

QUICK START GUIDE

MRC ESG Guidelines for Malaysian Rubber Processors and Manufacturers

For rubber processors, manufacturers, traders, exporters, suppliers and SMEs in Malaysia

A practical, interactive starting guide for companies that need to act quickly, organise ESG evidence, respond to customer questions, and prepare for ESG reporting.

How to use this guide

Tick the boxes, fill in the blanks, assign owners, and follow the Full ESG Playbook section references. Use the 12 Tool Pack resources when a section tells you to open a tool. Keep evidence for every material claim.

Prepared for	Malaysian rubber sector companies using the MRC ESG Guidelines
Main users	Management, ESG lead, HR, EHS/OHS, procurement, finance, production, compliance and sales/customer-response teams
Best use	First 90 days of ESG implementation, customer ESG requests, supplier due diligence, evidence preparation and ESG disclosure
Works with	Full ESG Playbook / MRC ESG Guidelines, ESG Checklist with guidance and Tool Pack 01-12
Draft date	1 June 2026

QS0. What this Quick Start Guide does

Full ESG Playbook reference: Sections 1.2, 1.3, 1.4, 1.5, 1.6, 2.5, 7, 40, 41, 44, Appendix A

This Quick Start Guide is a practical front door to the MRC ESG Guidelines and the ESG Tool Pack. It is written for Malaysian rubber processors, manufacturers, traders, exporters, suppliers and SMEs that need to start ESG work, organise records, respond to buyers, prepare disclosures, and improve over time. It is designed for production use by industry users of the MRC ESG Guidelines.

Use it as a working document

This guide helps a company decide where to start, which Tool Pack file to open, what evidence to collect, who should own each action, and which Full ESG Playbook section to read next.

Industry user need	How this guide supports it
Simple language	Uses short, plain wording and practical examples for rubber sector operations.
Interactive	Includes checkboxes, fill-in fields, route choices, action trackers and sign-off checks.
Section-numbered	Keeps Full ESG Playbook references so users can move from quick action to detailed guidance.
Tool-linked	Points users to the relevant Tool Pack file, such as the Company ESG Profile Tool, Evidence Register, GHG Starter Calculator or Reporting Template.
Evidence-based	Reminds users to support ESG statements with records, data, approvals and clear boundaries.
Scalable	Works for Core users starting ESG, Progressive users preparing disclosures and Leading users building targets and roadmaps.

Plain-English ESG in one sentence

ESG means: know the company impacts, manage the risks, keep evidence, report honestly, and improve every year.

QS0.1 The four-step ESG loop

Step	Name	What the company does	Main tool support	Playbook ref
1	Develop	Set up ESG responsibilities, identify material topics, create policies and plan actions.	Tools 01, 03, 04, 07, 08	Section 1.5
2	Report	Collect data and evidence, define boundaries, explain gaps and prepare disclosures.	Tools 05, 10, 11	Section 1.5
3	Track	Use the Checklist to check status, evidence, gaps and corrective actions.	Tools 02, 05, 06, 08	Section 1.5
4	Repeat	Review material topics, update policies, strengthen suppliers and set new targets.	Tools 06, 09, 12	Section 1.5

A one-page ESG Navigator

Full ESG Playbook reference: Sections 1.5, 1.6, 4, 5, 7, 12, 32, 40, 41, 44, 46, Appendix A

How to use the Navigator

- 1) Pick the row that matches the company need today.
- 2) Open the listed Tool Pack files.
- 3) Complete the quick output.
- 4) Save evidence in the Evidence Register.
- 5) Move to the next Quick Start section or Full ESG Playbook reference.

Starting point	Open these tools	Quick output	Go to
New to ESG	Tools 01, 03, 07, 08	Create company profile, basic ESG owner, first topic screen and 90-day starter plan.	QS2, QS3, QS4, QS11
Need maturity level	Tool 02	Classify the company as Core, Progressive or Leading using checklist results.	QS1, QS12
Need to choose ESG topics	Tools 03, 04	Screen all 29 topics, then prioritise material topics using evidence and stakeholder input.	QS4, QS5
Need evidence pack	Tools 05, 08	List evidence, assign data owners, and record file locations and review status.	QS6
Need to close gaps	Tool 06	Turn gaps into actions with owner, due date, resources and closure evidence.	QS7
Customer ESG questionnaire	Tools 01, 05, 06, 09, 10, 11	Answer only with evidence. Record data gaps and improvement actions.	QS8
Supplier traceability or EUDR-style request	Tools 05, 09	Screen suppliers, collect declarations, origin records, certificates and CAPs.	QS8
Emissions or carbon data request	Tools 10, 05, 08	Collect electricity, fuel, refrigerant and basic Scope 3 screening data.	QS9
ESG disclosure or report	Tools 04, 05, 08, 10, 11	Prepare a short evidence-backed ESG disclosure with approvals and limitations.	QS10
Targets and multi-year roadmap	Tools 02, 06, 10, 12	Set baselines, SMART targets, KPIs, owners, resources and management review dates.	QS11

Navigator rule

Start with the smallest credible next step. A short, evidence-backed response is better than a large unsupported claim.

