GRI Standards Alignment Check Services

Communications protocol
**Organizational mark**

The Services organizational mark is the formal confirmation that the report of a particular organization has undergone and successfully completed a GRI Service in a particular month and year.

**Use of the Services organizational mark**

If, after having received the mark, any changes are made to the elements of the report that are within the scope of the Service, the mark is no longer valid, and the Reporting Organization must remove the mark from the report immediately.

The organizational mark shall be included on the first page of the GRI content index of the final version of the report without further amendment.

Use of the mark in any other location of the report, on the website or other communications is not permitted. The mark can be used both electronically and in print, provided that the two versions of the report are identical. The mark can be used in a translated version of the report provided that the content of the two versions of the report is identical and the statement for the Service reflects the language version of the report that completed the Service. Changes to the organizational mark are not allowed and it should be included in the report “as is”. Other terms of use are available in the GRI Trademarks and Copyright Policy.

**Statement**

The statement communicates how the GRI Services Team has reviewed certain aspects of the sustainability reported information, in line with the methodology of each Service. The statement must be placed on the same page where the organizational mark is included. The statement is the official communication on how the Service was performed on the report. Reporting Organizations are requested to include this wording to clarify the scope of the Service and to avoid any additional explanations on the methodology of each Service in the body of the report. In case the Reporting Organization plans to use the organizational mark in a translated version of the report, the statement for the Service should be expanded to mention the language version of the report that completed the Service.

Below are the statements that correspond to each Service. The Reporting Organization is required to include the relevant statement in the report, together with the GRI organizational mark.

<table>
<thead>
<tr>
<th>Service</th>
<th>Statement</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Content index Service</strong></td>
<td>For the GRI Content Index Service, GRI Services reviewed that the GRI content index is clearly presented and the references for all disclosures included align with the appropriate sections in the body of the report.</td>
</tr>
<tr>
<td><strong>Management Approach Disclosures Service</strong></td>
<td>For the Management Approach Disclosures Service, GRI Services reviewed that the GRI content index is clearly presented and the references for management approach disclosures align with appropriate sections in the body of the report.</td>
</tr>
<tr>
<td><strong>Materiality Disclosures Service</strong></td>
<td>For the Materiality Disclosures Service, GRI Services reviewed that the GRI content index is clearly presented and the references for Disclosures 102-40 to 102-49 align with appropriate sections in the body of the report.</td>
</tr>
<tr>
<td><strong>SDG Mapping Service</strong></td>
<td>For the SDG Mapping Service, GRI Services reviewed that the GRI disclosures included in the content index are appropriately mapped against the SDGs.</td>
</tr>
</tbody>
</table>
Reporting Organizations may also include the statement about GRI Services on their website in the following manner:

- The Content Index Service was performed on the <<insert language>> version of the <<title of the report>> report in <<month and year when the Service was performed>>. GRI confirmed that the disclosures are correctly located in both the GRI content index and in the text of the final report.
- The Management Approach Disclosures Service was performed <<insert language>> version of the <<title of the report>> report in <<month and year when the Service was performed>>. For this Service GRI confirmed that management approach disclosures are correctly located in both the GRI content index and in the text of the final report.
- The Materiality Disclosures Service was performed <<insert language>> version of the <<title of the report>> report in <<month and year when the Service was performed>>. For this Service GRI confirmed that the Disclosures 102-40 to 102-49 are correctly located in both the GRI content index and in the text of the final report.
- The SDG Mapping Service was performed on the <<insert language>> version of the <<title of the report>> report in <<month and year when the Service was performed>>. For this Service GRI confirmed that the SDGs are correctly linked to GRI disclosures in the GRI Content Index.

The Reporting Organization should include the language of the report, title of the report and the month and year when the Service was performed on the statement. As an example, please refer to the sample statement below:

Example website statement
“The SDG Mapping Service was performed on the English version of the 2019 Sustainability report in August 2020. For this Service GRI confirmed that the SDGs are correctly linked to GRI disclosures in the GRI Content Index. “

Statements may be translated in the local language as long as the translated content reflects the original statement.

Language related to GRI, the GRI standards, GRI Services

As part of the Standards Alignment Check Services, the reported information is also reviewed for inappropriate, unclear or confusing language related to GRI, the GRI Services, the scope of the GRI Services, the GRI Standards. The Reporting Organization is asked to remove such language from the reviewed content. The below, non-exhaustive, list includes examples of inappropriate wording:

- The report has been certified according to the GRI Standards
- GRI has verified/certified the report
- GRI has verified/confirmed the in-accordance option Comprehensive
- The GRI Service was performed for the Comprehensive in accordance option
- The report was submitted for the Service at in accordance option Core
- The report has received classification ‘Core’
- The report follows the Core/Comprehensive application level of the Standards
- The report has been rated by GRI
- This Service guarantees alignment with the GRI Standards

1 Please refer to GRI 102: General Disclosures 2016, Disclosure 102-54
• The GRI Index
• The GRI Standards Table
• The Reporting Organization has used the G4 Standards
• The Reporting Organization has used the Global Reporting Initiative Standards Guidelines

For more information about referring to GRI and its branded material, as well as using the GRI Organizational Mark for Services, please consult the GRI Trademarks and Copyright Policy