindly use the conversion tool provided under Emission metrics to convert the values accordingly if the values are reported with different measuring units.
Option Two: Provide the first value in the Value tab and choose the respective unit and scaling. Provide required source details, use the comments section to
provide any additional information to LSEG.

In the below example, populate 88 in the Value tab, Megawatt Hour (MWH) in Units and Scaling as Actual. The below details to be included in Supporting text.

Total Energy Consumption	2018
Electricity Consumption	88 MWH
Fuel	102 TOE (Tons of Oil Equivalent)
Steam	5,000 KWH
Coal	2,000 Tons

23. How to provide the values when segmental information is reported for a particular KPI?

LSEG:
Option one: You are required to provide the consolidated value of all the segments post converting everything into a common unit and scaling. Kindly use
the conversion tool provided under Emission metrics to convert the values accordingly if the values are reported with different measuring units and provide required.
source details.
Option Two: If the segmental information/break-up is reported for a particular KPI, then provide the first segment's value in the Value tab, and choose the respective
Unit and Scaling. Provide required source details, use the comments section to provide any additional information to LSEG.

In the below example, populate 12,000 in the Value tab, Gigawatt Hour in Unit tab and Scaling as Thousands. The below details to be included in the Supporting text.

Total Energy Consumption	**2018**
Electricity Consumption	88 MWH

Fuel	102 TOE (Tons of Oil Equivalent)
Steam	5,000 KWH
Coal	2,000 Tons

24. How to provide the values when segmental information is reported for a particular KPI?

LSEG: Option one: You are required to provide the consolidated value of all the segments post converting everything into a common unit and scaling. Kindly use the conversion tool provided under Emission metrics to convert the values accordingly if the values are reported with different measuring units and provide required source details.
Option Two: If the segmental information/break-up is reported for a particular KPI, then provide the first segment's value in the Value tab and choose the respective Unit and Scaling. Provide required source details, use the comments section to provide any additional information to LSEG.
In the below example, populate 12,000 in the Value tab, Gigawatt Hour in Unit tab and Scaling as Thousands. The below details to be included in the Supporting text.

Total Energy Consumption	**2018 (000)**	**2017 (000)**	**2016 (000)**
India	12,000 GWH	13,240 GWH	12,300 GWH
United States	5,000 GWH	200 MWH	500 MWH
Australia	100,000 KWH	500,000 KWH	230,000 KWH

25. How to update information reported in different pages of the same document?

LSEG: Option one: You are required to provide the consolidated value of all the information reported in different pages and convert everything into a common
unit and scaling. Kindly use the conversion tool provided under Emission metrics to convert the values accordingly if the values are reported with different measuring units and provide required source details.
Option Two: If the company has reported the relevant data for a particular KPI in different pages of the same document, then provide the first value in the Value tab and choose the respective unit and scaling. Provide relevant source details and page numbers separated with comma (,) in the Page Number tab.

In the below example, for FY2018 populate 12,000 in the Value tab, Gigawatt Hour in Unit tab and Scaling as Thousands. Page Number tab should be populated as 23,36,42. Make use of comments section to provide additional information.

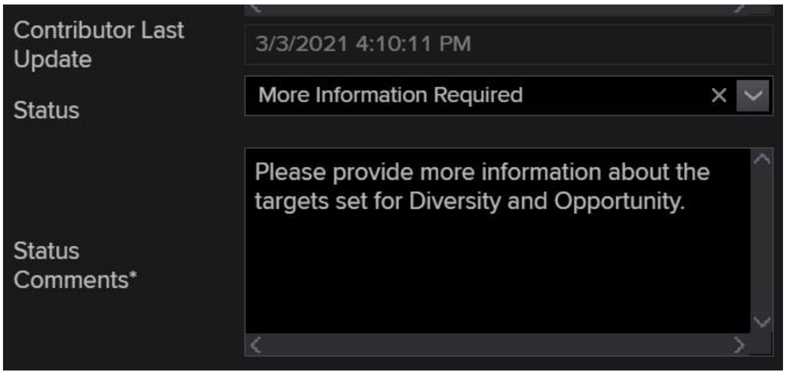
Page 23	Total Energy Consumption	2018 (000)	2017 (000)	2016 (000)
	India	12,000 GWH	13,240 GWH	12,300 GWH