QS1. Start here: choose your route

Full ESG Playbook reference: Sections 1.5, 1.6, 4, 5, 6, 7, 12, 40, 41, 44, Appendix A

Tick the option that best describes the company need today. Then follow the matching Quick Start section and open the listed tools.

Tick	Company need	Quick route	Tools to open first	Expected output
<input type="checkbox"/>	New to ESG / first 90 days	QS2-QS7 and QS11	01, 03, 05, 06, 07, 08	Profile, topic screen, evidence folders, gap register and 90-day plan
<input type="checkbox"/>	Customer sent an ESG questionnaire	QS8	01, 05, 06, 09, 10, 11 as needed	Evidence-backed customer response and action plan for gaps
<input type="checkbox"/>	Need an ESG report or disclosure pack	QS10	04, 05, 08, 10, 11	Simple ESG disclosure with boundary, material topics, KPIs and approvals
<input type="checkbox"/>	Need evidence for audit, certification or financing	QS6-QS7	05, 06, 08, 09	Evidence register, owners, file locations and closure plan
<input type="checkbox"/>	Buyer asks for emissions or carbon data	QS9	10, 05, 08	Scope 1/2 starter calculation and evidence list
<input type="checkbox"/>	Buyer asks for traceability, EUDR or supplier data	QS8	09, 05, 06	Supplier due diligence file and traceability gap list
<input type="checkbox"/>	Need targets, KPIs or transition roadmap	QS11	02, 06, 10, 12	Roadmap with baselines, targets, owners, resources and review dates

Rule before answering any ESG request

Only say what the company can support with evidence. If data is missing, explain what is missing, why it is missing, and when it will be improved.

QS1.1 Minimum files to open today

For every route	Open these first
Core reference	Full ESG Playbook / MRC ESG Guidelines + ESG Checklist with guidance
Company context	Tool 01. Company ESG Profile Tool
Evidence control	Tool 05. Evidence Register
Ownership	Tool 08. ESG Data Ownership Matrix
Gap closure	Tool 06. ESG Action Plan Template
Route-specific need	Add these Tool Pack files
Material topics	Tool 03. 29-Topic Applicability Matrix; Tool 04. Materiality Assessment Worksheet
Supplier due diligence	Tool 09. Supplier Due Diligence Form
GHG / emissions	Tool 10. GHG Starter Calculator
ESG disclosure	Tool 11. ESG Reporting Template for Progressive Users
First 90 days	Tool 07. 30-60-90 Day Starter Plan
Maturity and roadmap	Tool 02. Maturity Self-Assessment; Tool 12. Roadmap Builder

QS2. Fill in the company ESG starter profile

Full ESG Playbook reference: Sections 1.3, 1.4, 2.1, 4.2, 41.1

Open Tool 01: Company ESG Profile Tool

Use Tool 01 to capture the company boundary, value chain role, products, markets, materials, customers, ESG maturity, standards exposure and responsible owners. Keep the same profile across the Checklist, customer responses and ESG reports.

Profile item	Fill in
Company name	
Main activity	<input type="checkbox"/> Processor <input type="checkbox"/> Latex processor <input type="checkbox"/> Manufacturer <input type="checkbox"/> Trader/exporter <input type="checkbox"/> Supplier <input type="checkbox"/> Other: _____
Products	
Sites covered	
Reporting period	From: _____ To: _____
Materials used	<input type="checkbox"/> Natural rubber <input type="checkbox"/> Synthetic rubber <input type="checkbox"/> Latex <input type="checkbox"/> Chemicals/additives <input type="checkbox"/> Packaging
Main customers / markets	<input type="checkbox"/> Malaysia <input type="checkbox"/> ASEAN <input type="checkbox"/> EU-linked <input type="checkbox"/> US <input type="checkbox"/> Other: _____
Current ESG stage	<input type="checkbox"/> Starting <input type="checkbox"/> Some records <input type="checkbox"/> Customer-driven <input type="checkbox"/> Reporting <input type="checkbox"/> Audit/certification ready
Main ESG trigger today	<input type="checkbox"/> Customer request <input type="checkbox"/> Reporting <input type="checkbox"/> Supplier traceability <input type="checkbox"/> Emissions <input type="checkbox"/> Financing <input type="checkbox"/> Internal improvement

Tip: Different reporting boundaries create confusion. Use the same company boundary in Tool 01, the ESG Checklist, Tool 05 Evidence Register, Tool 10 GHG Starter Calculator and Tool 11 Reporting Template.

