

# [Draft] ESRS for listed SMEs

## Section 5

### STATUS OF THIS DRAFT

Editorial review in progress. Still pending:

- Inclusion of a hyperlink after each requirement referencing to the AR that cover that specific requirement
- Check drafting conventions (italics)
- Final check of internal references to paragraph numbers including references to other sections

Text highlighted in **turquoise** illustrates the changes made after the discussion held at SR TEG on 24 of October.

### [draft] Revised LSME – SECTION 5 SOCIAL METRICS

### DISCLAIMER

Section 5 *Social metrics* is set out in paragraphs 1–54. The following appendices of Section 5 have the same authority as the main body of the [draft] Standard:

- *Appendix A: Application Requirements,*
- *Appendix A.1: Application Requirements for Section 2 related disclosures,*
- *Appendix A.2: Application Requirements for IR-3 on Policies related to own workforce,*
- *Appendix A.3: Application Requirements for IR-3 on Actions and resources to manage material impacts on own workforce, and approaches to mitigating material risks related to own workforce, and effectiveness of those actions,*
- *Appendix A.4: Application Requirements for Voluntary Disclosure IR-4 Targets related to managing material negative impacts and material risks*

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**Objective**

1. ~~The objective of t~~This [draft] Section ~~sets out is to specify~~ disclosure requirements ~~which that will~~ enable **users** of the **sustainability statement** to understand:
  - (a) how the undertaking affects its own workforce, ~~workers in its value chain, affected communities and consumers and end-users~~; in terms of material negative actual or potential **impacts**;
  - (b) any **actions** taken, and the result of such actions, to prevent, mitigate or remediate actual or potential negative **impacts**, and to address **risks**;

- (c) the nature, type and extent of the undertaking's **material risks** ~~related to~~ its own workforce, ~~workers in its value chain, affected communities and consumers and end-users~~; and how ~~the undertaking~~ manages them;
  - (d) the **financial effects** on the undertaking over the short-, medium- and long-term of **material risks** arising from the undertaking's **impacts** and **dependencies** on its own workforce, ~~workers in its value chain, affected communities and consumers and end-users~~.
- ~~2. These [draft] Disclosure Requirements also require the provision of an explanation by the undertaking of how such **impacts**, as well as the undertaking's **dependencies** on its own workforce, workers in the **value chain, affected communities** and **consumers** and **end-users** can create **material risks** for the undertaking.~~
- ~~2. The undertaking shall apply the requirements in this Section ~~if, when~~ it concludes that the corresponding topic is material (according to chapter 3.3 *Double materiality*, 3.4 *Impact materiality* and 3.5 *Financial materiality* of Section 1). ~~In determining which information in this section should be included, the undertaking shall apply:~~~~
- ~~(a) the provisions in paragraph 42 of Section 1 for metrics; and~~
  - ~~(b) the provisions in paragraph 38 of Section 1, which support also the determination of the details of narrative disclosure to be reported.~~
- ~~3. Following the undertaking's assessment of the materiality of the information according to paragraph 36 of Section 1, the **sustainability statement** shall include those disclosures prescribed in this Section that are assessed to be material. Individual datapoints may be omitted when the corresponding information is not material and the undertaking concludes that such information ~~it~~ is not needed to meet the objective of the Disclosure Requirement (see paragraph 36 of Section 1).~~
- ~~4.3. This section sets requirements for **metrics** that are relevant only to Own Workforce. Disclosure requirements related to workers in the **value chain, affected communities** and **consumers** and **end-users** are located in Section 2, Disclosure Requirement SBM-3 and corresponding Application Requirements and in Section 3, Disclosure Requirements IR-3 and IR-4 and their corresponding Application Requirements Appendix A of Section 3 Policies, Actions and Targets Centralised Disclosures (as policies, **actions, targets**), refer to paragraph xxx. They concern policies, actions and targets that the undertaking shall disclose with regard to impacts or risks connected with the undertaking's own operations and upstream and downstream value chain, including through its products and services, as well as through its business relationships. Sustainability matters that relate to an undertaking's own workforce, workers in the value chain, affected communities and consumers and end-users are listed in Section 1 General Requirements, Appendix A, AR 18 of this standard. Section 5 Social does not include any specific metrics concerning workers in the value chain, affected communities and end-users. If the Disclosure Requirements in Appendix A of Section 3 Centralised Disclosures Policies, Actions and Targets do not cover these sustainability matters in sufficient depth or detail or not at all the undertaking shall also make appropriate entity-specific disclosures.~~
- ~~5. For Own Workforce (S1):~~
- (a) These [draft] Disclosure Requirements relate to the following **sustainability matters**: (a) working conditions (including secure employment; working time; **adequate wages**; **social dialogue**; freedom of association, the existence of works councils and the information, consultation and participation rights of workers; collective bargaining, including the rate of the undertaking's **employees** covered by collective agreements; **work-life balance**; and health and safety), (b) **equal treatment** and **opportunities** for all (including gender equality and equal pay for work of equal value; **training** and skills development; employment and inclusion of **persons with disabilities**; measures against violence and **harassment** in the workplace; and diversity), (c) other work-related rights (including those that relate to **child labour, forced labour**; adequate housing; and privacy).

(b) These [draft] Disclosure Requirements cover an undertaking's own workforce, which ~~is understood to include both~~ people who are in an employment relationship with the undertaking ("**employees**") ~~and "non-employees". and a~~ Non-employees ~~who~~ are either people with contracts with the undertaking to supply labour ("self-employed people") or people provided by undertakings primarily engaged in "employment activities" (NACE Code N78). ~~See Application Requirement 3 for examples of who falls under own workforce.~~ The ~~information required to be~~ disclosures ed with regard to about non-employees shall not affect ~~in any way their~~ employment status ~~pursuant to under~~ applicable labour law.

~~(e) —~~ These [draft] Disclosure Requirements require undertakings to describe their own workforce, including key characteristics of the **employees** and non-employees that are part of it. This description provides **users** with an understanding of the structure of the undertaking's relationship with present workforce and helps to contextualise information that are relevant and material to other social disclosures included in this Section of LSME ESRS.

~~(c) —~~ ~~The objective of these [draft] Disclosure Requirements is also to enable users to understand the extent to which the undertaking aligns or complies with international and European human rights instruments and conventions, including the International Bill of Human Rights, the UN Guiding Principles on Business and Human Rights and the OECD Guidelines for Multinational Enterprises, the International Labour Organization's Declaration on Fundamental Principles and Rights at Work and ILO fundamental conventions, the UN Convention on Persons with Disabilities, the European Convention of Human Rights, the revised European Social Charter, the Charter of Fundamental Rights of the European Union, the EU policy priorities as set out by the European Pillar of Social Rights, and Union legislation.~~

~~6.4. —~~ Undertakings or groups that do not exceeding on their balance sheet dates the average number of 50 employees during the financial year may omit all disclosure requirements related to their own workforce in the first year of preparation of their sustainability statement.

~~7. —~~ For Workers in the **value chain** (S2):

~~(a) —~~ These [draft] Disclosure Requirements relate to the following **sustainability matters**: (a) working conditions (for example, secure employment, working time, **adequate wage, social dialogue**, freedom of association, including the existence of work councils, collective bargaining, **work-life balance** and health and safety); (b) **equal treatment** and **opportunities** for all (for example, gender equality and equal pay for work of equal value, **training** and skills development, the employment and inclusion of **persons with disabilities**, measures against violence and **harassment** in the workplace, and diversity); (c) other work-related rights (for example, **child labour, forced labour**, adequate housing, water and sanitation and privacy).

~~(b) —~~ These [draft] Disclosure Requirements cover all workers in the undertaking's upstream and downstream **value chain** who are or can be materially impacted by the undertaking, including the **impacts** that relate to the undertaking's own operations, products and or services, this also includes the **value chain** through its business relationships. This includes also all the workers who are not included in the scope of "own workforce" ("own workforce" includes **employees**, individual contractors, i.e., self-employed workers, and workers provided by third party undertakings primarily engaged in 'employment activities') and are or can be significantly affected by the undertaking. See AR 5 for examples of what is included in the scope of this [draft] Standard.

