

Instructions

2020 Corporate Social Investment and Environmental, Social and Governance (ESG) Questionnaire

Review & Plan

Plan ahead so your responses are compiled with enough time for any internal final review or approval that is required.

Access

CECP or your country's Global Exchange partner will send you the survey link.

The online version of the **2020 Corporate Social Investment and ESG Questionnaire** is available in select languages. If the survey you received is not in your language preference, please indicate the preference and we will work to provide you with a translated version for your review and confirmation.

For information regarding CECP's Data Sharing Policy, please refer to the bottom of this document.

Navigate, Edit, & Autosave

- Increase or decrease the size of your survey view in your browser by selecting Ctrl + or Ctrl – function on your computer.
- Please note that most questions of the survey are mandatory. You will be unable to submit the survey until all mandatory questions within each section are responded to.
- Select "back" or "next" on the bottom of each screen to proceed to another page/section.
- **For your online entries to be automatically saved, please ensure that you select 'next' after completing each page, prior to exiting the browser.** Selecting 'next' will lock in responses on that current page and will enable you to edit/finish sections at a later time.
 - i. When you return to the survey at a later time, you will be directed to the page where you left off.

Input Considerations & Troubleshooting

- Data errors will display a **red error message** at the top of your screen. Review the message and edit the error by scrolling down in order to proceed to the next page.
- **Do not select your web browser's back arrow** to revisit a previous response.

Submitting Your Responses

- To make edits to your responses from the summary review page, please select the *'back' button at the bottom of the survey page* in order to return to a previous section/page.
- Once you have reviewed and are satisfied with all your responses, click "Submit" to complete your survey.
- Shortly after submitting your survey, you will receive an email confirmation with a PDF copy of your submission attached.

Contact

- If you have questions about the topics in the questionnaire, contact your local country partner.
- If you have questions about the online link functions and/or the Global Exchange, contact Laura Galindo lgalindo@cecp.co

Thank you for your work to prepare for the 2020 Corporate Social Investment and ESG Questionnaire! This research advances the community investment field as a whole.

CECP Data Sharing Policy

Summary

- The CECP corporate community agrees to operate under a principle of mutual advancement. Company-specific information should be used internally only, and under no circumstances used in a public or defamatory manner.
 - CECP data is company-reported, therefore participating companies must ensure that their data is complete and accurate.
 - Participating companies agree to have their giving information included in all aggregate, industry, classification, and peer group totals. CECP agrees to only allow benchmarking in a manner that preserves confidentiality.
 - CECP may distribute high-level findings, yet is not permitted to publish any information associating a company with a particular data finding or specific company information.
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