QS3. Set up a simple ESG team

Full ESG Playbook reference: Sections 4, 4.1, 4.2, 4.6, 33

ESG cannot sit with one person only. Start small, but make ownership clear. For SMEs, one person may cover more than one role, but the responsibility should still be recorded.

Open Tool 08: ESG Data Ownership Matrix

Use Tool 08 to assign who collects each ESG data point, who reviews it, who approves it, and where the evidence is stored.

Role	Name	Department	Main job	Review rhythm
Senior sponsor			Approves ESG direction, resources, report and customer claims	Quarterly / as needed
ESG lead			Coordinates checklist, data, evidence, report and action plan	Monthly
EHS/OHS owner			Energy, water, waste, chemicals, incidents, HIRARC, PPE	Monthly
HR owner			Contracts, wages, hours, grievances, training, worker welfare	Monthly
Procurement owner			Supplier list, screening, traceability, supplier code and CAPs	Monthly
Finance owner			Utility bills, fuel invoices, payroll support, tax, ESG costs	Monthly
Production / Maintenance owner			Production volumes, equipment, process controls, efficiency actions	Monthly

Minimum decision

By the end of QS3, the company should know who owns ESG coordination, who owns each data source, and who approves external ESG statements.

QS4. Select topics that apply to the company

Full ESG Playbook reference: Sections 5, 7, 8-18, 19-30, 31-39

Open Tool 03: 29-Topic Applicability Matrix

Use Tool 03 to screen all 29 ESG topics and classify each topic as directly applicable, indirectly applicable, customer/regulatory-triggered, under review or not currently applicable.

Tick Apply? for topics linked to operations, suppliers, customers, materials, workforce, laws or market access. Tick Material? only after the company considers impact, stakeholder concern, customer needs and business relevance.

Environmental topics

Full ref	Topic	Apply?	Material?	Evidence now?	Owner	Next action
Sec. 9	Deforestation	<input type="checkbox"/>	<input type="checkbox"/>	Yes/No		
Sec. 10	Sustainable Land Use and Natural Ecosystem Conservation	<input type="checkbox"/>	<input type="checkbox"/>	Yes/No		
Sec. 11	Biodiversity	<input type="checkbox"/>	<input type="checkbox"/>	Yes/No		
Sec. 12	Emissions	<input type="checkbox"/>	<input type="checkbox"/>	Yes/No		
Sec. 13	Material Use and Circularity	<input type="checkbox"/>	<input type="checkbox"/>	Yes/No		
Sec. 14	Hazardous Substances	<input type="checkbox"/>	<input type="checkbox"/>	Yes/No		
Sec. 15	Energy	<input type="checkbox"/>	<input type="checkbox"/>	Yes/No		
Sec. 16	Soil Health	<input type="checkbox"/>	<input type="checkbox"/>	Yes/No		
Sec. 17	Water	<input type="checkbox"/>	<input type="checkbox"/>	Yes/No		
Sec. 18	Waste	<input type="checkbox"/>	<input type="checkbox"/>	Yes/No		

Social topics

Full ref	Topic	Apply?	Material?	Evidence now?	Owner	Next action
Sec. 20	Human Rights and Social Impact	<input type="checkbox"/>	<input type="checkbox"/>	Yes/No		
Sec. 21	Diversity, Equity and Inclusion	<input type="checkbox"/>	<input type="checkbox"/>	Yes/No		
Sec. 22	Workers' Rights	<input type="checkbox"/>	<input type="checkbox"/>	Yes/No		
Sec. 23	Occupational Health and Safety	<input type="checkbox"/>	<input type="checkbox"/>	Yes/No		
Sec. 24	Child Labour	<input type="checkbox"/>	<input type="checkbox"/>	Yes/No		
Sec. 25	Forced or Compulsory Labour	<input type="checkbox"/>	<input type="checkbox"/>	Yes/No		
Sec. 26	Rights of Indigenous Peoples	<input type="checkbox"/>	<input type="checkbox"/>	Yes/No		
Sec. 27	Local Communities	<input type="checkbox"/>	<input type="checkbox"/>	Yes/No		
Sec. 28	Freedom of Association and Collective Bargaining	<input type="checkbox"/>	<input type="checkbox"/>	Yes/No		
Sec. 29	Training and Development	<input type="checkbox"/>	<input type="checkbox"/>	Yes/No		
Sec. 30	Pay and Equal Remuneration	<input type="checkbox"/>	<input type="checkbox"/>	Yes/No		

