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## Item 22 – Transition to GRI Standards

### *Mock-up of Sustainability Reporting Standard 4: Reporting Organization*

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<b>Meeting</b>	3-5 November 2015, Amsterdam
<b>Project</b>	Transition to GRI Standards
<b>Description</b>	As part of the move to become a standard setter, the Global Sustainability Standards Board (GSSB) has decided that the G4 Guidelines need to be transitioned to Sustainability Reporting Standards (GRI Standards). This paper presents the mock-up of Sustainability Reporting Standard 4: Reporting Organization, formerly the General Standard Disclosures under the Organization Profile and Ethics and Integrity sections of the G4 Guidelines.

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This document has been prepared by the GRI Standards Division. It is provided as a convenience to observers at meetings of the Global Sustainability Standards Board (GSSB), to assist them in following the Board's discussion. It does not represent an official position of the GSSB. Board positions are set out in the GRI Sustainability Reporting Standards. The GSSB is the independent standard-setting body of GRI. For more information visit [www.globalreporting.org](http://www.globalreporting.org).

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## 7 Clean version

### 8 *About this version*

9 This section presents a clean version of Sustainability Reporting Standard 4: Reporting  
10 Organization, formerly the General Standard Disclosures under the Organization Profile and  
11 Ethics and Integrity sections of the G4 Guidelines.

12 For an overview of the changes applied, see the ‘Summary of changes’ on page 21 of this paper.  
13 This summary is to be read in conjunction with Item 18 – Transition to GRI Standards – Proposals  
14 and mock-ups in development, available for download on the GRI website  
15 ([www.globalreporting.org](http://www.globalreporting.org)).

16 New text in the mock-ups is a work-in-progress, and will continue to evolve. It is not a final  
17 proposal for wording. Instead, it is intended to convey the type of information that users will need.  
18 It is also a place to ‘trial’ different terms and formulations.

19 Decisions about the text, and firm proposals for it, will be made during the forthcoming phase of  
20 editorial review. This will include decisions on the tone of voice to be used in the GRI Standards,  
21 and the preferred ways to construct sentences and express ideas.

22 The use of verbs in the GRI Standards will also be covered during the editorial review. In G4,  
23 verbs such as ‘can’, ‘may’ or ‘might’ are used interchangeably. In keeping with standard-setting  
24 practice, these verbs will be given fixed meanings in the GRI Standards. Each mock-up has a section  
25 where the proposed meanings are explained.

26 In the mock-ups, these meanings have not yet been applied throughout the original G4 text. The  
27 editorial review will include an assessment of the intended meaning behind each verb used  
28 interchangeably in G4, and any repercussions that might arise from changing it.

29 The mock-ups use the standard GRI branding. The GRI Standards will have distinct branding,  
30 design and layout, including visuals and infographics.

### 31 *GSSB decisions*

#### 32 **Status of additional disclosure requirements contained within G4 guidance**

33 The GSSB is asked to decide whether the guidance of disclosure requirements G4-57 and G4-58  
34 (see line numbers 382-401 and 407-429) should be mandatory or optional for this GRI Standard.  
35 If it is optional, it can be either presented within this GRI Standard (using formulations such as  
36 ‘organizations are encouraged to disclose...’) or in a separate guidance document.

#### 37 **Eliminating the unnecessary duplication of G4 content**

38 The GSSB is asked to decide whether disclosure requirements G4-57 on mechanisms for seeking  
39 advice on ethical and lawful behavior and G4-58 on mechanisms for reporting concerns about  
40 unethical or unlawful behavior (see line numbers 378-401 and 402-429) can be merged into one  
41 disclosure requirement, to reduce the duplication within the guidance text.

42 Sustainability Reporting Standard 4:  
43 Reporting Organization: [Publication  
44 Year]

# 45 Summary information for users of this 46 GRI Standard

47 This Sustainability Reporting Standard (GRI Standard) is issued by the Global Sustainability  
48 Standards Board (GSSB). It is part of the set of GRI Sustainability Reporting Standards, or SRSs.

49 The GSSB is an independent operating entity within GRI. It has responsibility for setting globally-  
50 accepted sustainability reporting standards, according to a formally-defined due process,  
51 exclusively in the public interest.

52 The GSSB also develops materials to support and improve the use of the SRSs. This includes  
53 Guidance publications, FAQ documents and Interpretations, with the latter also developed  
54 according to due process. As a component of the due process, Basis for Conclusions documents  
55 are created for each GRI Standard.

56 The SRSs are designed to be used by organizations for compiling and reporting sustainability  
57 information<sup>1</sup>. The SRSs:

- 58 • set out disclosure requirements for sustainability information
- 59 • specify Reporting Principles, methods and practices to adhere to when formulating the  
60 disclosures

61 The SRSs are suitable for use by organizations of any size, type, sector or geographical location.

## 62 **Using the SRSs in conjunction**

63 Each GRI Standard in the set of SRSs has been designed to be used in conjunction with others.  
64 The exact combination of SRSs to be used by an organization depends on whether the organization  
65 is:

- 66 • preparing a report 'in accordance' with the SRSs, or
- 67 • making use of individual SRSs to report on a particular topic or topics

68 This GRI Standard is used in conjunction with the following SRSs, which are necessary for its  
69 application:

- 70 • SRS 1: Conceptual Framework
- 71 • SRS 2: Content Principles
- 72 • SRS 3: Quality Principles

73 SRS 1: Conceptual Framework gives essential information on using the SRSs. SRS 2: Content  
74 Principles and SRS 3: Quality Principles set out the Reporting Principles which underpin the  
75 practice of sustainability reporting, guiding choices on which information to report and how.  
76 Therefore, organizations are required to be familiar with SRS 1, SRS 2 and SRS 3 before using any  
77 other GRI Standard.

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<sup>1</sup> Where the term 'sustainability' is used in the SRSs, it is intended to be understood as sustainable development. See the World Commission on Environment and Development. Our Common Future. Oxford: Oxford University Press, 1987, p.43.

78 This GRI Standard is part of the group of SRSs which elicit information about the organization and  
79 its approaches to reporting. These SRSs are applicable to all organizations preparing sustainability  
80 reports. Therefore, this GRI Standard is likely to be used in conjunction with the other SRSs in  
81 this group, which are:

82 SRS 5: Governance

83 SRS 6: Stakeholder Engagement

84 SRS 7: Reporting Practice (working title)

85 SRS 8: Strategy and Analysis

86 Complete information on the combined use of SRSs is given in SRS I: Conceptual Framework.

87 All text in a GRI Standard has equal authority.

88 Disclosure requirements in this GRI Standard are presented in **bold** font. Each disclosure  
89 requirement also has a unique identifier (e.g., SRS4-1, SRS4-2).

90 The specified methods and practices for formulating each disclosure are presented in regular font,  
91 following the disclosure requirements. Methods and practices that apply to all the Indicators in a  
92 GRI Standard are presented at the start of the Indicators section.

