

Novuna sustainability report template

This template has been put together to help you create your sustainability report. A sustainability report is the main tool available to an organisation or company to voluntarily communicate its performance and impact - positive or negative – in environmental, social and governance (ESG) matters.

Using this template

Complete the below sections with your sustainability team.

Update the look of this document to closer reflect your corporate brand, and be sure to include any images to further reinforce your message and core beliefs.

1. Sustainability at [Your company name]

1.1 Chairman & CEO Letter

Here should be a brief letter from the company CEO declaring that sustainable development is a top priority for your organisation. Be sure to include your commitment to the community, your shareholders, customers, employees and suppliers. Sustainability highlights that showcase achievements and progress from the past year, and a list of challenges for the upcoming year.

1.2 Our Approach to Sustainability & CEO Letter

Describe how sustainability practices are in your organisations best business interests. An example could be cost savings on energy, improved logistics, an increase of employee satisfaction and retention and customer loyalty. A summary of your organisations views towards sustainability and a brief summary of focus areas.

1.3 Affiliations & Memberships

Here you should detail which organisations related to sustainability your company has relationships with, for example:

[Your company name] has a number of relationships and affiliations with organisations related to various aspects of sustainability, including the below (provide list and links).

2. Company Profile

2.1 Corporate Overview

Provide a description of your business/organisation.

2.2 Awards & Recognition

Include a summary of any awards, certificates or recognition received for sustainability.

2.3 Milestones

Provide a brief history of your business/organisation and include and relevant milestones achieved.

3. Product Responsibility

3.1 R&D and Design

Discuss how your product/service development process relates to sustainable development. Should your company conduct sustainability reviews, highlight the procedure.

3.2 Materials Use

Discuss how your business/organisation ensures that any products and packaging you use meet environmental design principles and avoid hazardous substances. Describe also how you minimise resource usage and enhance opportunities for reducing, reusing and recycling.

Tomorrow. Together

3.3 Manufacturing

Detail a summary of any manufacturing standards as these relate to sustainability, safety and the environment.

4. Supply Chain

4.1 Supplier Management

A statement regarding your sustainability standards for any suppliers should be provided here.

4.2 Greening the Supply Chain

Include a summary of any awards, certificates or recognition received for sustainability.

5. Community Support

5.1 Donations, Scholarships, Sponsorships

Give a report on all/any donations, scholarships and sponsorships given this year.

5.2 Employee Volunteering

Should you have an employee volunteering program, be sure to include information surrounding this and the impact it has made.