Governance topics

Full ref	Topic	Apply?	Material?	Evidence now?	Owner	Next action
Sec. 32	Supply Chain Traceability and Due Diligence	<input type="checkbox"/>	<input type="checkbox"/>	Yes/No		
Sec. 33	Corporate Governance	<input type="checkbox"/>	<input type="checkbox"/>	Yes/No		
Sec. 34	Business Ethics	<input type="checkbox"/>	<input type="checkbox"/>	Yes/No		
Sec. 35	Transparency and Risk Management	<input type="checkbox"/>	<input type="checkbox"/>	Yes/No		
Sec. 36	Tax Practices	<input type="checkbox"/>	<input type="checkbox"/>	Yes/No		
Sec. 37	Anti-Corruption	<input type="checkbox"/>	<input type="checkbox"/>	Yes/No		
Sec. 38	Stakeholder Engagement	<input type="checkbox"/>	<input type="checkbox"/>	Yes/No		
Sec. 39	Regulatory Risk and Public Policy	<input type="checkbox"/>	<input type="checkbox"/>	Yes/No		

Important

Do not remove a topic only because data is hard to collect. If the topic applies but data is not ready, mark it as a data gap and add it to the action plan.

QS5. Prioritize material topics in a simple way

Full ESG Playbook reference: Sections 5, 5.1-5.7, 7.2, 41.4

Open Tool 04: Materiality Assessment Worksheet

Use Tool 04 after the applicability screen to score and prioritise topics using impact, stakeholder concern, business relevance, regulatory exposure and evidence gaps.

A material topic is important enough to manage, monitor or report. Use evidence and judgement, not only survey scores.

QS5.1 Simple scoring questions

Question	Score 1	Score 3	Score 5
How serious could the impact be?	Minor	Moderate	Severe / legal / safety / rights / market access
How widespread is it?	One area	One site / several workers	Multiple sites / suppliers / communities
Can harm be fixed?	Easy to fix	Partly fixable	Difficult or long-term harm
Do stakeholders care?	Low	Some concern	Customer / regulator / worker / financier priority
Does it affect business?	Low	Moderate	Cost, export, audit, financing or reputation

QS5.2 Materiality ranking worksheet

No.	Topic	Impact	Stakeholder	Business	Priority	Report?	Owner
1		1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low	<input type="checkbox"/> Yes <input type="checkbox"/> Monitor <input type="checkbox"/> No	
2		1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low	<input type="checkbox"/> Yes <input type="checkbox"/> Monitor <input type="checkbox"/> No	
3		1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low	<input type="checkbox"/> Yes <input type="checkbox"/> Monitor <input type="checkbox"/> No	
4		1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low	<input type="checkbox"/> Yes <input type="checkbox"/> Monitor <input type="checkbox"/> No	
5		1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low	<input type="checkbox"/> Yes <input type="checkbox"/> Monitor <input type="checkbox"/> No	
6		1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low	<input type="checkbox"/> Yes <input type="checkbox"/> Monitor <input type="checkbox"/> No	

7		1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low	<input type="checkbox"/> Yes <input type="checkbox"/> Monitor <input type="checkbox"/> No	
8		1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low	<input type="checkbox"/> Yes <input type="checkbox"/> Monitor <input type="checkbox"/> No	

Practical rule

A focused list of 8-12 priority topics is usually easier to manage than trying to report every topic in detail in the first cycle.

QS5.3 Stakeholders to check

<input type="checkbox"/> Senior management / owner / Board	<input type="checkbox"/> Customers / buyers
<input type="checkbox"/> Employees	<input type="checkbox"/> Key suppliers
<input type="checkbox"/> Migrant or contract workers	<input type="checkbox"/> Waste contractors
<input type="checkbox"/> HR	<input type="checkbox"/> Recruitment agents
<input type="checkbox"/> EHS/OHS	<input type="checkbox"/> Regulators
<input type="checkbox"/> Procurement	<input type="checkbox"/> Financial institutions
<input type="checkbox"/> Production / maintenance	<input type="checkbox"/> Certification bodies / auditors
<input type="checkbox"/> Finance	<input type="checkbox"/> Local communities

QS5.4 Stakeholder feedback log

Stakeholder	Method	Main concern	Action needed	Owner
	<input type="checkbox"/> Survey <input type="checkbox"/> Meeting <input type="checkbox"/> Interview			
	<input type="checkbox"/> Survey <input type="checkbox"/> Meeting <input type="checkbox"/> Interview			
	<input type="checkbox"/> Survey <input type="checkbox"/> Meeting <input type="checkbox"/> Interview			
	<input type="checkbox"/> Survey <input type="checkbox"/> Meeting <input type="checkbox"/> Interview			
	<input type="checkbox"/> Survey <input type="checkbox"/> Meeting <input type="checkbox"/> Interview			

QS6. Use the ESG Checklist as the control centre

Full ESG Playbook reference: Sections 1.6, 4.5, 4.6, 7.5, 40, 41, Appendix A, Appendix B

The ESG Checklist is the place to check whether each applicable ESG topic has controls, data, evidence, owners and actions.