Page 36	Total Energy Consumption	2018 (000)	2017 (000)	2016 (000)
	United States	5,000 GWH	200 MWH	500 MWH

Page 42	Total Energy Consumption	2018 (000)	2017 (000)	2016 (000)
	Australia	100,000 KWH	500,000 KWH	230,000 KWH

26. What does different Status provided by LSEG post reviewing the submissions denote?

LSEG: Below are the details of various options that would be provided by LSEG post verifying the submissions under the Submit Tab. Status will reflect with
the below options and more details would be provided in the Status Comments section as shown in the below illustration.



i. **More info Required**: Denotes that LSEG requires more information to process the data further.
ii. **Data does not qualify**: Denotes that the data provided by the company does not qualify as per LSEG's policy of collection.
iii. **Data has been Processed**: Denotes that the data provided by the company has been processed post contributions received.
iv. **Changes Applied:** Denotes that the changes are applied to previously populated LSEG data post contributions received.
v. **Group or Subsidiary numeric data**: Denotes that LSEG is processing Group company information, whereas the Company has provided numeric data relating to its subsidiary or vice versa which is out of scope as per LSEG's policy of collection.
vi. **Incorrect link to source**: Denotes that the data provided in the supporting source by the Company is not available in the link provided.
vii. **Year is not part of our collection**: Denotes that as per the LSEG's collection the Start year for the respective company is FY2019, but the company has contributed the data for FY2018 which is out of scope as per our collection policy and cannot be processed further.
viii. **CDP or Third-party report not collected**: LSEG does not source the data from CDP or Third-party reports which is not publicly available as per its collection policy. Hence if the company provides the data from such sources, it cannot be processed further.
ix. **Collected from another source provided**: Denotes that the Company has provided two sources to answer a particular metric & LSEG has updated data from one of the sources which is more valid as per LSEG's method of work.
x. **Data Already Collected:** Denotes that LSEG has already processed the data before contributions received and no changes required to the data collected.
xi. **Waiting for Other Reports**: Denotes that LSEG needs few of the other core reports to process the data further such as CSR, Annual Report etc.
xii. **Other**: Denotes any other status other than the above status.

27. What does ESG Scoring Relevant Metrics under data filter denote?

LSEG: LSEG captures and calculates over 500 company-level ESG measures, of which a subset of metrics (based on industry relevancy) which is most comparable and material per industry power the overall company assessment and scoring process. The underlying measures are based on considerations around comparability, impact, data availability and industry relevance that varies across each industry group. Based on the respective industry group, underlying metrics which is considered for the calculation of ESG scores are displayed under data filter as ESG Scoring Relevant Metrics. There are few indicators relating to Governance pillar which are internally collected by LSEG and is not added in the contributor tool.

28. We do not see many Officers and Directors related metrics in the Contributor tool, how should we contribute these data?

LSEG: Few of the Governance related metrics would be internally collected by LSEG. To share any additional details specific to your company please
reach out to ESGContributorTool-OPSTeam@LSEG.com .

Scores Tab

29. After we receive a mail that the data contributed by us has been processed, why are we still not able to see the scores for the latest year?

LSEG: We review the data contributed by you and collect all other relevant metrics within 4 to 6 weeks from the time of submission. Once the Company is
completed for latest fiscal year it would be part of our weekly upload process which is scheduled on every Friday and the uploaded data along with the scores for
the latest year will be available on Contributor Tool/ products on the following Monday.

30. Post submission additional metrics we do not see any change in the scores of our Company.

LSEG: The additional metrics contributed by you should meet the below criteria to see change in scores:

i. Metrics contributed should be part of the scores calculation of your industry group.
ii. Data contributed should be qualified data based on the review done by the operations team.
iii. Any data that does not qualify the reason for the same will be provided by the operations team in the Status comments section in the Submit tab across the respective metric.

Peer Analysis Tab

31. Will we be able to access the underlying data considered for the scores calculation of our Peer companies chosen under the peer analysis tab?

LSEG: No, you will be able to view only the scores of the peer companies. To view the underlying data, you need to subscribe to Eikon Workspace