~~8. —~~ For **Affected communities** (S3), these [draft] Disclosure Requirements relate to the following **sustainability matters**: (a) communities' economic, social and cultural rights (for example, adequate housing, adequate food, water and sanitation, land-related and

~~security-related **impacts**); (b) communities' civil and political rights (for example, freedom of expression, freedom of assembly, impacts on human rights defenders); (c) particular rights of **indigenous peoples** (for example, **free, prior and informed consent**, self-determination, cultural rights).~~

~~9. For **Consumers and end-users** (S4), these [draft] Disclosure Requirements relate to the following **sustainability matters**: (a) information-related **impacts** on consumers and/or end-users (for example, privacy, freedom of expression and access to (quality) information); (b) personal safety of consumers and/or end-users (for example, health and safety, security of a person and protection of children); (c) social inclusion of consumers and/or end-users (for example, non-**discrimination**, access to products and services and responsible marketing practices).~~

## Own workforce (S1)

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### Metrics

#### **Disclosure Requirement S1-1 – Characteristics of the undertaking's employees**

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~~The undertaking shall describe key characteristics of employees in its own workforce.<sup>1</sup>~~

~~10.5.~~ The objective of this Disclosure Requirement is to provide insight into the undertaking's approach to employment, including the scope and nature of **impacts** arising from its employment practices, to provide contextual information that aids an understanding of the information reported in other disclosures, and to serve as the basis for calculation for quantitative **metrics** to be disclosed under other disclosure requirements in this Standard.

~~11.6.~~ The ~~disclosure required by paragraph 9~~ undertaking shall ~~including~~ disclose:

- (a) the total number of **employees** by head count, and breakdowns by gender and by country for countries in which the undertaking has at least 10% of its total number of employees. If this threshold is not applicable, the undertaking may report the country breakdown by main countries;
- (b) the total number by head count or full time equivalent (FTE) of:
  - i. permanent **employees**, and breakdown by gender;
  - ii. temporary **employees**, and breakdown by gender; and
  - iii. non-guaranteed hours **employees**, and breakdown by gender.
- (c) the rate of **employee** turnover in the reporting period.
- (d) a description of the methodologies and assumptions used to compile the data, including whether the numbers are reported:
  - i. in head count or full-time equivalent (FTE) (including an explanation of how FTE is defined); and
  - ii. at the end of the reporting period, as an average across the reporting period, or using another methodology.
- (e) where applicable, a cross-reference of the information reported under (a) above to the most representative number in the financial statements.

~~12.~~ ~~An undertaking may disclose by head count or full time equivalent (FTE) the following information:~~

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~~Undertakings or groups not exceeding on their balance sheet dates the average number of 50 employees during the financial year (on a consolidated basis where applicable) may omit the information specified in the disclosure requirements related to own workforce for the first year of preparation of their sustainability statement.~~

~~(a) full-time **employees**, and breakdown by gender; and~~

~~(b) part-time **employees**, and breakdown by gender.~~

### **Disclosure Requirement S1-2 – Characteristics of non-employees in the undertaking's own workforce<sup>2</sup>**

~~The undertaking shall describe key characteristics of non-employees in its own workforce.<sup>3</sup>~~

~~13.7.~~ The objective of this Disclosure Requirement is to provide insight into the undertaking's approach to employment, including the scope and nature of **impacts** arising from its employment practices, to provide contextual information that aids the understanding of the information reported in other disclosures, and to serve as the basis for calculation for quantitative **metrics** to be disclosed under other disclosure requirements in this Standard. It also allows an understanding of how much the undertaking relies on **non-employees** as part of its workforce.

~~14.8.~~ The ~~disclosure required by paragraph 13-undertaking~~ shall ~~including~~disclose:

- ~~(a) a disclosure of~~ the total number of **non-employees** in the undertaking's **own workforce**, i.e., either people with contracts with the undertaking to supply labour ("self-employed people") or people provided by undertakings primarily engaged in "employment activities" (NACE Code N78).
- ~~(b) an explanation of~~ **explain** the methodologies and assumptions used to compile the data, including whether the number of **non-employees** is reported:
  - i. in headcount or full-time equivalent (FTE) (including a definition of how FTE is defined); and
  - ii. at the end of the reporting period, as an average across the reporting period, or using another methodology.

~~15.~~ For the information specified in **point (a) of paragraph 15**, the undertaking may disclose the most common types of **non-employees** (for example, self-employed people, people provided by undertakings primarily engaged in employment activities, and other types relevant to the undertaking), and their relationship with the undertaking.

### **Disclosure Requirement S1-3 – Collective bargaining coverage<sup>4</sup>**

~~The undertaking shall disclose information on the extent to which the working conditions and terms of employment of its employees are determined or influenced by collective bargaining agreements.<sup>5</sup>~~

~~16.9.~~ The objective of this Disclosure Requirement is to enable an understanding of the coverage of collective bargaining agreements for the undertaking's own **employees**.

~~17.10.~~ The undertaking shall disclose the percentage of its total **employees** covered by **collective bargaining** agreements.

~~18.11.~~ For **employees** not covered by **collective bargaining** agreements, the undertaking may disclose whether it determines their working conditions and terms of employment based

<sup>2</sup> ~~The undertaking may omit all datapoints in this Disclosure Requirement in the first year of the preparation of its sustainability statement.~~

<sup>3</sup> ~~The undertaking may omit reporting for all datapoints in Disclosure Requirement S1-2 for the first year of preparation of its sustainability statement.~~

<sup>4</sup> ~~The undertaking may omit this Disclosure Requirement with regard to its own employees in non-EEA countries in the first year of preparation of its sustainability statement.~~

<sup>5</sup> ~~The undertaking may omit this Disclosure Requirement S1-3 with regard to its own employees in non-EEA countries for the first year of preparation of its sustainability statement.~~



on collective bargaining agreements that cover its other employees or based on collective bargaining agreements from other undertakings.

~~19.12.~~ The undertaking may disclose the extent to which the working conditions and terms of employment of **non-employees** in its **own workforce** are determined or influenced by **collective bargaining** agreements.

#### **Disclosure Requirement S1-4 – Adequate wages**

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~~20.13.~~ ~~The undertaking shall disclose whether or not its employees are paid an adequate wage, and if they are not paid an adequate wage, the countries and percentage of employees concerned.~~ The objective of this Disclosure Requirement is to enable an understanding of whether or not the undertaking's *employees* are paid an *adequate wage*, in line with applicable benchmarks.

~~21.14.~~ The undertaking shall disclose whether its **employees** are paid an **adequate wage**, in line with applicable benchmarks. If so, stating this **will be** sufficient to fulfil this disclosure requirement ~~and no further information is needed.~~

~~22.15.~~ If there are **employees** not paid an **adequate wage** in line with applicable benchmarks, the undertaking shall disclose the countries where employees earn below the applicable adequate wage benchmark for countries that represent at least 10% of its total number of employees. If this threshold is not applicable, the undertaking may report by main countries. The undertaking shall also disclose the percentage of employees that earn below the applicable adequate wage benchmark for each of these countries.

~~23.16.~~ The undertaking may disclose the information specified in this disclosure requirement with regard to **non-employees** in this workforce.

#### **Disclosure Requirement S1-5 – Social protection**

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~~The undertaking shall disclose whether its employees are covered by social protection against loss of income due to major life events.~~

~~The objective of this Disclosure Requirement is to enable an understanding of whether the undertaking's **employees** are covered by **social protection** against loss of income due to major life events, and, if not, the countries where this is not the case.~~

~~24.~~ The undertaking shall disclose whether its **employees** are covered by **social protection**, through public programs or through benefits offered by the undertaking, against loss of income due to any of the following major life events:

~~(a) sickness;~~

~~(b) unemployment starting from when the own worker is working for the undertaking;~~

~~(c) employment injury and acquired disability;~~

~~(d) parental leave; and~~

~~(e) retirement.~~

~~If so, stating this is sufficient to fulfil this disclosure requirement and no further information is needed.~~

~~If its **employees** are not covered by **social protection** in accordance with **paragraph 27**, the undertaking may in addition disclose:~~

~~(f) the main countries where employees do not have social protection with regard to one or more of the types of events listed in **paragraph 29**; and,~~

~~(g) for each of those countries, the types of employees who do not have social protection with regard to each applicable major life event.~~

~~The undertaking may also disclose the information specified in this disclosure requirement with regard to **non-employees** in its workforce.~~

### **Disclosure Requirement S1-6 Training metrics<sup>6</sup>**

~~The undertaking shall disclose the extent to which training is provided to its employees.<sup>7</sup>~~

~~25.17.~~ The objective of this Disclosure Requirement is to enable an understanding of the **training** - related activities that have been offered to **employees**, within the context of continuous professional growth, to upgrade employees' skills and facilitate continued employability.