93 The verbs used in the text have the following meanings:

94 Can = Capability: a particular scenario or course of action is achievable or applicable.

95 May = Permission: a particular scenario or course of action is permitted when using the GRI  
96 Standard.

97 Might = Possibility: a particular scenario or course of action is possible.

98 Should = Recommendation: a particular scenario or course of action is recommended and  
99 encouraged.

100 Where a term is defined in the Terms and Definitions section of a GRI Standard, organizations  
101 are to adhere to that definition.

102 Where a document is referenced without its date of publication, the reference applies to the most  
103 recent edition.

# 104 Contents

105	<b>Purpose</b> .....	<b>9</b>
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# 111 Purpose

- 112 1 This GRI Standard sets out disclosure requirements about the reporting organization. It  
113 specifies the methods and practices for formulating the disclosures, and gives background  
114 information to aid general understanding.
- 115 2 This GRI Standard is part of the group of SRSs which elicit information about the  
116 organization and its approaches to reporting.
- 117 3 The disclosures required by this GRI Standard give an overview of organizational  
118 characteristics, including ethics, in order to provide context for subsequent, more detailed  
119 reporting using other SRSs.

# 120 Terms and Definitions

## 121 **Collective bargaining agreements**

122 4 Binding collective bargaining agreements include those signed by the organization itself or  
123 by employer organizations of which it is a member. These agreements can be at the sector,  
124 national, regional, organizational, or workplace level.

## 125 **Employee**

126 5 An individual who is, according to national law or practices, recognized as an employee of  
127 the organization.

## 128 **Employment contract**

129 6 An employment contract as recognized under national law or practice that may be written,  
130 verbal, or implicit (that is, when all the characteristics of employment are present but  
131 without a written or witnessed verbal contract).

132 7 *Indefinite or permanent contract:* A permanent employment contract is a contract with an  
133 employee for full-time or part-time work for an indeterminate period.

134 8 *Fixed term or temporary contract:* A fixed term employment contract is an employment  
135 contract that ends when a specific time period expires, or when a specific task that has a  
136 time estimate attached is completed. A temporary employment contract is of limited  
137 duration and terminated by a specific event, including the end of a project or work phase  
138 or return of replaced personnel.

## 139 **Employment types**

140 9 *Full-time:* A 'full-time employee' is defined according to national legislation and practice  
141 regarding working time (such as national legislation defines that 'full-time' means a  
142 minimum of nine months per year and a minimum of 30 hours per week).

143 10 *Part-time:* A 'part-time employee' is an employee whose working hours per week, month,  
144 or year are less than 'full-time' as defined above.

## 145 **Mechanisms for reporting concerns about unethical or unlawful behavior, and** 146 **matters related to integrity**

147 11 Systems and processes through which an individual or organization can report concerns  
148 about illegal, irregular, dangerous or unethical practices related to the organization's  
149 operations. Individuals may include the organization's governance body members,  
150 employees, business partners, and other stakeholders.

## 151 **Precautionary Principle**

152 12 The Precautionary Principle refers to the approach taken to address potential  
153 environmental impacts. See United Nations (UN) Declaration, 'The Rio Declaration on  
154 Environment and Development', 1992. 'Principle 15: In order to protect the environment,  
155 the precautionary approach shall be widely applied by States according to their capabilities.  
156 Where there are threats of serious or irreversible damage, lack of full scientific certainty

157 shall not be used as a reason for postponing cost-effective measures to prevent  
158 environmental degradation.’

159 **Product**

160 13 Article or substance that is offered for sale or is part of a service delivered by an  
161 organization.

162 **Service**

163 14 Action of an organization to meet a demand or need.

164 **Supervised worker**

165 15 An individual who performs regular work on-site for, or on behalf of, the organization but  
166 is not recognized as an employee under national law or practice.

167 **Supplier**

168 16 Organization or person that provides a product or service used in the supply chain of the  
169 reporting organization.

170 17 The supplier can have a direct or indirect relationship with the organization.

171 18 Examples of suppliers are:

172 (a) Brokers: Persons or organizations that buy and sell products, services, or assets for  
173 others, including contracting agencies that supply labor

174 (b) Consultants: Persons or organizations that provide expert advice and services on a  
175 legally recognized professional and commercial basis. Consultants are legally  
176 recognized as self-employed or are legally recognized as employees of another  
177 organization

178 (c) Contractors: Persons or organizations working onsite or offsite on behalf of an  
179 organization with a relationship determined by a contract. A contractor may hire  
180 their own staff directly or hire sub-contractors or independent contractors

181 (d) Distributors: Agents that supply products to others

182 (e) Franchisees or licensees: Persons or organizations that are granted a franchise or  
183 license by the reporting organization. Franchises and licenses permit specified  
184 commercial activities (such as the production and sale of a product)

185 (f) Home workers: Persons at home or in other premises of their choice, other than  
186 the workplace of the employer, who perform work for remuneration and which  
187 results in a product or service as specified by the employer, irrespective of who  
188 provides the equipment, materials or other inputs used

189 (g) Independent contractors: Persons or organizations working for an organization, a  
190 contractor, or a sub-contractor, with a relationship determined by a contract.  
191 Independent contractors do not have an employment relationship with the  
192 organization

193 (h) Manufacturers: Persons or organizations that make products for sale

- 194 (i) Primary producers: Persons or organizations that grow, harvest, or extract raw  
195 materials
- 196 (j) Sub-contractors: Persons or organizations working onsite or offsite on behalf of an  
197 organization that have a direct contractual relationship with a contractor or sub-  
198 contractor but not necessarily with the organization. A sub-contractor may hire their  
199 own staff directly or hire independent contractors
- 200 (k) Wholesalers: Sellers of products in large quantities to be retailed by others

201 **Supply chain**

202 19 Sequence of activities or parties that provides products or services to the organization.

203 **Total workforce**

204 20 The total number of persons working for the organization at the end of the reporting  
205 period (that is, the sum of all employees and supervised workers).

206 **Worker**

207 21 Generic term for any person performing work, regardless of the contractual relationship.

# 208 General Disclosures

## 209 *Organizational Profile*

### 210 SRS2-1

211 (a) Report the name of the organization.

### 212 SRS2-2

213 (a) Report the primary brands, products, and services.

### 214 SRS2-3

215 (a) Report the location of the organization's headquarters.

### 216 SRS2-4

217 (a) Report the number of countries where the organization operates,  
218 and names of countries where either the organization has  
219 significant operations or that are specifically relevant to the  
220 sustainability topics covered in the report.

### 221 SRS2-5

222 (a) Report the nature of ownership and legal form.

### 223 SRS2-6

224 (a) Report the markets served (including geographic breakdown,  
225 sectors served, and types of customers and beneficiaries).