Open Tool 05 and Tool 08

Use Tool 05 Evidence Register to record evidence documents and file locations. Use Tool 08 ESG Data Ownership Matrix to assign owners, reviewers and approvers for data points.

Checklist status	Meaning	What to do next	Owner
Implemented	Requirement is addressed and supported by evidence.	Maintain records and monitor performance.	Data owner
Partially implemented	Some controls or evidence exist, but gaps remain.	Add missing evidence or corrective action.	Topic owner
Not implemented	Relevant but not yet addressed.	Assign owner, timeline and resource.	Management
Not applicable	Does not apply to current context.	Document why and review annually.	ESG lead
Information unavailable	May apply, but data/evidence is not available.	Set data collection plan and target date.	Data owner
Under review	Needs management, legal, customer or technical decision.	Escalate and close the decision point.	ESG lead

QS6.1 Evidence pack starter list

Evidence area	Minimum evidence to collect	Full ESG Playbook ref
Governance	ESG policy, ESG roles, approval record, risk register, Code of Conduct, ABAC policy, legal register	Sections 4, 31, 33-39
Environmental	Electricity bills, fuel records, water bills, waste records, scheduled waste notes, chemical inventory, SDS, permits	Sections 8-18
Emissions	Scope 1 source list, Scope 2 electricity register, GHG workbook, emission factor register, reduction project list	Section 12
Social / labour	Worker list, contracts, payroll, working hours, leave records, age verification, migrant worker documents, grievances	Sections 19-30
OHS	HIRARC, PPE records, training, incident log, emergency drill, first aid records, inspection checklist	Section 23
Suppliers	Supplier master list, supplier code, questionnaires, declarations, contracts, traceability records, certificates, CAP tracker	Sections 6, 32
Reporting	Materiality assessment, topic list, data owner matrix, evidence register, omissions, management approval	Sections 40-41

Evidence rule

Create folders by ESG topic and year. Use clear file names, for example: 2026_Energy_Electricity_Bills_Jan-Dec.pdf or 2026_OHS_HIRARC_Production_Line_A.xlsx.

QS7. Turn gaps into an action plan

Full ESG Playbook reference: Sections 44, 44.1, 44.2, 46

Open Tool 06: ESG Action Plan Template

Use Tool 06 to import gaps from the Checklist, classify each gap, assign accountability, define resources, track progress and close actions only when evidence is filed and reviewed.

A gap is what is missing between current practice and expected ESG controls, data, evidence or performance. Do not leave gaps as comments. Convert them into actions.

Gap type	Plain meaning	Example
Policy gap	Policy or commitment missing/outdated	No Supplier Code of Conduct
Procedure gap	Policy exists but no SOP/form/control	No age verification procedure
Evidence gap	Action happens but records are weak	Training done but attendance not kept
Data gap	KPI missing, incomplete or inconsistent	Scope 1 and 2 not calculated
Supplier gap	Supplier records, traceability, licence or ESG checks incomplete	Natural rubber origin incomplete
Governance gap	Roles, approvals or review unclear	Data collected but not approved
Disclosure gap	Report is unsupported or overstated	Claim says fully traceable but evidence incomplete

QS7.1 Gap action tracker

Gap ID	Topic	Gap	Severity	Owner	Action	Due date	Status
G-01			<input type="checkbox"/> Critical <input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low				<input type="checkbox"/> Open <input type="checkbox"/> In Progress <input type="checkbox"/> Done <input type="checkbox"/> Verified
G-02			<input type="checkbox"/> Critical <input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low				<input type="checkbox"/> Open <input type="checkbox"/> In Progress <input type="checkbox"/> Done <input type="checkbox"/> Verified
G-03			<input type="checkbox"/> Critical <input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low				<input type="checkbox"/> Open <input type="checkbox"/> In Progress <input type="checkbox"/> Done <input type="checkbox"/> Verified
G-04			<input type="checkbox"/> Critical <input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low				<input type="checkbox"/> Open <input type="checkbox"/> In Progress <input type="checkbox"/> Done <input type="checkbox"/> Verified

G-05			<input type="checkbox"/> Critical <input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low				<input type="checkbox"/> Open <input type="checkbox"/> In Progress <input type="checkbox"/> Done <input type="checkbox"/> Verified
G-06			<input type="checkbox"/> Critical <input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low				<input type="checkbox"/> Open <input type="checkbox"/> In Progress <input type="checkbox"/> Done <input type="checkbox"/> Verified

When to escalate

Escalate immediately if the gap may involve legal breach, forced labour, child labour, serious safety risk, major pollution, corruption, false ESG claim, expired critical permit or customer market access risk.