~~26.18.~~ The ~~disclosure required by paragraph 32-undertaking~~ shall ~~disclose include~~ the average number of **training** hours per **employee** and by gender<sup>8</sup>.

### **Disclosure Requirement S1-7 – Health and safety metrics<sup>9</sup>**

~~27. The undertaking shall disclose information on the number of work-related incidents and fatalities and the corresponding information on days lost of its own workforce.~~

~~28.19.~~ The objective of this Disclosure Requirement is to allow an understanding of the coverage, quality and performance of the health and safety management system established to prevent work-related injuries.

~~29.20.~~ The ~~disclosure required by paragraph 35-undertaking~~ shall ~~include disclose~~ the following information, ~~where applicable~~. ~~If relevant, the information under points (a) and (b) may be~~ broken down between **employees** and **non-employees** in the undertaking's **own workforce**:

- (a) the number of fatalities<sup>10</sup> as a result of work-related injuries and work-related ill health;
- (b) the number and rate<sup>11</sup> of recordable work-related accidents;
- (c) regarding the undertaking's employees, the number of days lost to work-related injuries and fatalities from work-related accidents, work-related ill health and fatalities from ill health<sup>12</sup>.

~~30. The undertaking may also disclose the information specified in point (c) of paragraph 37 regarding **non-employees**.~~

<sup>6</sup> ~~The undertaking may omit this Disclosure Requirement in the first year of the preparation of its sustainability statement.~~

<sup>7</sup> ~~The undertaking may omit the information required under Disclosure Requirement S1-6 for the first year of preparation of its sustainability statement.~~

<sup>8</sup> ~~The undertaking may omit the breakdown by gender required under Disclosure Requirement S1-6 for the first two years of preparation of its sustainability statement.~~

<sup>9</sup> ~~The undertaking may omit the data points about cases of work-related ill-health and the number of days lost to injuries, accidents, fatalities and work-related health issues in the first year of the preparation of its sustainability statement. The undertaking may omit reporting about non-employees in the first year of the preparation of its sustainability statement.~~

<sup>10</sup> This information supports the information needs of benchmark administrators to disclose ESG factors subject to Regulation (EU) 2020/1816 as set out by indicator "Weighted average ratio of accidents, injuries, fatalities" in section 1 and 2 of Annex 2.

<sup>11</sup> This information supports the information needs of financial market participants subject to Regulation (EU) 2019/2088 as reflecting an additional indicator related to principal adverse impacts as set out by indicator #2 in Table 3 of Annex 1 of the related Delegated Regulation with regard to disclosure rules on sustainable investments ("Rate of accidents") and benchmark administrators to disclose ESG factors subject to Regulation (EU) 2020/1816 as set out by indicator "Weighted average ratio of accidents, injuries, fatalities" in section 1 and 2 of Annex 2.

<sup>12</sup> This information supports the information needs of financial market participants subject to Regulation (EU) 2019/2088 because it is derived from an additional indicator related to principal adverse impacts as set out by indicator #3 in Table III of Annex I of Commission Delegated Regulation (EU) 2022/1288 with regard to disclosure rules on sustainable investments ("Number of days lost to injuries, accidents, fatalities or illness").



**Disclosure Requirement S1-8 – Remuneration metrics (pay gap and total remuneration)**

~~31. The undertaking shall disclose the percentage gap in pay between its female and male employees and the ratio between the remuneration of its highest paid individual and the median remuneration for its employees.~~

~~32.21.~~ The objective of this Disclosure Requirement is ~~twofold~~: to allow an understanding of the extent of any gap in the **pay** between women and men amongst the undertaking's **employees**, and to provide insight into the level of remuneration inequality inside the undertaking ~~and whether wide pay disparities exist.~~

~~33.22.~~ The ~~disclosure required by paragraph 39 undertaking~~ shall ~~includedisclose~~:

- (a) the gender **pay** gap, defined as the ~~difference of average percentage gap in pay levels~~ between female and male **employees**, ~~expressed as percentage of the average pay level of male employees~~<sup>13</sup>;
- (b) the **annual total remuneration** ratio of the highest paid individual to the median annual total remuneration for all **employees** (excluding the highest-paid individual)<sup>14</sup>.

~~The undertaking may omit these disclosures if its average number of employees during the financial year does not exceed 50.~~

~~34.23.~~ The undertaking may disclose a breakdown of the gender **pay** gap ~~as defined in paragraph 41 (a)~~ by **employee** category and/or by country/segment. ~~The undertaking may also disclose the gender pay gap between employees by categories of employees broken down by ordinary basic salary and complementary or variable components.~~

~~35.24.~~ ~~In relation to paragraph 41 (b),~~ ~~t~~The undertaking may report ~~this figure~~ the **annual total remuneration ratio** adjusted for purchasing power differences between countries, in which case it shall ~~report the methodology used for~~ ~~disclose the its~~ calculation ~~method~~.

**Disclosure Requirement S1-9 – Incidents and severe human rights impacts<sup>15</sup>**

~~36. The undertaking shall disclose the number of discrimination-related incidents and severe human rights impacts within its own workforce, and any related material fines, sanctions or compensation for the reporting period.~~

~~37.25.~~ The objective of this Disclosure Requirement is to allow an understanding of the extent to which **discrimination-related incidents** and severe cases of human rights **impacts** that are reported in the reporting period are affecting its **own workforce**.

~~38. The disclosure required by paragraph 44 undertaking shall include, subject to the relevant privacy regulations, disclose work-related incidents of discrimination on the grounds of gender, racial or ethnic origin, nationality, religion or belief, disability, age, sexual orientation, or other relevant forms of discrimination involving internal and/or external stakeholders across operations in the reporting period. This includes incidents of harassment as a specific form of discrimination.~~

<sup>13</sup> This information supports the information needs of financial market participants subject to Regulation (EU) 2019/2088 as reflecting a mandatory indicator related to principal adverse impacts as set out by indicator #12 in Table 1 of Annex 1 of the related Delegated Regulation with regard to disclosure rules on sustainable investments ("Unadjusted gender pay gap") and benchmark administrators to disclose ESG factors subject to Regulation (EU) 2020/1816 as set out by indicator "Weighted average gender pay gap" in section 1 and 2 of Annex 2.

<sup>14</sup> This information supports the information needs of financial market participants subject to Regulation (EU) 2019/2088 as reflecting an additional indicator related to principal adverse impacts as set out by indicator #8 in Table 3 of Annex 1 of the related Delegated Regulation with regard to disclosure rules on sustainable investments ("Excessive CEO pay ratio").

<sup>15</sup> ~~The undertaking may omit the data point about the reconciliation of monetary amounts in the first year of the preparation of its sustainability statement.~~

~~39-26.~~ The undertaking shall disclose the following information regarding work-related incidents of **discrimination** and identified cases of severe human rights **incidents** (e.g., **forced labour, human trafficking** or **child labour**):

- (a) the total number of work-related incidents of **discrimination**, including **harassment, on the grounds of gender, racial or ethnic origin, nationality, religion or belief, disability, age, sexual orientation or other relevant forms of discrimination involving internal and/or external stakeholders across operations** reported in the reporting period<sup>16</sup>; ~~The undertaking shall further disclose as well as~~ the number of severe human rights incidents, excluding incidents as previously reported, connected to the undertaking's workforce in the reporting period, including an indication of how many of these are cases of non-respect of the UN Guiding Principles on Business and Human Rights, ILO Declaration on Fundamental Principles and Rights at Work or OECD Guidelines for Multinational Enterprises. If no such incidents have occurred, the undertaking shall state this<sup>17</sup>; ~~and~~
- (b) ~~the~~ total amount of any fines, penalties and compensation for damages resulting from the incidents described in (a) above; And explanation of how this monetary amount relates to the most relevant items in the financial statements, and a reconciliation of to the monetary amounts disclosed in the most relevant amount in the financial statements. ~~If it is not possible to provide a reconciliation after making reasonable efforts to do so, the undertaking shall provide an explanation of where in the financial statements these monetary amounts can be found.~~

#### **Disclosure Requirement S1-10 – Diversity metrics**

~~40. The undertaking shall disclose the gender distribution at top management and the percentage of its employees with disabilities.~~

~~41-27.~~ The objective of this Disclosure Requirement is to enable an understanding of the gender diversity at top management level and the extent to which **persons with disabilities** are included among the undertaking's **employees**.