### 226 SRS2-7

227 (a) Report the scale of the organization, including:

228 (i) Total number of employees

229 (ii) Total number of operations

230 (iii) Net sales (for private sector organizations) or net revenues  
231 (for public sector organizations)

232 (iv) **Total capitalization broken down in terms of debt and equity**  
233 **(for private sector organizations)**

234 (v) **Quantity of products or services provided**

235 22 In addition to the above, organizations are encouraged to provide additional  
236 relevant information, such as:

237 (a) Total assets

238 (b) Beneficial ownership (including identity and percentage of ownership of  
239 largest shareholders)

240 (c) Breakdowns by country or region of the following:

241 (i) Sales and revenues by countries or regions that make up 5% or  
242 more of total revenues

243 (ii) Costs by countries or regions that make up 5% or more of total  
244 costs

245 (iii) Employees

246 **SRS2-8**

247 (a) **Report the total number of employees by employment contract and**  
248 **gender.**

249 (b) **Report the total number of permanent employees by employment**  
250 **type and gender.**

251 (c) **Report the total workforce by employees and supervised workers**  
252 **and by gender.**

253 (d) **Report the total workforce by region and gender.**

254 (e) **Report whether a substantial portion of the organization's work is**  
255 **performed by workers who are legally recognized as self-employed,**  
256 **or by individuals other than employees or supervised workers,**  
257 **including employees and supervised employees of contractors.**

258 (f) **Report any significant variations in employment numbers (such as**  
259 **seasonal variations in employment in the tourism or agricultural**  
260 **industries).**

261 23 The size of a workforce provides insight into the scale of impacts created by  
262 labor issues. Breaking down the workforce by employment type, employment  
263 contract, and region (region refers to 'country' or 'geographical area')  
264 demonstrates how the organization structures its human resources to  
265 implement its overall strategy. It also provides insight into the organization's  
266 business model, and offers an indication of job stability and the level of benefits  
267 the organization offers. Breaking down this data by gender enables an

268 understanding of gender representation across an organization, and of the  
 269 optimal use of available labor and talent. As a basis for calculations in several  
 270 Indicators, the size of the workforce is a standard normalizing factor for many  
 271 other Indicators. A rise or fall in net employment, evidenced by data reported  
 272 over the course of three or more years, is an important element of the  
 273 organization’s contribution to the overall economic development and  
 274 sustainability of the workforce.

275 24 Identify the total workforce (employees and supervised workers) by gender  
 276 working for the organization at the end of the reporting period. Supply chain  
 277 workers are not included in this General Disclosure.

278 25 Identify the contract type and full-time and part-time status of employees  
 279 based on the definitions under the national laws of the country where they  
 280 are based.

281 26 Combine country statistics to calculate global statistics and disregard  
 282 differences in legal definitions. Although the definitions of what constitutes  
 283 types of contract and a full-time or part-time employment relationship may  
 284 vary between countries, the global figure will still reflect the relationships  
 285 under law.

286 27 Employee numbers may be expressed as head count or Full Time Equivalent  
 287 (FTE). The approach is disclosed and applied consistently in the period and  
 288 between periods.

289 28 Unless there has been a material change in the reporting period, numbers as  
 290 at the end of the reporting period are used.

291 **SRS2-9**

292 (a) **Report the percentage of total employees covered by collective**  
 293 **bargaining agreements.**

294 29 The percentage of employees covered by collective bargaining agreements is  
 295 the most direct way to demonstrate an organization’s practices in relation to  
 296 freedom of association.

297 30 Use data from SRS2-8 as the basis for calculating percentages for this General  
 298 Disclosure.

299 **SRS2-10**

300 (a) **Describe the organization’s supply chain.**

301 31 This General Disclosure sets the overall context for understanding an  
 302 organization’s supply chain.

- 303 32 Describe the main elements of the supply chain in relation to the  
304 organization's primary activities, products, and services.
- 305 33 Examples of elements that may define the structure and characteristics of an  
306 organization's supply chain include:
- 307 (a) Sequence of activities or parties that provides products and services to  
308 the organization
- 309 (b) Total number of suppliers engaged by the organization and estimated  
310 number of suppliers in the supply chain
- 311 (c) Location of suppliers by country or region
- 312 (d) Types of suppliers (such as contractors, brokers, wholesalers, licensees).  
313 See the definition of supplier for examples of suppliers
- 314 (e) Estimated monetary value of payments made to suppliers
- 315 (f) Sector-specific characteristics of the supply chain (such as labor  
316 intensive)

317 **SRS2-11**

- 318 (a) **Report any significant changes during the reporting period**  
319 **regarding the organization's size, structure, ownership, or its supply**  
320 **chain, including:**
- 321 (i) **Changes in the location of, or changes in, operations, including**  
322 **facility openings, closings, and expansions**
- 323 (ii) **Changes in the share capital structure and other capital**  
324 **formation, maintenance, and alteration operations (for**  
325 **private sector organizations)**
- 326 (iii) **Changes in the location of suppliers, the structure of the**  
327 **supply chain, or in relationships with suppliers, including**  
328 **selection and termination**
- 329 34 Identify only those changes with significant impacts regarding the supply chain.
- 330 35 Examples of changes with significant impacts in the supply chain are:
- 331 (a) Moving parts of the supply chain from one country to another
- 332 (b) Strategic decisions to change the structure of the supply chain (such as  
333 a decision to outsource a significant part of the organization's activities)

334 **Commitments to external initiatives**

335 **SRS2-12**

336 (a) **Report whether and how the precautionary approach or principle**  
337 **is addressed by the organization.**

338 36 A response to this General Disclosure could address the organization's  
339 approach to risk management in operational planning or the development and  
340 introduction of new products.

341 **SRS2-13**

342 (a) **List externally developed economic, environmental and social**  
343 **charters, principles, or other initiatives to which the organization**  
344 **subscribes or which it endorses.**

345 37 Include date of adoption, countries or operations where applied, and the  
346 range of stakeholders involved in the development and governance of these  
347 initiatives (such as multi-stakeholder). Differentiate between non-binding,  
348 voluntary initiatives and those with which the organization has an obligation  
349 to comply.

350 **SRS2-14**

351 (a) **List organizational-level memberships of associations (such as**  
352 **industry associations) and national or international advocacy**  
353 **organizations in which the organization:**

354 (i) **Holds a position on the governance body**

355 (ii) **Participates in projects or committees**

356 (iii) **Provides substantive funding beyond routine membership**  
357 **dues**

358 (iv) **Views membership as strategic**

359 *Ethics and Integrity*

360 **SRS2-15**

361 (a) **Describe the organization's values, principles, standards and norms**  
362 **of behavior such as codes of conduct and codes of ethics.**

- 363 38 Identify how the organization’s values, principles, standards and norms of  
 364 behavior (such as codes of conduct, codes of ethics) have been developed,  
 365 approved, and implemented, including:
- 366 (a) Whether training on them is provided regularly to all, and to new,  
 367 governance body members, employees, and business partners
  - 368 (b) Whether they need to be read and signed regularly by all, and by new,  
 369 governance body members, employees, and business partners
  - 370 (c) Whether the organization has appointed an executive-level position or  
 371 positions with responsibility for them
  - 372 (d) If applicable, whether they are available in different languages to reach  
 373 all governance body members, employees, business partners and other  
 374 stakeholders
- 375 39 The highest governance body’s and senior executives’ roles in the  
 376 development, approval, and updating of the organization’s value statements is  
 377 covered under G4-42.