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QS8. 10-day sprint for customer ESG questionnaires and supplier requests

Full ESG Playbook reference: Sections 1.6, 3.1-3.5, 5, 6, 7, 32, 40, 41, 44, Appendix A

Open the right tools

Use Tool 01 for company scope, Tool 05 for evidence, Tool 06 for gaps, Tool 09 for supplier due diligence and traceability, Tool 10 for emissions data, and Tool 11 if the customer wants a disclosure pack.

Use this sprint when a buyer, customer, financier or certification body asks for ESG data urgently. The aim is to respond honestly with evidence and a clear improvement plan for gaps.

Timing	Task	What to do	Done
Day 1	Confirm request	Identify deadline, customer format, topics, product scope, sites and evidence upload requirements.	[]
Day 2	Assign owners	Send topic sections to HR, EHS/OHS, Procurement, Finance, Production and Compliance.	[]
Day 3	Collect evidence	Gather policies, data, supplier records, OHS records, permits and examples.	[]
Day 4	Match topics	Match customer questions to the 29 ESG topics and Full ESG Playbook sections.	[]
Day 5	Answer supported questions	Answer only where evidence exists. Avoid overclaiming.	[]
Day 6	Record gaps	List missing data, unclear boundaries, supplier gaps and unavailable evidence.	[]
Day 7	Write actions	State what will be improved, owner and expected timeline.	[]
Day 8	Review claims	Check traceability, deforestation-free, low-carbon, labour and compliance claims against evidence.	[]
Day 9	Management approval	Obtain data owner review and senior approval before submission.	[]
Day 10	Submit and file	Submit response and file final response, evidence pack and follow-up actions.	[]

QS8.1 Safe wording for gaps

Situation	Suggested wording
Data not available	This information is not yet available for the current reporting period. The company will begin collecting it from [date] and aims to report it in the next cycle.
Boundary limitation	The data currently covers [site/process]. The company will review expansion of the boundary in the next reporting cycle.
Confidential supplier data	Supplier-specific details are confidential. Aggregated information is provided, and supplier-level records are maintained internally.
Not applicable	This topic does not apply because [reason]. It will be reviewed if operations, suppliers, products or customer requirements change.

QS9. Emissions starter pack

Full ESG Playbook reference: Sections 3.8, 12, 15, 40, Low Carbon Transition Roadmap

Open Tool 10: GHG Starter Calculator

Use Tool 10 to collect activity data, apply editable emission factors, calculate Scope 1 and Scope 2 emissions, and screen basic Scope 3 categories. Link bills, invoices, fuel logs, refrigerant service records and supplier data to the evidence pack.

Start with what most companies can measure: electricity and fuel. Do not claim net zero, carbon neutral or low carbon unless there is a clear baseline, method, reduction plan, residual emissions approach, evidence and approval.

Data	Where to find it	Owner	Done
Purchased electricity	Electricity bills, meter readings, solar generation records	Finance / Facilities	<input type="checkbox"/>
Stationary fuel	Diesel/LPG/natural gas invoices, boiler logs, generator logs	Maintenance / Finance	<input type="checkbox"/>
Vehicle fuel	Fuel cards, vehicle logs, fleet records	Logistics / Finance	<input type="checkbox"/>
Refrigerants	Service reports, refill records, equipment list	Facilities / EHS	<input type="checkbox"/>
Waste	Waste vendor reports, scheduled waste notes, disposal invoices	EHS / Warehouse	<input type="checkbox"/>
Purchased materials	Purchase records, supplier data, material volumes	Procurement / Finance	<input type="checkbox"/>
Transport/logistics	Freight records, routes, delivery notes, logistics supplier data	Logistics / Procurement	<input type="checkbox"/>

QS9.1 Emissions action idea bank

<input type="checkbox"/> Track monthly electricity use	<input type="checkbox"/> Assess rooftop solar
<input type="checkbox"/> Repair compressed air leaks	<input type="checkbox"/> Reduce rejected products / scrap
<input type="checkbox"/> Switch off idle equipment	<input type="checkbox"/> Improve waste segregation
<input type="checkbox"/> Review boiler efficiency	<input type="checkbox"/> Ask top suppliers for emissions data
<input type="checkbox"/> Complete energy audit	<input type="checkbox"/> Optimise logistics loads / routes

Why this matters

Buyers and financiers may ask for emissions data, energy efficiency plans and climate risk information. Good data can also reveal cost-saving opportunities.

QS10. Prepare a simple ESG report or disclosure pack

Full ESG Playbook reference: Sections 40, 41, 41.1-41.8

Open Tool 11: ESG Reporting Template for Progressive Users

Use Tool 11 to convert Checklist results, data tables, evidence files and improvement actions into a clear ESG disclosure. Keep evidence for every material claim and explain limitations instead of leaving blanks.

A short, honest, evidence-backed report is better than a long report with unsupported claims. Use this structure for a first-year ESG summary, customer pack or internal management report.