~~42-28.~~ The undertaking shall disclose:

- (a) the gender distribution in ~~number and~~ percentage at top management level; and,
- (b) the percentage of persons with disabilities amongst its employees subject to legal restrictions on the collection of data.<sup>18</sup>

~~(b)29.~~ The undertaking may omit these disclosures if its average number of employees during the financial year does not exceed 50.

#### **Voluntary Disclosure S1-11 – Work-life balance metrics**

~~43. The undertaking may disclose the extent to which employees are entitled to and make use of family-related leave.~~

<sup>16</sup> This information supports the information needs of financial market participants subject to Regulation (EU) 2019/2088 as reflecting an additional indicator related to principal adverse impacts as set out by indicator #7 in Table 3 of Annex 1 of the related Delegated Regulation with regard to disclosure rules on sustainable investments ("Incidents of discrimination").

<sup>17</sup> This information supports the information needs of financial market participants subject to Regulation (EU) 2019/2088 as reflecting a mandatory and additional indicator related to principal adverse impacts as set out by indicator #10 in Table 1 of Annex 1 and by indicator #14 in Table 3 of Annex 1 of the related Delegated Regulation with regard to disclosure rules on sustainable investments ("Violations of UNGC principles and OECD" and "Number of identified cases of severe human rights issues and incidents") and benchmark administrators to disclose ESG factors subject to Regulation (EU) 2020/1816 as set out by indicator "Number of benchmark constituents subject to social violations (absolute number and relative divided by all benchmark constituents), as referred to in international treaties and conventions, United Nations principles and, where applicable, national law" in section 1 and 2 of Annex 2.

<sup>18</sup> The undertaking may omit the data point on percentage of employees with disabilities for the first year of preparation of its sustainability statement.

44. ~~The objective of this Disclosure Requirement is to provide an understanding of the entitlement and actual practices amongst the **employees** to take family-related leave in a gender equitable manner, as it is one of the dimensions of **work-life balance**.~~
45. ~~The undertaking may disclose:~~
- ~~(a) the percentage of **employees** entitled to take family-related leave; and~~
  - ~~(b) the percentage of entitled **employees** that took family-related leave, and a breakdown by gender.~~
46. ~~If all the undertaking's **employees** are entitled to family-related leave through social **policy** and/or **collective bargaining** agreements, it is sufficient to disclose this in order to meet the requirement of **paragraph 53 (a)**.~~

## Appendix A: Application Requirements

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This appendix is an integral part of [draft] Section 5. It supports the application of the disclosure requirements set out in this section and has the same authority as the other parts of this [draft] Standard.

### ~~Objective of own workforce, value chain workers, affected communities and consumers and end-users~~

#### ~~Own workforce~~

- AR 1. ~~The undertaking's **impacts** in relation to **sustainability matters** and **dependencies** on specific stakeholder groups can create **material risks** for the undertaking. For instance, **on the matter of with regard to equal opportunities, discrimination** in hiring and promotion against women can reduce the undertaking's access to qualified labour and harm its reputation; **negative impacts on value chain workers may disrupt the undertaking's operations (through customers refusing to buy its products or state agencies impounding its goods) and harm its reputation; negative relationships with affected communities may disrupt the undertaking's own operations or harm its reputation; negative impacts on the reputation of the undertaking's products and/or services can deteriorate its business performance.**~~
- AR 2. The overview of social matters provided in paragraph ~~35~~ (a) is not meant to imply that all these issues should be reported on in each Disclosure Requirement in this [draft] Standard. Rather, they provide a list of matters ~~derived from the CSRD~~ that undertakings shall consider for the ESRS 2 **materiality** assessment related to own workforce and ~~subsequently~~, report as material **impacts** and **risks** within the scope of this [draft] Standard.
- AR 3. Examples ~~of people that fall within the scope~~ of "**non-employees**" are:
- (a) Examples of contractors (self-employed persons) in the undertaking's own workforce include:
    - i. Contractors hired by the undertaking to perform work that would otherwise be carried out by an **employee**.
    - ii. Contractors hired by the undertaking to perform work in a public area (e.g., on a road, on the street).
    - iii. Contractors hired by the undertaking to deliver the work/service directly at the workplace of a client of the undertaking.
  - (b) Examples of people employed by a third party engaged in "employment activities" include people who perform the same work that **employees** carry out, such us:
    - i. people who fill in for employees who are temporarily absent (due to illness, holiday, parental leave, etc.);
    - ii. people performing work additional to regular employees;
    - iii. people who are dispatched temporarily from another EU member state to work for the undertaking ('posted workers')

#### ~~Value chain workers~~

~~AR 4. The overview of social and human rights matters provided in paragraph 6 (a) is not meant to imply that all these issues should be disclosed in each Disclosure Requirement in this [draft] Standard. Rather, it provides a list of matters that the undertaking shall consider in~~

~~its **materiality** assessment (ref. to ESRS 1 chapter 3 *Double materiality as the basis for sustainability disclosures* and ESRS 2 IRO-1) related to workers in the **value chain** and, subsequently, disclose as material **impacts** and **risks** within the scope of this [draft] Standard.~~

~~AR 5. Examples of workers that fall within the scope of this [draft] Standard are:~~

- ~~(a) workers of outsourced services working in the workplace of the undertaking (e.g., third party catering or security workers);~~
- ~~(b) workers of a **supplier** contracted by the undertaking who work on the supplier's premises using the supplier's work methods;~~
- ~~(c) workers for a 'downstream' entity which purchases goods or services from the undertaking;~~
- ~~(d) workers of an equipment **supplier** to the undertaking who, at a workplace controlled by the undertaking, perform regular maintenance on the supplier's equipment (e.g., photocopier) as stipulated in the contract between the equipment supplier and the undertaking; and~~
- ~~(e) workers deeper in the **supply chain** who are extracting commodities that are then processed into components that go in the undertaking's products.~~

### **Affected communities**

~~AR 6. The overview of social and human rights matters provided in paragraph 7 is not meant to imply that all these issues should be disclosed in each Disclosure Requirement in this [draft] Standard. Rather, it provides a list of matters that the undertaking shall consider in its **materiality** assessment (ref. to ESRS 1 chapter 3 *Double materiality as the basis for sustainability disclosures* and ESRS 2 IR-1) related to **affected communities** and, subsequently, disclose as material **impacts** and **risks** within the scope of this [draft] Standard.~~

### **Consumers and end-users**

~~AR 7. The overview of social and human rights matters provided in paragraph 8 is not meant to imply that all these issues should be disclosed in each Disclosure Requirement in this [draft] Standard. Rather, it provides a list of matters that the undertaking shall consider in its **materiality** assessment (ref. to ESRS 1 chapter 3 *Double materiality as the basis for sustainability disclosures* and ESRS 2 IRO-1) related to **consumers** and/or **end-users** and, subsequently, disclose as material **impacts** and **risks** within the scope of this [draft] Standard.~~

### **Metrics**

#### **Disclosure Requirement S1-1 – Characteristics of the Undertaking's Employees**

~~AR 8-AR 4.~~ This Disclosure Requirement covers all **employees** who perform work for any of the undertaking's entities included in its sustainability reporting.