378 **SRS2-16**

- 379 (a) **Report the internal and external mechanisms for seeking advice on**  
 380 **ethical and lawful behavior, and matters related to organizational**  
 381 **integrity, such as helplines or advice lines.**
- 382 40 The description of internal and external mechanisms for seeking advice on  
 383 ethical and lawful behavior, and matters related to integrity, may include:
- 384 (a) Who is assigned the overall responsibility for the mechanisms for  
 385 seeking advice
  - 386 (b) Whether there are mechanisms for seeking advice that are independent  
 387 of the organization
  - 388 (c) Whether and how employees, business partners and other stakeholders  
 389 are informed of the mechanisms for seeking advice
  - 390 (d) The availability and accessibility of the mechanisms for seeking advice to  
 391 employees and business partners (such as the total number of hours  
 392 per day, days per week, availability in local languages)
  - 393 (e) Whether requests for advice are treated confidentially
  - 394 (f) Whether the mechanisms for seeking advice allow for anonymous  
 395 requests for advice
  - 396 (g) The total number of requests for advice received during the reporting  
 397 period through the organization’s mechanisms for seeking advice,  
 398 including the percentage of requests that were answered during the  
 399 reporting period and a description of the types of requests received

400 (h) The level of satisfaction of those that used the mechanisms for seeking  
401 advice

402 **SRS2-17**

403 (a) **Report the internal and external mechanisms for reporting**  
404 **concerns about unethical or unlawful behavior, and matters related**  
405 **to organizational integrity, such as escalation through line**  
406 **management, whistleblowing mechanisms or hotlines.**

407 41 The description of internal and external mechanisms for reporting concerns  
408 about unethical or unlawful behavior, and matters related to integrity, may  
409 include:

410 (a) Who is assigned the overall responsibility for the reporting mechanisms

411 (b) Whether there are reporting mechanisms that are independent of the  
412 organization

413 (c) The availability and accessibility of the reporting mechanisms to  
414 employees and business partners (such as total number of hours per  
415 day, days per week, availability in local languages)

416 (d) Whether and how employees, business partners, and other  
417 stakeholders are informed of the reporting mechanisms

418 (e) Whether training on the reporting mechanisms is provided to  
419 employees and business partners

420 (f) Whether concerns are treated confidentially

421 (g) Whether the mechanisms allow for reporting concerns anonymously, if  
422 permitted by laws

423 (h) Whether the organization has a non-retaliation policy

424 (i) The process through which concerns are investigated

425 (j) The total number of concerns expressed during the reporting period,  
426 including the percentage that were addressed, resolved and found to be  
427 unsubstantiated during the reporting period, and the types of  
428 misconduct reported

429 (k) The level of satisfaction of those that used the reporting mechanisms

## 430 References

- 431 42 The following documents informed the development of this GRI Standard. Organizations  
432 are encouraged to be familiar with these documents, as they can improve understanding  
433 of the disclosure requirements.
- 434 (a) International Labour Organization (ILO) Convention 87, 'Freedom of Association  
435 and Protection of the Right to Organise Convention', 1948.
- 436 (b) International Labour Organization (ILO) Convention 98, 'Right to Organise and  
437 Collective Bargaining Convention', 1949.
- 438 (c) International Labour Organization (ILO) Convention 135, 'Workers' Representatives  
439 Convention', 1971.
- 440 (d) International Labour Organization (ILO) Convention 154, 'Collective Bargaining  
441 Convention', 1981.
- 442 (e) International Labour Organization (ILO) Declaration, 'Declaration on Fundamental  
443 Principles and Rights at Work', 1998.
- 444 (f) International Labour Organization (ILO), *Key Indicators of the Labour Market (KILM)*,  
445 <http://kilm.ilo.org/kilmnet>, accessed on 1 May 2013.
- 446 (g) International Labour Organization (ILO), LABORSTA Internet,  
447 <http://laborsta.ilo.org/>, accessed on 1 May 2013.
- 448 (h) International Labour Organization (ILO) Recommendation 91, 'Collective  
449 Agreements Recommendation', 1951.
- 450 (i) International Labour Organization (ILO) Recommendation 163, 'Collective  
451 Bargaining Recommendation', 1981.
- 452 (j) International Labour Organization (ILO), 'Resolution concerning the International  
453 Classification of Status in Employment (ICSE)', 1993.
- 454 (k) United Nations (UN), Composition of macro geographical (continental) regions,  
455 geographical sub-regions, and selected economic and other groupings,  
456 <http://unstats.un.org/unsd/methods/m49/m49regin.htm>, accessed on 1 May 2013.
- 457 (l) United Nations (UN) Declaration 'The Rio Declaration on Environment and  
458 Development', 1992.

# 459 Tracked version

## 460 *About this version*

461 This section presents a tracked version of Sustainability Reporting Standard 4: Reporting  
462 Organization, formerly the General Standard Disclosures under the Organization Profile and  
463 Ethics and Integrity sections of the G4 Guidelines.

464 It includes a summary of the changes applied. This summary is to be read in conjunction with Item  
465 18 – Transition to GRI Standards – Proposals and mock-ups in development, available for  
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479 interchangeably in G4, and any repercussions that might arise from changing it.

480 The mock-ups use the standard GRI branding. The GRI Standards will have distinct branding,  
481 design and layout, including visuals and infographics.

## 482 *Summary of changes*

### 483 **Formatting legend**

484 <b>Blue underlined:</b> New, amended or combined text (i.e., several G4 texts remade into one)
485 <b>Regular text:</b> Existing text or text that has been moved
486 <b>Red strike through:</b> Text deleted permanently
487 <b>Regular strike through:</b> Text deleted from its G4 location and moved elsewhere

### 488 **Relocating G4 content**

- 489 • Guidance text from the ‘Relevance’ section of G4-11 (see line numbers 791-799) will be  
490 relocated to the ‘Purpose’ section of SRS 32: Freedom of Association and Collective  
491 Bargaining, and repurposed to develop a description of this topic

- 492 • Introductory text of sections ‘Organizational Profile’ and ‘Ethics and Integrity’ (see line  
493 numbers 685-686 and 914-918) has been relocated to the ‘Purpose’ section of this GRI  
494 Standard  
495 • Definitions have been consolidated in the section ‘Terms and Definitions’  
496 • References have been consolidated in the section ‘References’  
497 • Content from ‘Linkages’ sections (see line numbers 783-785 and 831-837) will be provided  
498 as separate guidance documents