Report section	What to include	Done
1. Cover	Company name, title, year, reporting period, version, publication date	<input type="checkbox"/>
2. About this report	Purpose, audience, boundary, period, frameworks referenced, assurance status	<input type="checkbox"/>
3. Company profile	Activities, products, sites, workforce, materials, markets, customer segments	<input type="checkbox"/>
4. ESG governance	ESG team, responsibilities, policies, review process, data owners	<input type="checkbox"/>
5. Materiality	How topics were selected, stakeholder input, final material topics, omissions	<input type="checkbox"/>
6. ESG performance by topic	For each material topic: why material, actions, KPIs, evidence, gaps and targets	<input type="checkbox"/>
7. Framework mapping	MRC topics, selected GRI disclosures, SDGs, MSNR/EUDR/other customer needs where relevant	<input type="checkbox"/>
8. Approval record	Data-owner review, evidence check, management approval and version control	<input type="checkbox"/>

QS10.1 Approval checklist before release

<input type="checkbox"/> Reporting boundary clearly stated	<input type="checkbox"/> Claims not overstated
<input type="checkbox"/> Reporting period clearly stated	<input type="checkbox"/> Confidential information protected
<input type="checkbox"/> Material topics approved	<input type="checkbox"/> Data owners reviewed sections
<input type="checkbox"/> All data supported by evidence	<input type="checkbox"/> Management approved final version
<input type="checkbox"/> Estimates and assumptions explained	<input type="checkbox"/> Final version saved with evidence pack
<input type="checkbox"/> Omissions and limitations explained	<input type="checkbox"/> Targets added to action tracker

QS11. 30-60-90 day implementation plan and roadmap

Full ESG Playbook reference: Sections 4, 5, 6, 7, 12, 40, 41, 44, 46, Appendix A

Open Tool 07 for Core users and Tool 12 for Leading users

Use Tool 07 to turn ESG guidance into practical first actions within 90 days. Use Tool 12 Roadmap Builder when the company is ready to set targets, KPIs, timelines, transition actions, owners, resources, evidence and progress review mechanisms.

Time	Theme	Actions	Done
Days 1-30	Build the base	Appoint ESG lead, fill company profile, open ESG Checklist, collect evidence pack, assign data owners, prepare simple ESG commitment.	<input type="checkbox"/>
Days 31-60	Select and assess topics	Complete 29-topic applicability screen, consult key stakeholders, prioritise material topics, start gap register, collect Scope 1/2 starter data.	<input type="checkbox"/>
Days 61-90	Act and report	Create ESG action plan, start supplier screening, close urgent gaps, prepare first ESG summary or customer pack, obtain management approval.	<input type="checkbox"/>
Months 4-12	Improve and repeat	Track KPIs, update evidence, train staff and suppliers, review material topics, improve data systems, prepare next-year targets.	<input type="checkbox"/>

QS11.1 First-year targets to choose from

Area	Example target	Selected
Energy	Track monthly electricity use and identify one energy-saving action.	<input type="checkbox"/>
Water	Track monthly water use and repair visible leaks.	<input type="checkbox"/>
Waste	Separate recyclable waste where possible and keep monthly waste records.	<input type="checkbox"/>
OHS	Complete HIRARC for high-risk areas and track incidents / near misses.	<input type="checkbox"/>
Workers	Brief workers on grievance channels and keep records.	<input type="checkbox"/>
Suppliers	Screen top suppliers by spend, volume or ESG risk.	<input type="checkbox"/>
Governance	Approve ESG policy and assign data owners.	<input type="checkbox"/>

QS11.2 Roadmap Builder trigger

Move to Tool 12 when...

The company has baseline data, material topics, gap analysis or buyer-driven ESG requirements and is ready to set SMART targets, KPI dashboards, budgets, resources, milestones and management review dates.

QS12. Common mistakes to avoid and maturity check

Full ESG Playbook reference: Sections 7.4, 40, 41.7, 41.8, 44

Open Tool 02: Maturity Self-Assessment

Use Tool 02 after completing the ESG Checklist or after a reporting cycle to classify the company as Core, Progressive or Leading. Use the result to choose the next improvement pathway.

Avoid	Better practice
Do not claim fully traceable	unless purchase, origin, batch, production and sales records support the defined scope.
Do not claim deforestation-free	unless origin, legality, no-deforestation evidence and required verification are available.
Do not claim net zero or carbon neutral	unless there is a baseline, methodology, reduction pathway, residual emissions approach and approval.
Do not mark difficult topics as not applicable	if they may apply through workers, suppliers, contractors, customers or regulations.
Do not publish unreviewed ESG data	without data owner review, evidence check, confidentiality review and management approval.
Do not treat the Checklist as a legal audit	it is a self-assessment and gap analysis tool. Get specialist advice where needed.