~~AR 9-AR 5.~~ The undertaking shall disclose the requested disclosures in the following tabular formats:

~~AR 10-AR 6.~~ Table 1: Template for presenting information on **employee** head count by gender

Gender	Number of employees (head count)
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<b>Male</b>	
<b>Female</b>	
<b>Other</b>	
<b>Not reported</b>	
<b>Total Employees</b>	

~~AR 11.~~ **AR 7.** In some Member States it is possible for persons to legally register themselves as having a third, often neutral, gender, which is categorised as “other” in the table above. ~~However, if~~ the undertaking ~~is disclosing~~ data about **employees** where this is not possible, it may explain this and ~~indicate state~~ that the “other” category is not applicable.

~~AR 12.~~ **AR 8.** Table 2: Template for presenting **employee** head count in countries where the undertaking has at least 10% of its total number of employees

<b>Country</b>	<b>Number of employees (head count)</b>
<b>Country A</b>	
<b>Country B</b>	
<b>Country C</b>	
<b>Country D</b>	

~~AR 13.~~ **AR 9.** Table 3: Template for presenting information on **employees** by contract type, broken down by gender (head count or FTE) (reporting on full-time and part-time employees is voluntary)

<b>[Reporting period]</b>				
<b>FEMALE</b>	<b>MALE</b>	<b>OTHER*</b>	<b>NOT DISCLOSED</b>	<b>TOTAL</b>
Number of employees (head count / FTE)				
Number of permanent employees (head count / FTE)				
Number of temporary employees (head count / FTE)				
Number of non-guaranteed hours employees (head count / FTE)				
Number of full-time employees (head count / FTE)				
Number of part-time employees (head count / FTE)				

- Gender as specified by the employees themselves.

~~AR 14.~~ **AR 10.** The definitions of permanent, temporary, non-guaranteed hours, ~~full-time, and part-time~~ **employees** differ between countries. ~~If the~~ undertaking ~~has employees in more than one country, it~~ shall use the definitions as per the national laws of the countries where the employees are based to calculate country-level data. ~~If the undertaking operates in more than one country, the~~ country-level data shall ~~then~~ be added up to calculate total numbers, disregarding differences in national legal definitions. Non-guaranteed hours employees are employed by the undertaking without a guarantee of a minimum or fixed number of working hours. The employee may need to make themselves available for work as required, but the undertaking is not contractually obliged to offer the employee a minimum or fixed number of working hours per day, week, or month. Casual employees, employees with zero-hour contracts, and on-call employees are examples that fall under this category.



~~AR 15. The undertaking may provide an additional breakdown of the information disclosed as per paragraph 11(b), by region.~~

~~AR 16-AR 11.~~ Disclosing the number of **employees** at the end of the reporting period provides information for that point in time, without capturing fluctuations during the reporting period. Disclosing these numbers in averages across the reporting period takes into account fluctuations during the reporting period, which may arise because an undertaking recruits employees for temporary or seasonal work or because of the standard practice of offering new employees a temporary contract before offering a permanent contract.

~~AR 17.~~ Quantitative data, such as the number of temporary or part-time **employees**, is unlikely to be sufficient on its own. For example, a high proportion of temporary or part-time employees could indicate a lack of employment security for employees, but it could equally signal workplace flexibility when offered as a voluntary choice. For this reason, the undertaking may disclose contextual information to help information **users** interpret the data. The undertaking can explain the reasons for temporary employment. An example of such a reason is the recruitment of employees to undertake work on a temporary or seasonal project or event. Another example is the standard practice of offering a temporary contract (for example, six months) to new employees before an offer of permanent employment is made. The undertaking may also explain the reasons for non-guaranteed hours employment.

### ***Disclosure Requirement S1-2 – Characteristics of non-employees in the undertaking's own workforce***

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~~AR 18-AR 12.~~ This Disclosure Requirement provides insight into the undertaking's approach to employment, as well as the scope and nature of **impacts** arising from its employment practices. It also provides contextual information that aids an understanding of the information reported in other disclosures. If all the people performing work for the undertaking are **employees** and the undertaking does not have any people in its workforce who are not employees, this Disclosure Requirement is not material for the undertaking. notwithstanding, the undertaking may state this fact when disclosing the information required by Disclosure Requirement S1-1 as contextual information as this information can be relevant for the **users** of the **Sustainability Statement**.

~~AR 13.~~ Examples of contractors (self-employed people) in the undertaking's own workforce include: contractors hired by the undertaking to perform work that would otherwise be carried out by an **employee**; contractors hired by the undertaking to perform work in a public area (for example, on a road, on the street); and contractors hired by the undertaking to deliver the work/service directly at the workplace of a client of the organization. Examples of people employed by a third party engaged in 'employment activities' whose work is under the direction of the undertaking include: people who perform the same work that employees carry out, such as people who fill in for employees who are temporarily absent (due to illness, holiday, parental leave, etc.); people performing regular work at the same **site** as employees; and workers who are dispatched temporarily from another EU member state to work for the undertaking ("posted workers").

~~AR 14.~~ Non-employees in an undertaking's own workforce must be distinguished from **value chain workers**, i.e. individuals who perform work in the **value chain** of the undertaking, regardless of the existence or nature of any contractual relationship with the undertaking. Examples of **value chain workers** ~~— (and thus of workers not in the undertaking's own workforce — and reported under the scope of ESRS S2) —~~ include: workers for a **supplier** contracted by the undertaking who work on the supplier's premises using the supplier's work methods; workers for a 'downstream' entity which purchases goods or services from the undertaking; and workers of an equipment supplier to the undertaking who, at one or more of the undertaking's workplaces, perform regular maintenance on the supplier's equipment (for example, photocopier) as stipulated in the contract between the equipment supplier and the undertaking.

~~AR 19-AR 15.~~ For the information specified ~~in~~ required by point (a) of paragraph 159, the undertaking may disclose the most common types of **non-employees** (for example, self-employed people, people provided by undertakings primarily engaged in employment activities, and other types relevant to the undertaking), and their relationship with the undertaking.

~~AR 20.~~ Disclosing the number of people in the undertaking's own workforce who are not **employees** at the end of the reporting period provides information for that point in time without capturing fluctuations during the reporting period. Disclosing this number as an average across the reporting period considers fluctuations during the reporting period and can provide more insightful and relevant information for **users**.

~~AR 24-AR 16.~~ ~~The undertaking may also disclose the reasons for the fluctuations. For example, an~~ An increase in the number of **non-employees** during the reporting period could be due to a seasonal event. Conversely, a decrease in the number of non-employees compared to the previous reporting period could be due to the completion of a temporary project. ~~If the undertaking discloses fluctuations, it shall also explain the criteria used to determine which fluctuations it discloses. If there are no significant fluctuations in the number of non-employees during the reporting period or between the current and previous reporting period, the undertaking may disclose this information.~~

### **Disclosure Requirement S1-3 – Collective bargaining coverage**

#### **Collective bargaining coverage**

~~AR 22-AR 17.~~ The percentage of **employees** covered by collective bargaining agreements is calculated using the following formula:

$$\frac{\text{Number of employees covered by collective bargaining agreements}}{\text{Number of employees}} \times 100$$

~~AR 18.~~ The information required by this Disclosure Requirement shall be reported in quintiles, i.e. as coverage ranges between 0–19%, 20–39%, 40–59%, 60–79% or 80–100%.

~~AR 23-AR 19.~~ The **employees** in the undertaking's own workforce covered by collective bargaining agreements are those individuals to whom the undertaking is obliged to apply the agreement. This includes the different levels at which collective bargaining agreements can be discussed and agreed, according to the definition in the Collective Bargaining Convention, 1981 (No. 154), (e.g., national, sectoral, undertaking levels). ~~If none of the employees are covered by a collective bargaining agreement, the percentage reported is zero.~~ An employee in the undertaking's own workforce covered by more than one collective bargaining agreement only needs to be counted once.

