

Crane Ridge Analytics

Sustainability Due Diligence Checklist

No	Disipline	Area	Sub Area	Description
Environmental				
1		Resource Management		
1,1			Water Usage:	Systems to monitor and reduce water usage.
1,2			Energy Efficiency:	Measures to improve energy efficiency (e.g., renewable energy sources, energy-efficient technologies).
1,3			Raw Material Sourcing:	Sustainable sourcing of raw materials.
2		Waste Management		
2,1			Reduction Strategies:	Strategies to minimise waste generation.
2,2			Recycling Programs:	Robust recycling programs for materials like paper, plastic, and electronics.
2,3			Hazardous Waste:	Management and disposal of hazardous waste.
3		Emissions		
3,1			Greenhouse Gas Emissions:	Monitoring and reporting of greenhouse gas emissions.
3,2			Reduction Targets:	Clear targets and timelines for reducing emissions.
3,3			Air Quality:	Measures to ensure compliance with air quality standards.
4		Environmental Impact Assessments		
4,1			New Projects	Comprehensive environmental impact assessments for new projects.
4,2			Mitigation Measures:	Plans to mitigate negative environmental impacts.
5		Sustainability Reporting:		
5,1			Transparency:	Public availability and transparency of sustainability reports.
5,2			Standards Compliance:	Reporting compliance with recognized standards for the country or alignment with international standards
Social				
1		Labor Practices:		
1,1			Compliance with Labor Laws:	Ensuring compliance with local and international labor laws.
1,2			Worker Rights:	Protection of workers' rights, including the right to unionise.
1,3			Fair Wages:	Payment of fair and competitive wages.
1,4			Labor Contingency Plan	Development of a contingency plan to address potential labor disruptions (e.g., strikes, workforce shortages). This includes identifying critical operations, cross-training employees, and establishing communication protocols.
1,5			Labor Succession Contingency Plan	Creation of a succession plan to ensure the continuity of operations in case of key personnel turnover. This includes identifying potential successors, providing training and development opportunities, and maintaining updated records of critical skills and competencies.
2		Health and Safety:		
2,1			Safety Policies:	Robust health and safety policies.
2,2			Training Programs:	Regular training on health and safety protocols.
2,3			Accident Reporting:	Transparent system for reporting and addressing workplace accidents.
2,4			Emergency Protocols:	Development and implementation of emergency protocols to handle situations such as fires, natural disasters, and other emergencies. This includes regular drills, clear communication plans, and designated emergency response teams.
3		Community Engagement:		
3,1			Local Initiatives:	Participation in or support of local community initiatives.
3,2			Stakeholder Involvement:	Involvement of local communities in decision-making processes.
3,3			Impact Assessments:	Social impact assessments for new projects.
3,4			Community Projects:	Initiation and support of projects that benefit the community, such as education programs, healthcare initiatives, infrastructure development, and environmental conservation efforts.
3,4			Monitoring and Evaluation (M&E):	Implementation of monitoring and evaluation frameworks to assess the impact and effectiveness of community engagement initiatives. This includes setting clear objectives, collecting and analyzing data, and making adjustments to improve outcomes.
4		Diversity and Inclusion		
4,1			Equal Opportunities	Promotion of equal opportunities for all employees.
4,2			Diversity Programs	Programs to promote diversity and inclusion in the workplace
4,3			Monitoring and Reporting	Monitoring and reporting of diversity and inclusion progress
5		Human Rights		
5,1			Policy	Existence of a human rights policy.
5,2			Due Diligence	Conducting due diligence to identify and address human rights risks
5,3			Supplier Compliance	Requirement for suppliers to comply with the company's human rights standards.
6		Social Intelligence for Core Staff		
6,1			Emotional Intelligence Training	Programs to enhance emotional intelligence, including self-awareness, empathy, and self-regulation.
6,2			Communication Skills	Training in effective communication, active listening, and conflict resolution.
6,3			Team Collaboration	Initiatives to promote teamwork, collaboration, and a positive workplace culture.
6,4			Leadership Development	Programs to develop leadership skills focused on social intelligence and ethical behavior.
Governance				
1		Board Composition		
1,1			Diversity	Diversity in terms of gender, ethnicity, and skills.
1,2			Independence	Presence of independent directors.
1,3			Experience	Relevant experience and expertise of board members.
2		Ethical Conduct		
2,1			Code of Conduct	Existence of a code of conduct outlining ethical standards.
2,2			Training	Training of employees on ethical conduct and compliance

2,3		Whistleblowing Mechanisms	System for reporting unethical behavior without fear of retaliation.
3	Transparency		
3,1		Financial Reporting	Accuracy, timeliness, and transparency of financial reports.
3,2		Disclosure Practices	Timely disclosure of material information to stakeholders.
3,3		Communication	Communication with stakeholders about governance practices
4	Risk Management		
4,1		Framework	Robust risk management framework.
4,2		Assessment and Mitigation	Regular risk assessments and implementation of mitigation strategies.
4,3		Crisis Management	Plans in place to manage crises effectively.
5	Stakeholder Engagement		
5,1		Stakeholder Mapping	Identification and mapping of stakeholders
5,2		Engagement Strategies	Strategies to engage with different stakeholder groups.
5,3		Feedback Mechanisms	System for stakeholders to provide feedback and for the company to respond.
Financial Review			
1	Financial Health		
1,2		Revenue and Profit	Analysis of revenue and profit trends.
1,2		Debt Levels	Assessment of debt levels and financial leverage
1,3		Cash Flow	Evaluation of cash flow from operations
2	Financial Statements		
2,1		Balance Sheet	Review of assets, liabilities, and equity.
2,2		Income Statement	Analysis of revenues, expenses, and net income
2,3		Cash Flow Statement	Examination of cash inflows and outflows
3	Financial Ratios		
3,1		Liquidity Ratios	Current ratio, quick ratio
3,2		Profitability Ratios	Gross margin, net margin, return on equity (ROE).
3,3		Solvency Ratios	Debt-to-equity ratio, interest coverage ratio
4	Audits and Reviews		
4,1		External Audits	Review of external audit reports
4,2		Internal Controls	Assessment of internal financial controls and processes.
4,3		Compliance	Compliance with financial regulations and standards
5	Financial Planning and Forecasting		
5,1		Budgeting	Review of budgeting processes and accuracy.
5,2		Forecasting	Analysis of financial forecasts and projections.
5,3		Scenario Analysis	Evaluation of different financial scenarios and their potential impacts
Technical Review			
1	Technology Infrastructure		
1,1		IT Systems	Assessment of IT systems and infrastructure
1,2		Cybersecurity	Evaluation of cybersecurity measures and protocols.
1,3		Data Management	Review of data management practices and policies.
2	Innovation and R&D		
2,1		R&D Investments	Analysis of investments in research and development
2,2		Innovation Pipeline	Review of the company's innovation pipeline and new product development.
2,3		Intellectual Property	Assessment of intellectual property assets and protections.
3	Product Quality and Safety		
		Quality Control	Evaluation of quality control processes and standards
		Product Testing	Review of product testing and safety protocols.
		Customer Feedback	Analysis of customer feedback and product improvement initiatives.
4	Supply Chain Management		
		Supplier Relationships	Assessment of supplier relationships and contracts.
		Supply Chain Risks	Identification and mitigation of supply chain risks
		Sustainable Sourcing	Evaluation of sustainable sourcing practices
5	Technical Skills and Expertise		
		Workforce Skills	Assessment of the technical skills and expertise of the workforce
		Training Programs	Review of technical training and development programs
		Talent Acquisition	Analysis of talent acquisition and retention strategies