499 In addition:

- 500 • Disclosure requirements G4-10 on detailed employment data and G4-11 on employees  
501 covered by collective bargaining agreements (see line numbers 722-785 and 786-837)  
502 could be relocated, based on appropriate research and consultation to be conducted by  
503 the Standards Division

#### 504 **Eliminating the unnecessary duplication of G4 content**

- 505 • Duplicated content has been deleted from G4-11 (see line numbers 805-806) and G4-14  
506 (see line numbers 884-885)

#### 507 **Removing unnecessary G4 guidance**

- 508 • Section headings from guidance text have been removed (‘GUIDANCE’, ‘Relevance’,  
509 ‘Compilation’, ‘Definitions’, ‘Documentation sources’, ‘References’)  
510 • Content from ‘Documentation sources’ sections has been deleted  
511 • Guidance text within G4-16 has been merged with the disclosure requirement (see line  
512 numbers 905-912)

#### 513 **Updating G4 content**

- 514 • The term ‘Standard Disclosure’ has been changed to ‘General Disclosure’ throughout this  
515 GRI Standard  
516 • References to G4 disclosure requirements have been updated

517 Sustainability Reporting Standard 4:  
518 Reporting Organization: [Publication  
519 Year]

# Summary information for users of this GRI Standard

This Sustainability Reporting Standard (GRI Standard) is issued by the Global Sustainability Standards Board (GSSB). It is part of the set of GRI Sustainability Reporting Standards, or SRSs.

The GSSB is an independent operating entity within GRI. It has responsibility for setting globally-accepted sustainability reporting standards, according to a formally-defined due process, exclusively in the public interest.

The GSSB also develops materials to support and improve the use of the SRSs. This includes Guidance publications, FAQ documents and Interpretations, with the latter also developed according to due process. As a component of the due process, Basis for Conclusions documents are created for each GRI Standard.

The SRSs are designed to be used by organizations for compiling and reporting sustainability information<sup>2</sup>. The SRSs:

- set out disclosure requirements for sustainability information
- specify Reporting Principles, methods and practices to adhere to when formulating the disclosures

The SRSs are suitable for use by organizations of any size, type, sector or geographical location.

## **Using the SRSs in conjunction**

Each GRI Standard in the set of SRSs has been designed to be used in conjunction with others. The exact combination of SRSs to be used by an organization depends on whether the organization is:

- preparing a report 'in accordance' with the SRSs, or
- making use of individual SRSs to report on a particular topic or topics

This GRI Standard is used in conjunction with the following SRSs, which are necessary for its application:

- SRS 1: Conceptual Framework
- SRS 2: Content Principles
- SRS 3: Quality Principles

SRS 1: Conceptual Framework gives essential information on using the SRSs. SRS 2: Content Principles and SRS 3: Quality Principles set out the Reporting Principles which underpin the practice of sustainability reporting, guiding choices on which information to report and how. Therefore, organizations are required to be familiar with SRS 1, SRS 2 and SRS 3 before using any other GRI Standard.

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<sup>2</sup> Where the term 'sustainability' is used in the SRSs, it is intended to be understood as sustainable development. See the World Commission on Environment and Development. Our Common Future. Oxford: Oxford University Press, 1987, p.43.

553 [This GRI Standard is part of the group of SRSs which elicit information about the organization and](#)  
554 [its approaches to reporting. These SRSs are applicable to all organizations preparing sustainability](#)  
555 [reports. Therefore, this GRI Standard is likely to be used in conjunction with the other SRSs in](#)  
556 [this group, which are:](#)

557 [SRS 5: Governance](#)

558 [SRS 6: Stakeholder Engagement](#)

559 [SRS 7: Reporting Practice \(working title\)](#)

560 [SRS 8: Strategy and Analysis](#)

561 [Complete information on the combined use of SRSs is given in SRS 1: Conceptual Framework.](#)

562 All text in a GRI Standard has equal authority.

563 Disclosure requirements in this GRI Standard are presented in **bold** font. Each disclosure  
564 requirement also has a unique identifier (e.g., SRS4-1, SRS4-2).

565 The specified methods and practices for formulating each disclosure are presented in regular font,  
566 following the disclosure requirements. Methods and practices that apply to all the Indicators in a  
567 GRI Standard are presented at the start of the Indicators section.

568 The verbs used in the text have the following meanings:

569 Can = Capability: a particular scenario or course of action is achievable or applicable.

570 May = Permission: a particular scenario or course of action is permitted when using the GRI  
571 Standard.

572 Might = Possibility: a particular scenario or course of action is possible.

573 Should = Recommendation: a particular scenario or course of action is recommended and  
574 encouraged.

575 Where a term is defined in the Terms and Definitions section of a GRI Standard, organizations  
576 are to adhere to that definition.

577 Where a document is referenced without its date of publication, the reference applies to the most  
578 recent edition.

# 579 Contents

580	<b>Purpose</b> .....	<b>28</b>
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# 586 Purpose

587 This GRI Standard sets out disclosure requirements about the reporting organization. It specifies  
588 the methods and practices for formulating the disclosures, and gives background information to  
589 aid general understanding.

590 This GRI Standard is part of the group of SRSs which elicit information about the organization and  
591 its approaches to reporting.

592 The disclosures required by this GRI Standard ~~se Standard Disclosures provide~~ give an overview  
593 of organizational characteristics, including ethics, in order to provide context for subsequent, more  
594 detailed reporting ~~against other sections of the Guidelines~~ using other SRSs.

595 ~~These Standard Disclosures provide an overview of:~~

- 596 ~~• The organization's values, principles, standards and norms~~
- 597 ~~• Its internal and external mechanisms for seeking advice on ethical and lawful behavior~~
- 598 ~~• Its internal and external mechanisms for reporting concerns about unethical or unlawful~~  
599 ~~behavior and matters of integrity~~

# 600 Terms and Definitions

## 601 **Collective bargaining agreements**

602 Binding collective bargaining agreements include those signed by the organization itself or by  
603 employer organizations of which it is a member. These agreements can be at the sector, national,  
604 regional, organizational, or workplace level.

## 605 **Employee**

606 An individual who is, according to national law or practices, recognized as an employee of the  
607 organization.

## 608 **Employment contract**

609 An employment contract as recognized under national law or practice that may be written, verbal,  
610 or implicit (that is, when all the characteristics of employment are present but without a written  
611 or witnessed verbal contract).

612 *Indefinite or permanent contract:* A permanent employment contract is a contract with an employee  
613 for full-time or part-time work for an indeterminate period.

614 *Fixed term or temporary contract:* A fixed term employment contract is an employment contract ~~as~~  
615 ~~defined above~~ that ends when a specific time period expires, or when a specific task that has a  
616 time estimate attached is completed. A temporary employment contract is of limited duration and  
617 terminated by a specific event, including the end of a project or work phase or return of replaced  
618 personnel.

## 619 **Employment types**

620 *Full-time:* A 'full-time employee' is defined according to national legislation and practice regarding  
621 working time (such as national legislation defines that 'full-time' means a minimum of nine months  
622 per year and a minimum of 30 hours per week).