QS12.1 Final user sign-off

Sign-off item	Name / role	Date
ESG lead completed quick guide		
EHS/OHS reviewed environmental and safety data		
HR reviewed labour and worker data		
Procurement reviewed supplier data		
Finance reviewed utility, fuel and cost data		
Senior management approved next actions		

Appendix A. Full ESG Playbook reference map

Use this map when more detail is needed. The Quick Start Guide keeps the Full ESG Playbook section numbering so users can move from a quick action to the detailed section.

User need	Full ESG Playbook reference
Understand purpose, scope and users	Sections 1.2, 1.3, 1.4
Use Develop, Report, Track, Repeat	Section 1.5
Use ESG Checklist and supporting tools	Section 1.6, Appendix A
Understand ESG in the rubber sector and market access	Section 2, especially 2.4 and 2.5
Framework alignment	Section 3, Appendix B
Set ESG governance and management system	Section 4
Materiality and stakeholder engagement	Section 5
Select applicable ESG topics	Section 7
Environmental topics	Sections 8-18
Social topics	Sections 19-30
Governance topics	Sections 31-39
Reporting and disclosure	Sections 40-41
Gap analysis and action planning	Sections 44-46
Evidence and checklist details	Appendix A and Appendix B

Appendix B. 12-tool use map

Full ESG Playbook reference: Section 1.6 and relevant topic sections

Use this map to choose the right Tool Pack file. The ESG Checklist with guidance remains the central control workbook; the 12 tools help users complete specific tasks around profile, maturity, applicability, materiality, evidence, action planning, ownership, supplier due diligence, GHG calculation, reporting and roadmapping.

Tool	File name	Use it when...	Main output	Quick Start section
01	Company ESG Profile Tool.xlsx	The company needs to define scope, value chain role, products, markets, materials and ESG exposure.	Company ESG profile and exposure flags	QS2
02	Maturity Self Assessment.docx	The company needs to classify ESG readiness as Core, Progressive or Leading.	Maturity result and improvement pathway	QS1, QS12
03	29 Topic Applicability Matrix.xlsx	The company needs to screen all 29 ESG topics.	Applicability classification and reporting decision	QS4
04	Materiality Assessment Worksheet.xlsx	The company needs to prioritize topics and record stakeholder input.	Material topic list and scoring record	QS5
05	Evidence Register.xlsx	The company needs to organize evidence by ESG topic, owner and file location.	Evidence log and document checklist	QS6
06	ESG Action Plan Template.xlsx	The company needs to turn gaps into actions.	Gap intake, action plan, RACI, budget and closure evidence	QS7
07	30-60-90 Day Starter Plan.docx	Core users need a practical first 90 days of ESG implementation.	Day 30, Day 60 and Day 90 outputs	QS11
08	ESG Data Ownership Matrix.xlsx	The company needs to assign ESG data owners, reviewers and approvers.	Data ownership matrix and accountability record	QS3, QS6
09	Supplier Due Diligence Form.xlsx	The company needs supplier screening, traceability, EUDR/MSNR/customer request records or supplier CAPs.	Supplier questionnaire, register, traceability register and CAP tracker	QS8
10	GHG Starter Calculator.xlsx	The company needs Scope 1 and Scope 2 calculation and basic Scope 3 screening.	GHG dashboard, activity data and evidence pack references	QS9
11	ESG_Reporting_Template_Progressive_Users.docx	Progressive users need to prepare an ESG disclosure or customer-facing disclosure pack.	Evidence-backed ESG report structure and approval checklist	QS10
12	Roadmap_Builder.docx	Leading users need targets, KPIs, timelines, resources, transition plan and progress review.	ESG roadmap, KPI tracker, RACI, budget plan and review log	QS11

Appendix C. One-page evidence request form

Full ESG Playbook reference: Sections 4.5, 4.6, 40, 41, Appendix A

Use this form when asking departments for ESG evidence. Copy one form per ESG topic or data request.

Field	Input
Department	
Person responsible	
ESG topic	
Data required	
Reporting period	
Source document / system	
Evidence file name / location	
Reviewer	
Due date	

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Appendix D. One-page ESG action form

Full ESG Playbook reference: Sections 44, 46

Field	Input
Action title	
ESG topic	
Why this action is needed	
Current gap	
Target result	
Owner	
Support needed	<input type="checkbox"/> Budget <input type="checkbox"/> Training <input type="checkbox"/> External advice <input type="checkbox"/> Supplier cooperation <input type="checkbox"/> Management decision
Due date	
Evidence needed for closure	
Status	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Delayed <input type="checkbox"/> Completed <input type="checkbox"/> Verified

End note for users

Start small, keep evidence, be honest about gaps, and improve every cycle. Use the Full ESG Playbook section references and the 12 Tool Pack files when deeper guidance or templates are needed.