~~AR 24-AR 20.~~ This requirement is not ~~aimed at obtaining about~~ the percentage of **employees** represented by a works council or belonging to trade unions, ~~which can be different~~. The percentage of employees covered by **collective bargaining** agreements can be higher than the percentage of unionised employees when the collective bargaining agreements apply to both union and non-union members. ~~Alternatively, t~~he percentage of employees covered by collective bargaining agreements can also be lower than the percentage of unionised employees. ~~This may be the case when there are no collective bargaining agreements available exist or when they collective bargaining agreements do not cover all unionised employees.~~

~~AR 25.~~ The information required by this Disclosure Requirement shall be reported as follows:

Table 1: Reporting template for collective bargaining coverage

Coverage Rate	Collective bargaining coverage of employees
0-19%	
20-39%	
40-59%	

60-79%	
80-100%	

### **Disclosure Requirement S1-4 – Adequate Wages**

~~AR 26~~-AR 21. The lowest **wage** shall be calculated for the lowest pay category, excluding interns and apprentices. This is to be based on the basic wage plus any fixed additional payments that are guaranteed to all **employees**. The lowest wage shall be considered separately for each country in which the undertaking has operations, except outside the EEA when the relevant adequate or minimum wage is defined at a sub national level.

~~AR 27~~-AR 22. The **adequate wage** benchmark used for comparison with the lowest wage shall not be lower than:

~~(f)~~(c) in the EEA: the minimum wage set in accordance with Directive (EU) 2022/2041 of the European Parliament and of the Council<sup>19</sup> on adequate minimum wages in the European Union. ~~In the period until Directive 2022/2041 enters into application, where~~ there is no applicable minimum wage determined by legislation or collective bargaining in an EEA country, the undertaking shall use an adequate wage benchmark that is either not lower than the minimum wage in a neighbouring country with a similar socio-economic status or not lower than a commonly referenced international norm such as 60% of the country's median wage and 50% of the gross average wage.

~~(g)~~(d) outside of the EEA:

- i. the wage level established in any existing international, national or sub-national legislation, official norms or collective agreements, based on an assessment of a wage level needed for a decent standard of living;
- ii. if none of the instruments identified in (i) exist, any national or sub-national minimum wage established by legislation or collective bargaining; or
- iii. if none of the instruments identified in (i) or (ii) exist, any benchmark that meets the criteria set out by the Sustainable Trade Initiative (IDH) ('Roadmap on Living Wages - A Platform to Secure Living Wages in Supply Chains'), including applicable benchmarks aligned with the Anker methodology, or provided by the Wage Indicator Foundation or Fair Wage Network, provided the primacy of collective bargaining for the establishment of terms and conditions of employment is ensured.

~~AR 28~~-AR 23. Directive (EU) 2022/2041 on adequate minimum **wages** in the European Union references both indicative reference values commonly used at international level such as 60% of the gross median wage and 50% of the gross average wage, and/or indicative reference values used at national level. Data for the indicative values of 60% of the national median gross wage or 50% of the national average gross wage can be obtained from the European Labour Force Survey.

### **Disclosure Requirement S1-5 – Social protection**

~~Social protection refers to all the measures that provide access to health care and income support in cases of challenging life events such as the loss of a job, being sick and in need of medical care, giving birth and raising a child, or retiring and in need of a pension.~~

<sup>19</sup> Directive (EU) 2022/2041 of the European Parliament and of the Council of 19 October 2022 on adequate minimum wages in the European Union (OJ L 275, 25.10.2022, p. 33).

~~If its **employees** are not covered by **social protection** in accordance with **paragraph 27**, the undertaking may in addition disclose:~~

~~— the main countries where employees do not have social protection with regard to one or more of the types of events listed in **paragraph 29**; and,~~

~~— for each of those countries, the types of employees who do not have social protection with regard to each applicable major life event.~~

~~The undertaking may also disclose the information specified in this disclosure requirement with regard to **non-employees** in its workforce.~~

### **Disclosure Requirement S1-6 – Training metrics**

~~AR 29-AR 24.~~ To disclose the average required per paragraph 34, the undertaking shall perform the following calculation: total number of **training** hours offered to and completed by **employees** per gender category divided by the total number of employees per gender category. For the total training average and the average by gender, the head count figures for total employment and employment by gender reported in Disclosure Requirement ESRS S1-1 shall be used.

### **Disclosure Requirement S1-7 – Health and safety metrics**

~~Fatalities may be reported separately for those resulting from **work-related injuries** and those resulting from **work-related ill health**.~~

~~AR 30-AR 25.~~ The undertaking may also disclose the information specified in point (c) of **paragraph 23** regarding **non-employees**.

Guidance on “work-related”

~~AR 31-AR 26.~~ Work-related injuries and work-related ill health arise from exposure to hazards at work. ~~Notwithstanding, other types of~~ ~~However, not all~~ incidents ~~that can occur that during working hours~~ are ~~not~~ connected ~~with to~~ the work itself. For example, the following ~~incidents~~ are generally not considered ~~to be~~ work related, unless otherwise specified in ~~applicable~~ national legislation:

- (a) a person ~~in the workforce~~ suffers a heart attack while at work, ~~but where the heart attack is that it is~~ not connected ~~with to the~~ work;
- (b) a person ~~in the workforce~~ driving to or from work is injured in a car accident (when driving is not part of the work and where the transport has not been organised by the undertaking); ~~and/or~~
- (c) a person ~~in the workforce~~ with epilepsy has a seizure at work that ~~it is~~ not connected ~~with to the~~ work.

~~AR 32-AR 27.~~ Injuries and ill health that occur while a person is travelling are work-related if, at the time of the injury or ill health, the person was engaged in work activities “in the interest of the employer”. Examples of such activities include travelling to and from customer contacts; conducting job tasks; and entertaining or being entertained to transact, discuss,

or promote business (at the direction of the employer). ~~If the undertaking is responsible for the transport commuting, incidents that occurred while commuting are considered to be work-related if the undertaking is responsible for the commuting. Nonetheless, incidents which that happen arise during travel, but are outside of the undertaking's responsibility (i.e. regular commuting to and from work), may be reported separately provided that the undertaking has such data available across the undertaking.~~

~~AR 33-AR 28.~~ Injuries and ill health that occur when working from home are work-related, if ~~the injury or ill health occurs while the person is performing work from home; and~~ the injury or ill health ~~are is~~ directly related to the performance of work rather than the general home environment ~~or setting~~.

~~AR 34-AR 29.~~ Mental illness is considered ~~to be work-~~related if ~~it has been notified voluntarily by the person concerned has provided the relevant information voluntarily, - if it is supported by an opinion from a licensed healthcare professional with appropriate training and experience, and if said opinion states that the illness is work-related.~~

~~AR 35-AR 30.~~ Health issues resulting, for example, from smoking, drug and alcohol abuse, physical inactivity, unhealthy diets, and psychosocial factors unrelated to work are not considered work-related.

~~AR 36-AR 31.~~ Occupational diseases are not considered work-related injuries but are covered under work-related ill health.

#### *Guidance on computing the rate of work-related injuries*

~~AR 37-AR 32.~~ ~~In computing the rate of work-related injuries, t~~The undertaking shall divide the number of cases by the number of total hours worked by people in its own workforce and multiplied by 1,000,000. ~~Thereby, these~~ ~~This~~ rates represents the number of cases per one million hours worked. A rate based on 1,000,000 hours worked indicates the number of work-related injuries per 500 full time people in the workforce over ~~one a 1-year timeframe~~. For comparability purposes a rate based on 1,000,000 hours worked shall be used also for undertakings with less than 500 people in the workforce.

~~AR 38-AR 33.~~ If the undertaking cannot directly calculate the number of hours worked, it may estimate this on the basis of normal or standard hours of work, taking into account entitlements to periods of paid leave of absence from work (for example, paid vacations, paid sick leave, public holidays) and explain this in its disclosures.

~~AR 39-AR 34.~~ An undertaking shall include fatalities as a result of **work-related injury** in the calculation of the number and rate of recordable work-related injuries.

#### *Guidance on recordable work-related ill health*

~~AR 40-AR 35.~~ Work-related ill health can include acute, recurring, and chronic health problems caused or aggravated by work conditions or practices. These include musculoskeletal disorders, skin and respiratory diseases, malignant cancers, diseases caused by physical agents (for example, noise induced hearing loss, vibration-caused diseases), and mental illnesses (for example, anxiety, post-traumatic stress disorder). For the purpose of the required disclosures, the undertaking shall, at a minimum, include in its disclosure those cases outlined in the ILO List of Occupational Diseases.