623 *Part-time:* A 'part-time employee' is an employee whose working hours per week, month, or year  
624 are less than 'full-time' as defined above.

## 625 **Mechanisms for reporting concerns about unethical or unlawful behavior, and** 626 **matters related to integrity**

627 Systems and processes through which an individual or organization can report concerns about  
628 illegal, irregular, dangerous or unethical practices related to the organization's operations.  
629 Individuals may include the organization's governance body members, employees, business  
630 partners, and other stakeholders.

## 631 **Precautionary Principle**

632 The Precautionary Principle refers to the approach taken to address potential environmental  
633 impacts. See United Nations (UN) Declaration, 'The Rio Declaration on Environment and  
634 Development', 1992. 'Principle 15: In order to protect the environment, the precautionary  
635 approach shall be widely applied by States according to their capabilities. Where there are threats

636 of serious or irreversible damage, lack of full scientific certainty shall not be used as a reason for  
637 postponing cost-effective measures to prevent environmental degradation.’

638 **Product**

639 Article or substance that is offered for sale or is part of a service delivered by an organization.

640 **Service**

641 Action of an organization to meet a demand or need.

642 **Supervised worker**

643 An individual who performs regular work on-site for, or on behalf of, the organization but is not  
644 recognized as an employee under national law or practice.

645 **Supplier**

646 Organization or person that provides a product or service used in the supply chain of the reporting  
647 organization.

648 The supplier can have a direct or indirect relationship with the organization.

649 Examples of suppliers are:

- 650 • Brokers: Persons or organizations that buy and sell products, services, or assets for others,  
651 including contracting agencies that supply labor
- 652 • Consultants: Persons or organizations that provide expert advice and services on a legally  
653 recognized professional and commercial basis. Consultants are legally recognized as self-  
654 employed or are legally recognized as employees of another organization
- 655 • Contractors: Persons or organizations working onsite or offsite on behalf of an  
656 organization with a relationship determined by a contract. A contractor may hire their  
657 own staff directly or hire sub-contractors or independent contractors
- 658 • Distributors: Agents that supply products to others
- 659 • Franchisees or licensees: Persons or organizations that are granted a franchise or license  
660 by the reporting organization. Franchises and licenses permit specified commercial  
661 activities (such as the production and sale of a product)
- 662 • Home workers: Persons at home or in other premises of their choice, other than the  
663 workplace of the employer, who perform work for remuneration and which results in a  
664 product or service as specified by the employer, irrespective of who provides the  
665 equipment, materials or other inputs used
- 666 • Independent contractors: Persons or organizations working for an organization, a  
667 contractor, or a sub-contractor, with a relationship determined by a contract.  
668 Independent contractors do not have an employment relationship with the organization
- 669 • Manufacturers: Persons or organizations that make products for sale
- 670 • Primary producers: Persons or organizations that grow, harvest, or extract raw materials

671 • Sub-contractors: Persons or organizations working onsite or offsite on behalf of an  
672 organization that have a direct contractual relationship with a contractor or sub-  
673 contractor but not necessarily with the organization. A sub-contractor may hire their own  
674 staff directly or hire independent contractors

675 • Wholesalers: Sellers of products in large quantities to be retailed by others

676 **Supply chain**

677 Sequence of activities or parties that provides products or services to the organization.

678 **Total workforce**

679 The total number of persons working for the organization at the end of the reporting period (that  
680 is, the sum of all employees and supervised workers).

681 **Worker**

682 Generic term for any person performing work, regardless of the contractual relationship.

# 683 General Disclosures

## 684 *Organizational Profile*

685 These Standard Disclosures provide an overview of organizational characteristics, in order to  
686 provide context for subsequent more detailed reporting against other sections of the Guidelines.

### 687 **SRS2-1 G4-3**

688 a. Report the name of the organization.

### 689 **SRS2-2 G4-4**

690 a. Report the primary brands, products, and services.

### 691 **SRS2-3 G4-5**

692 a. Report the location of the organization's headquarters.

### 693 **SRS2-4 G4-6**

694 a. Report the number of countries where the organization operates, and names of  
695 countries where either the organization has significant operations or that are  
696 specifically relevant to the sustainability topics covered in the report.

### 697 **SRS2-5 G4-7**

698 a. Report the nature of ownership and legal form.

### 699 **SRS2-6 G4-8**

700 a. Report the markets served (including geographic breakdown, sectors served, and  
701 types of customers and beneficiaries).

### 702 **SRS2-7 G4-9**

703 a. Report the scale of the organization, including:

- 704 • Total number of employees
- 705 • Total number of operations
- 706 • Net sales (for private sector organizations) or net revenues (for public  
707 sector organizations)
- 708 • Total capitalization broken down in terms of debt and equity (for private  
709 sector organizations)
- 710 • Quantity of products or services provided

### 711 **GUIDANCE**

712 In addition to the above, organizations are encouraged to provide additional relevant information,  
713 such as:

- 714 • Total assets
- 715 • Beneficial ownership (including identity and percentage of ownership of largest
- 716 shareholders)
- 717 • Breakdowns by country or region of the following:
  - 718 – Sales and revenues by countries or regions that make up 5% or more of total
  - 719 revenues
  - 720 – Costs by countries or regions that make up 5% or more of total costs
  - 721 – Employees

722 **SRS2-8G4-I0**

- 723 a. Report the total number of employees by employment contract and gender.
- 724 b. Report the total number of permanent employees by employment type and
- 725 gender.
- 726 c. Report the total workforce by employees and supervised workers and by gender.
- 727 d. Report the total workforce by region and gender.
- 728 e. Report whether a substantial portion of the organization’s work is performed by
- 729 workers who are legally recognized as self-employed, or by individuals other than
- 730 employees or supervised workers, including employees and supervised employees
- 731 of contractors.
- 732 f. Report any significant variations in employment numbers (such as seasonal
- 733 variations in employment in the tourism or agricultural industries).

734 **GUIDANCE**

735 **Relevance**

736 The size of a workforce provides insight into the scale of impacts created by labor issues. Breaking  
 737 down the workforce by employment type, employment contract, and region (region refers to  
 738 ‘country’ or ‘geographical area’) demonstrates how the organization structures its human  
 739 resources to implement its overall strategy. It also provides insight into the organization’s business  
 740 model, and offers an indication of job stability and the level of benefits the organization offers.  
 741 Breaking down this data by gender enables an understanding of gender representation across an  
 742 organization, and of the optimal use of available labor and talent. As a basis for calculations in  
 743 several Indicators, the size of the workforce is a standard normalizing factor for many other  
 744 Indicators. A rise or fall in net employment, evidenced by data reported over the course of three  
 745 or more years, is an important element of the organization’s contribution to the overall economic  
 746 development and sustainability of the workforce.

747 **Compilation**

748 Identify the total workforce (employees and supervised workers) by gender working for the  
 749 organization at the end of the reporting period. Supply chain workers are not included in this  
 750 **Standard General** Disclosure.

751 Identify the contract type and full-time and part-time status of employees based on the definitions  
752 under the national laws of the country where they are based.

753 Combine country statistics to calculate global statistics and disregard differences in legal definitions.  
754 Although the definitions of what constitutes types of contract and a full-time or part-time  
755 employment relationship may vary between countries, the global figure will still reflect the  
756 relationships under law.

757 Employee numbers may be expressed as head count or Full Time Equivalent (FTE). The approach  
758 is disclosed and applied consistently in the period and between periods.

759 Unless there has been a material change in the reporting period, numbers as at the end of the  
760 reporting period are used.

## 761 **Definitions**

762 ~~See Glossary in *Implementation Manual*, p. 244~~

763 ~~• Employee~~

764 ~~• Employment contract~~

765 ~~• Employment types~~

766 ~~• Supervised worker~~

767 ~~• Total workforce~~

768 ~~• Worker~~

## 769 **Documentation sources**

770 ~~Potential sources of information include the payroll and human resources information available~~  
771 ~~at the national or site level.~~

## 772 **References**

773 ~~• International Labour Organization (ILO), *Key Indicators of the Labour Market (KILM)*,~~  
774 ~~<http://kilm.ilo.org/kilmnet>, accessed on 1 May 2013.~~

775 ~~• International Labour Organization (ILO), LABORSTA Internet, <http://laborsta.ilo.org/>,~~  
776 ~~accessed on 1 May 2013.~~

777 ~~• International Labour Organization (ILO), 'Resolution concerning the International~~  
778 ~~Classification of Status in Employment (ICSE)', 1993.~~

779 ~~• United Nations (UN), Composition of macro geographical (continental) regions,~~  
780 ~~geographical sub-regions, and selected economic and other groupings,~~  
781 ~~<http://unstats.un.org/unsd/methods/m49/m49regin.htm>, accessed on 1 May 2013.~~

## 782 **Linkages**

### 783 ***United Nations Global Compact 'Ten Principles'***

784 This Standard Disclosure helps to report on the implementation of Principle 6 of the United  
785 Nations Global Compact, 'Ten Principles', 2000.

786 **SRS2-9G4-11**

787 a. Report the percentage of total employees covered by collective bargaining  
788 agreements.

789 **GUIDANCE**

790 **Relevance**

791 Freedom of association is a human right as defined by international declarations and conventions,  
792 particularly ILO Conventions 87 'Freedom of Association and Protection of the Right to Organise  
793 Convention' and 98 'Right to Organise and Collective Bargaining Convention'. Collective  
794 bargaining is an important form of stakeholder engagement and particularly relevant for reporting  
795 guidelines. It is a form of stakeholder engagement that helps build institutional frameworks and is  
796 seen by many as contributing to a stable society. Together with corporate governance, collective  
797 bargaining is part of an overall framework that contributes to responsible management. It is an  
798 instrument used by parties to facilitate collaborative efforts to enhance the positive social impacts  
799 of an organization. The percentage of employees covered by collective bargaining agreements is  
800 the most direct way to demonstrate an organization's practices in relation to freedom of  
801 association.

802 **Compilation**

803 Use data from ~~G4-10~~[SRS2-8](#) as the basis for calculating percentages for this [Standard](#)[General](#)  
804 Disclosure.

805 ~~Identify the total number of employees covered by collective bargaining agreements. Use this data~~  
806 ~~to calculate the percentage.~~

807 **Definitions**

808 ~~See Glossary in Implementation Manual, p. 244~~

809 • ~~Collective bargaining agreements~~

810 • ~~Employee~~

811 **Documentation sources**

812 ~~Records of formal recognition agreements and signed collective agreements with independent~~  
813 ~~trade unions are normally held by the human resources or personnel department of the~~  
814 ~~organization.~~

815 **References**

816 • ~~International Labour Organization (ILO) Convention 87, 'Freedom of Association and~~  
817 ~~Protection of the Right to Organise Convention', 1948.~~

818 • ~~International Labour Organization (ILO) Convention 98, 'Right to Organise and~~  
819 ~~Collective Bargaining Convention', 1949.~~

820 • ~~International Labour Organization (ILO) Convention 135, 'Workers' Representatives~~  
821 ~~Convention', 1971.~~

- 822 • International Labour Organization (ILO) Convention 154, 'Collective Bargaining  
823 Convention', 1981.
- 824 • International Labour Organization (ILO) Declaration, 'Declaration on Fundamental  
825 Principles and Rights at Work', 1998.
- 826 • International Labour Organization (ILO) Recommendation 91, 'Collective Agreements  
827 Recommendation', 1951.
- 828 • International Labour Organization (ILO) Recommendation 163, 'Collective Bargaining  
829 Recommendation', 1981.

830 **Linkages**

831 ***OECD Guidelines for Multinational Enterprises***

832 This Standard Disclosure helps to report on the implementation of Chapter V. Employment and  
833 Industrial Relations of the Organisation for Economic Co-operation and Development (OECD),  
834 *OECD Guidelines for Multinational Enterprises*, 2011.

835 ***United Nations Global Compact 'Ten Principles'***

836 This Standard Disclosure helps to report on the implementation of Principle 3 of the United  
837 Nations Global Compact, 'Ten Principles', 2000.

838 **SRS2-10G4-I2**

839 **a. Describe the organization's supply chain.**

840 **GUIDANCE**

841 **Relevance**

842 This **Standard** **General** Disclosure sets the overall context for understanding an organization's  
843 supply chain.

844 **Compilation**

845 Describe the main elements of the supply chain in relation to the organization's primary activities,  
846 products, and services.

847 Examples of elements that may define the structure and characteristics of an organization's supply  
848 chain include:

- 849 • Sequence of activities or parties that provides products and services to the organization
- 850 • Total number of suppliers engaged by the organization and estimated number of suppliers  
851 in the supply chain
- 852 • Location of suppliers by country or region
- 853 • Types of suppliers (such as contractors, brokers, wholesalers, licensees). See the definition  
854 of supplier for examples of suppliers
- 855 • Estimated monetary value of payments made to suppliers

- 856 • Sector-specific characteristics of the supply chain (such as labor intensive)

## 857 **Definitions**

858 ~~See Glossary in Implementation Manual, p. 244~~

- 859 • ~~Product~~
- 860 • ~~Service~~
- 861 • ~~Supplier~~
- 862 • ~~Supply chain~~

## 863 **SRS2-11 G4-I3**

- 864 a. Report any significant changes during the reporting period regarding the  
865 organization's size, structure, ownership, or its supply chain, including:
- 866 • Changes in the location of, or changes in, operations, including facility openings,  
867 closings, and expansions
  - 868 • Changes in the share capital structure and other capital formation,  
869 maintenance, and alteration operations (for private sector organizations)
  - 870 • Changes in the location of suppliers, the structure of the supply chain, or in  
871 relationships with suppliers, including selection and termination

## 872 **GUIDANCE**

### 873 **Compilation**

874 Identify only those changes with significant impacts regarding the supply chain.

875 Examples of changes with significant impacts in the supply chain are:

- 876 • Moving parts of the supply chain from one country to another
- 877 • Strategic decisions to change the structure of the supply chain (such as a decision to  
878 outsource a significant part of the organization's activities)

### 879 **Commitments to external initiatives**

## 880 **SRS2-12 G4-I4**

- 881 a. Report whether and how the precautionary approach or principle is addressed  
882 by the organization.