~~AR 41-AR 36.~~ In the context of this [draft] Standard, work-related musculoskeletal disorders are covered under work-related ill health (and not injuries).

#### *Guidance on the number of days lost*

~~AR 42-AR 37.~~ ~~The undertaking shall~~When counting the number of days lost ~~as such that~~ the first full day and last day of absence shall be included. Calendar days should be ~~considered~~



~~used~~ for the calculation, ~~thus d~~Days on which the affected individual is not scheduled for work (for example, weekends, public holidays) ~~will therefore~~ count as lost days.

### **Disclosure Requirement S1-8 – Remuneration metrics (gender pay gap and total remuneration ratio)**

#### **Pay gap**

~~AR 43-AR 38.~~ ~~When compiling the information required under paragraph 41 (a) for the gap in pay between its female and male employees (also known as the “gender pay gap”) the undertaking shall use the following methodology: When computing the gender pay gap under paragraph 41(25)(a) the undertaking shall include the gross hourly pay level of all employees and use the following formula:~~

- ~~(a) include all employees’ gross hourly pay level; and~~
- ~~(b) apply the following formula to calculate the gender pay gap:~~

$$\frac{(\text{Average gross hourly pay level of male employees} - \text{average gross hourly pay level of female employees})}{\text{Average gross hourly pay level of male employees}} \times 100$$

~~AR 39.~~ ~~Depending on the undertaking’s remuneration policies, gross pay refers to all of the following components:~~

- ~~(a) base salary, which is the sum of guaranteed, short-term and non-variable cash compensation;~~
- ~~(b) benefits in cash, which constitute the sum of the base salary and cash allowances, bonuses, commissions, cash profit-sharing and other forms of variable cash payments;~~
- ~~(c) benefits in kind such as cars, private health insurance, life insurance and wellness programs; and~~
- ~~(d) direct remuneration, which is the sum of benefits in cash, benefits in kind and the total fair value of all annual long-term incentives.~~

~~Gross pay is the sum of all the applicable elements listed above.~~

~~AR 44.~~ ~~When disclosing the information required under paragraph 41 (a), the undertaking may shall provide any contextual information necessary to understand the data and how the data has been compiled (methodology). Information regarding how objective factors such as type of work and country of employment influence the gender pay gap may be reported.~~

~~AR 45.~~ ~~The measure of the undertaking’s gender pay gap of the previous two reporting periods shall may also be reported for the current reporting period and, if reported in previous sustainability reports, for the previous two reporting periods.~~

#### **Total remuneration Ratio**

~~AR 46-AR 40.~~ When compiling the information required by **paragraph 41-25(b)**, the undertaking shall:

- (a) include all **employees**;
- (b) consider, depending on the undertaking’s remuneration policies, all of the following:
  - i. base salary, which is the sum of guaranteed, short-term, and non-variable cash compensation;



- ii. benefits in cash, which is the sum of the base salary and cash allowances, bonuses, commissions, cash profit-sharing, and other forms of variable cash payments;
  - iii. benefits in kind, such as cars, private health insurance, life insurance, wellness programs; and
  - iv. direct remuneration, which is the sum of benefits in cash, benefits in kind and total fair value of all annual long-term incentives (for example, stock option awards, restricted stock shares or units, performance stock shares or units, phantom stock shares, stock appreciation rights, and long-term cash awards).
- (c) apply the following formula for the **annual total remuneration** ratio:

$$\frac{\text{Annual total remuneration for the undertaking's highest paid individual}}{\text{Median employee annual total remuneration (excluding the highest – paid individual)}}$$

### **Disclosure Requirement S1-9 – Incidents and severe human rights impacts**

#### **Discrimination incidents**

~~AR 47. In addition to the information required by paragraphs 47, the undertaking may disclose the status of incidents and/or complaints and **actions** taken with reference to the following:~~

- ~~(a) incidents reviewed by the undertaking;~~
- ~~(b) remediation plans being implemented;~~
- ~~(c) remediation plans that have been implemented, with results reviewed through routine internal management review processes; and~~
- ~~(d) incidents no longer subject to action.~~

~~AR 48. If the undertaking compiles the information described in AR 50, it shall consider the following:~~

- ~~(a) an incident is no longer subject to action if it is resolved, the case is completed, or no further action is required by the undertaking. For example, an incident for which no further action is required can include cases that are withdrawn or where the underlying circumstances that led to the incident no longer exist;~~
- ~~(b) remedial action is directed toward the alleged harasser and the alleged victim. Remedial action toward the victim may include offering to pay his/her expenses for counselling sessions, offering the victim some paid time off, offering to reinstate sick/vacation days if the victim has incurred any expenses due to the **harassment** (such as having used sick or vacation days); and~~
- ~~(c) remedial action toward the harasser may include giving the harasser a verbal and/or written warning, mandating anti-**harassment** counselling or sending the harasser to an appropriate seminar, harassment awareness and prevention **training**. A suspension without pay may also be an option. If the harasser has been disciplined earlier but his/her harassment does not cease, then more serious discipline may be required.~~

~~AR 49-AR 41.~~ Severe human rights incidents include ~~instances of~~ lawsuits, formal complaints through the undertaking or third-party complaint mechanisms, serious allegations in public reports or the media, where these are connected to the undertaking's own workforce, and the fact of the incidents is not disputed by the undertaking, as well as any other severe **impacts** of which the undertaking is aware.

### **Disclosure Requirement S1-10 – Diversity metrics**

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~~AR 50-AR 42. In preparing the disclosure on~~For the purpose of the disclosure of the gender distribution at top management level, ~~the undertaking shall use the definition of 'top management' means the first as one and two two levels below the administrative and supervisory bodies. If, unless this concept has already been defined with the undertaking's structure and operations and differs from the previous description. If this is the case, the undertaking can it may use its own definition for of 'top management'. In that case it shall and disclose that fact and its own definition.~~

~~AR 51-AR 43.~~ When disclosing the information required regarding **persons with disabilities**, the undertaking ~~shall~~may provide ~~any~~ contextual information necessary to understand the data and how the data has been compiled ~~(methodology)~~. For example, information about the impact of different legal definitions of persons with disabilities in the different countries in which the undertaking has operations.

~~AR 52.~~ The undertaking may additionally disclose the distribution of **employees** by age group: under 30 years old, 30-50 years old; over 50 years old.

### **Voluntary Disclosure S1-11 – Work-life balance**

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~~AR 53.~~ Family-related leave include maternity leave, paternity leave, parental leave, and carers' leave that is available under national law or collective agreements. For the purpose of this [draft] Standard, these concepts are defined as:

- ~~(a) — maternity leave (also called pregnancy leave): employment-protected leave of absence for employed women directly around the time of childbirth (or, in some countries, adoption);~~
- ~~(b) — paternity leave: leave from work for fathers or, where and in so far as recognised by national law, for equivalent second parents, on the occasion of the birth or adoption of a child for the purposes of providing care;~~
- ~~(c) — parental leave: leave from work for parents on the grounds of the birth or adoption of a child to take care of that child, as defined by each Member State;~~
- ~~(d) — carers' leave from work: leave for workers to provide personal care or support to a relative, or a person who lives in the same household, in need of significant care or support for a serious medical reason, as defined by each Member State.~~

~~AR 54.~~ **Employees** entitled to family-related leave are those who are covered by regulations, organisational policies, agreements, contracts or collective bargaining agreements that contain family-related leave entitlements and have reported their entitlement to the undertaking or the undertaking is aware of the entitlement.