## 883 **GUIDANCE**

884 ~~Principle 15 of 'The Rio Declaration on Environment and Development' introduced the~~  
885 ~~precautionary approach.~~ A response to this ~~Standard~~ [General](#) Disclosure could address the  
886 organization's approach to risk management in operational planning or the development and  
887 introduction of new products.

## 888 **Definitions**

889 See *Glossary in Implementation Manual*, p. 244

890 •—Precautionary Principle

## 891 **References**

892 •—United Nations (UN) Declaration ‘The Rio Declaration on Environment and  
893 Development’, 1992.

## 894 **SRS2-13G4-15**

895 a. List externally developed economic, environmental and social charters,  
896 principles, or other initiatives to which the organization subscribes or which it  
897 endorses.

## 898 **GUIDANCE**

### 899 **Compilation**

900 Include date of adoption, countries or operations where applied, and the range of stakeholders  
901 involved in the development and governance of these initiatives (such as multi-stakeholder).  
902 Differentiate between non-binding, voluntary initiatives and those with which the organization has  
903 an obligation to comply.

## 904 **SRS2-14G4-16**

905 a. List **organizational-level** memberships of associations (such as industry  
906 associations) and national or international advocacy organizations in which the  
907 organization:

- 908 • Holds a position on the governance body
- 909 • Participates in projects or committees
- 910 • Provides substantive funding beyond routine membership dues
- 911 • Views membership as strategic

912 ~~This refers primarily to memberships maintained at the organizational level.~~

## 913 *Ethics and Integrity*

914 ~~These Standard Disclosures provide an overview of:~~

- 915 •—The organization’s values, principles, standards and norms
- 916 •—Its internal and external mechanisms for seeking advice on ethical and lawful behavior
- 917 •—Its internal and external mechanisms for reporting concerns about unethical or unlawful  
918 behavior and matters of integrity

## 919 **SRS2-15G4-56**

920 a. Describe the organization’s values, principles, standards and norms of behavior  
921 such as codes of conduct and codes of ethics.

## 922 **GUIDANCE**

923 **Compilation**

924 Identify how the organization’s values, principles, standards and norms of behavior (such as codes  
925 of conduct, codes of ethics) have been developed, approved, and implemented, including:

- 926 • Whether training on them is provided regularly to all, and to new, governance body  
927 members, employees, and business partners
- 928 • Whether they need to be read and signed regularly by all, and by new, governance body  
929 members, employees, and business partners
- 930 • Whether the organization has appointed an executive-level position or positions with  
931 responsibility for them
- 932 • If applicable, whether they are available in different languages to reach all governance body  
933 members, employees, business partners and other stakeholders

934 The highest governance body’s and senior executives’ roles in the development, approval, and  
935 updating of the organization’s value statements is covered under G4-42.

936 **SRS2-I6G4-57**

937 **a. Report the internal and external mechanisms for seeking advice on ethical and**  
938 **lawful behavior, and matters related to organizational integrity, such as helplines**  
939 **or advice lines.**

940 **GUIDANCE**

941 The description of internal and external mechanisms for seeking advice on ethical and lawful  
942 behavior, and matters related to integrity, may include:

- 943 • Who is assigned the overall responsibility for the mechanisms for seeking advice
- 944 • Whether there are mechanisms for seeking advice that are independent of the  
945 organization
- 946 • Whether and how employees, business partners and other stakeholders are informed of  
947 the mechanisms for seeking advice
- 948 • The availability and accessibility of the mechanisms for seeking advice to employees and  
949 business partners (such as the total number of hours per day, days per week, availability  
950 in local languages)
- 951 • Whether requests for advice are treated confidentially
- 952 • Whether the mechanisms for seeking advice allow for anonymous requests for advice
- 953 • The total number of requests for advice received during the reporting period through the  
954 organization’s mechanisms for seeking advice, including the percentage of requests that  
955 were answered during the reporting period and a description of the types of requests  
956 received
- 957 • The level of satisfaction of those that used the mechanisms for seeking advice

958 **SRS2-I7G4-58**

959 a. Report the internal and external mechanisms for reporting concerns about  
960 unethical or unlawful behavior, and matters related to organizational integrity,  
961 such as escalation through line management, whistleblowing mechanisms or  
962 hotlines.

963 **GUIDANCE**

964 The description of internal and external mechanisms for reporting concerns about unethical or  
965 unlawful behavior, and matters related to integrity, may include:

- 966 • Who is assigned the overall responsibility for the reporting mechanisms
- 967 • Whether there are reporting mechanisms that are independent of the organization
- 968 • The availability and accessibility of the reporting mechanisms to employees and business  
969 partners (such as total number of hours per day, days per week, availability in local  
970 languages)
- 971 • Whether and how employees, business partners, and other stakeholders are informed of  
972 the reporting mechanisms
- 973 • Whether training on the reporting mechanisms is provided to employees and business  
974 partners
- 975 • Whether concerns are treated confidentially
- 976 • Whether the mechanisms allow for reporting concerns anonymously, if permitted by laws
- 977 • Whether the organization has a non-retaliation policy
- 978 • The process through which concerns are investigated
- 979 • The total number of concerns expressed during the reporting period, including the  
980 percentage that were addressed, resolved and found to be unsubstantiated during the  
981 reporting period, and the types of misconduct reported
- 982 • The level of satisfaction of those that used the reporting mechanisms

983 **Definitions**

984 ~~See Glossary in Implementation Manual, p. 244~~

- 985 ~~• Mechanisms for reporting concerns about unethical or unlawful behavior, and matters~~  
986 ~~related to integrity~~

## 987 References

988 The following documents informed the development of this GRI Standard. Organizations are  
989 encouraged to be familiar with these documents, as they can improve understanding of the  
990 disclosure requirements.

- 991 • International Labour Organization (ILO) Convention 87, 'Freedom of Association and  
992 Protection of the Right to Organise Convention', 1948.
- 993 • International Labour Organization (ILO) Convention 98, 'Right to Organise and Collective  
994 Bargaining Convention', 1949.
- 995 • International Labour Organization (ILO) Convention 135, 'Workers' Representatives  
996 Convention', 1971.
- 997 • International Labour Organization (ILO) Convention 154, 'Collective Bargaining  
998 Convention', 1981.
- 999 • International Labour Organization (ILO) Declaration, 'Declaration on Fundamental  
1000 Principles and Rights at Work', 1998.
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