~~Appendix A.1: Application Requirements for Section 2 related disclosures~~

~~This appendix is an integral part of the [draft] Section 5 – Social Disclosures related to S1 Own workforce. It supports the application of the requirements from Section 2 and has the same authority as the other parts of this [draft] Standard. It supports the application of the requirements in Section 2 SBM-2 *Interests and views of stakeholders* and Section 2 SBM-3 *Material impacts and risks and their interaction with strategy and business model*. This appendix does not provide definitions of the terms mentioned below. All~~

~~defined terms can be found in the Acronyms and Glossary of Terms.~~

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Social and human rights matters	Non-exhaustive list of factors to consider in Materiality Assessment
Secure employment	% of employees with temporary contracts, ratio of non-employees to employees, social protection
Working time	% of employees with part time or zero-hour contracts, employee satisfaction with working time
Adequate wages	EU, national or local legal definitions of adequate wages, fair wages, and minimum wages
Social dialogue / existence of work councils / information, consultation and participation rights of workers	Extent of workplace, cross-border and board-level representation through trade unions and/or works councils
Freedom of association/Collective bargaining including the rate of workers covered by collective agreements	% of own workforce covered by collective bargaining agreements, work stoppages
Work-life balance	Family-related leave, flexible working hours, access to childcare
Health and safety	Coverage by H&S system, rate of fatalities, non-fatal accidents, work days lost
Gender equality and equal pay for work of equal value	% of women in top management and workforce, male-female wage gap
Training and skills development	Amount and distribution of training



<del>The employment and inclusion of people with disabilities</del>	<del>% employment and accessibility measures for employees with disabilities</del>
<del>Measures against violence and harassment in the workplace</del>	<del>Prevalence of violence and harassment</del>
<del>Diversity</del>	<del>Representation of women and /or ethnic groups or minorities in own workforce. Age distribution in own workforce. Percentage of persons with disabilities within the own workforce.</del>
<del>Child labour</del>	<del>Type of operations and geographical areas at risk of child labour</del>
<del>Forced labour</del>	<del>Type of operations and geographical areas at risk of forced labour</del>

### ~~Appendix A.2: Application Requirements for IR-3 on Policies related to own workforce.~~

~~This appendix is an integral part of the [draft] Section 5 — Social Disclosures related to S1 Own workforce and has the same authority as the other parts of this [draft] Standard. It supports the application of the requirements from Section 3 for Disclosure Requirement IR-3 for social and human rights matters with examples of disclosures:~~

<del>Social and human rights matters</del>	<del>Examples of policies:</del>
<del>Secure employment</del>	<del>No-layoff policy, limits on renewing temporary contracts, employer provision of social protection where state provision is lacking</del>
<del>Working time</del>	<del>Limitations on overtime, long and split shifts, and night and weekend work, adequate lead time for scheduling</del>
<del>Adequate wages</del>	<del>Policy to ensure all people in own workforce receive an adequate wage</del>
<del>Social dialogue / existence of work councils / information, consultation and participation</del>	<del>Policy to encourage institutions for social dialogue, regular information and consultation with worker representatives,</del>

<b>rights of workers</b>	consultation before final decisions on employment-related issues are reached
<b>Freedom of association/Collective bargaining including the rate of workers covered by collective agreements</b>	Non-interference in trade union formation and recruitment (including trade union access to undertakings), bargaining in good faith, recognition of, adequate time off for duties, facilities and dismissal protection for workers' representatives, no discrimination of trade union members and workers' representatives
<b>Work-life balance</b>	Provision of family leave, flexible working time, access to day care facilities for all workers
<b>Health and safety</b>	Coverage of all own workforce in H&S management system
<b>Gender equality and equal pay for work of equal value</b>	Policy for gender equality and equal pay for equal work
<b>Training and skills development</b>	Policy for enhancing skills and career prospects for employees
<b>The employment and inclusion of people with disabilities</b>	Policy for making workplaces accessible to persons with disabilities
<b>Measures against violence and harassment in the workplace</b>	Zero tolerance policy for violence and harassment at workplace
<b>Diversity</b>	Policy for inclusiveness (i.e. ethnic diversity or minority groups) and positive action.
<b>Child labour</b>	Policy for identifying where child labour occurs, identifying where exposure of young workers to hazardous work occurs and preventing risk of exposure
<b>Forced labour</b>	Policy for identifying where forced labour occurs and reducing risk of forced labour

### **Appendix A.3: Application Requirements for IR-3 Actions and resources to manage material impacts on own workforce, and approaches to mitigating material risks related to own workforce, and effectiveness of those actions**

This appendix is an integral part of the [draft] Section 5 — Social Disclosures related to S1 *Own workforce* and has the same authority as the other parts of this [draft] Standard. It supports the application of the requirements for Section 3 Disclosure Requirement IR-4 for social and human rights matters with examples of disclosures:

<b>Social and human rights matters</b>	<b>Examples of actions:</b>
<b>Secure employment</b>	Offer permanent contracts to employees with temporary contracts, implement plans for social protection where state provision is lacking

Social and human rights matters	Examples of actions:
<b>Working time</b>	Shift work rotation, extend advance notice of scheduling, reduction of excessive overtime
<b>Adequate wages</b>	Negotiation of fair wages in collective bargaining agreements, verification that employment agencies pay a fair wage
<b>Social dialogue / existence of work councils / information, consultation and participation rights of workers</b>	Expansion of sustainability issues dealt with in social dialogue, increase in number of meetings, increase in resources for works councils
<b>Freedom of association/Collective bargaining including the rate of workers covered by collective agreements</b>	Expansion of sustainability issues dealt with in collective bargaining, increase in resources for workers' representatives
<b>Work-life balance</b>	Expand family leave eligibility and flexible working time arrangements, increasing provision of day care
<b>Health and safety</b>	Increase health & safety training, investment in safer equipment
<b>Gender equality and equal pay for work of equal value</b>	Targeted recruitment and promotion of women, reduction in pay gap through negotiation of collective bargaining agreements
<b>Training and skills development</b>	Skills audits, training to fill skills gaps
<b>The employment and inclusion of people with disabilities</b>	Increasing accessibility measures
<b>Measures against violence and harassment in the workplace</b>	Improving complaint mechanisms, increasing sanctions against violence and harassment, providing training for prevention to management
<b>Diversity</b>	Training on diversity and inclusion (including ethnicity considerations), targeted recruitment of underrepresented groups
<b>Child labour</b>	Age verification measures, partnerships with organizations to eliminate child labour, measures against worst forms of child labour
<b>Forced labour</b>	Measures ensuring free consent to employment without threat of penalty, contracts in understandable language, freedom to terminate employment without penalty, disciplinary measures should not obligate labour, free consent to overtime, freedom of movement (including to exit workplace), fair treatment for migrant workers, monitoring employment agencies

~~Appendix A.4: Application Requirements for Voluntary Disclosure IR-4 Targets related to managing material negative impacts and material risks~~

~~This appendix is an integral part of the [draft] Section 5 – Social Disclosures related to S1 Own workforce and has the same authority as the other parts of this [draft] Standard. It supports the application of the requirements for Section 3 Disclosure IR-5~~

~~for social and human rights matters with examples of disclosures:~~

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<b>Social and human rights matters</b>	<b>Examples of targets:</b>
<b>Secure employment</b>	Increasing the % of workforce with employment contracts (especially permanent contracts) and social protection
<b>Working time</b>	Increasing the % of workforce with flexible working time arrangements
<b>Adequate wages</b>	Ensuring that all people in own workforce receive an adequate wage
<b>Social dialogue / existence of work councils / information, consultation and participation rights of workers</b>	Extending social dialogue to more establishments and/or countries
<b>Freedom of association/Collective bargaining including the rate of workers covered by collective agreements</b>	Increasing the % of own workforce covered by collective bargaining, negotiating collective bargaining agreements over sustainability issues
<b>Work-life balance</b>	Extending work-life measures to a greater % of own workforce
<b>Health and safety</b>	Reducing the rate of injuries and worktime lost due to injuries
<b>Gender equality and equal work for equal pay</b>	Increasing the % of women in the workforce and top management, reducing the male-female wage gap
<b>Training and skills development</b>	Increasing the % of employees receiving training

Social and human rights matters	Examples of targets:
The employment and inclusion of people with disabilities	Increasing the % of persons with disabilities in own workforce
Measures against violence and harassment in the workplace	Extending measures to all workplaces
Diversity	Increasing the % of underrepresented groups in own workforce and top management
Child labour	Extending measures for preventing exposure of young persons to hazardous work to a greater % of operations
Forced labour	Extending measures for preventing forced labour to a greater number of operations