



SUSTAINABILITY TEMPLATES

(4 READY-TO-USE FRAMEWORKS FOR STRATEGY, ESG REPORTING, STAKEHOLDER MAPPING, AND POLICY)

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Sustainability Strategy Template

Use this template to document and communicate your organization's sustainability direction, goals, and accountability structure. Complete each section collaboratively with leadership and key stakeholders to ensure alignment across the organization.

Organization Name

Strategy Period

_____ to _____

Approved By

Date




Our Sustainability Vision

Write a one or two sentence aspirational statement — where do you want to be as an organization on sustainability in 5–10 years?

Our Sustainability Mission

Write a one sentence statement of what you are committed to doing — how you will achieve the vision.

Our Sustainability Pillars

Pillar	Focus Area	Why It Matters to Us
 Environmental		
 Social		
 Governance		

Goals, KPIs & Action Plan

Material Issues

Top sustainability issues identified through your materiality assessment. List in priority order.

Prior ity	Issue	Why It Is Material
1		
2		
3		
4		
5		

Sustainability Goals and Targets

Pillar	Goal	Target	Baseline	Target Date	Owner
Environment al					
Environment al					
Social					
Social					
Governance					
Governance					

Sustainability Action Plan

Initiative	Pillar	Budget	Owner	Timeline

Key Performance Indicators

KPI	Pillar	Baseline	Yr 1 Target	Reporting Freq.	Status
Total GHG Emissions (tCO ₂ e)	Environmental			Annual	
Energy Consumption (MWh)	Environmental			Annual	
Renewable Energy %	Environmental			Annual	
Employee Diversity %	Social			Annual	
Board Diversity %	Governance			Annual	

SDG Alignment & Governance

Document how your sustainability strategy contributes to the United Nations Sustainable Development Goals, and define the governance and accountability structure that will ensure consistent delivery and oversight of your commitments.

SDG Alignment

SDG	How Our Strategy Contributes
SDG __	
SDG __	
SDG __	

Governance and Accountability

Board / Executive

Overall accountability for sustainability strategy and performance. Sets direction, approves policy, and reviews progress against targets at the highest level.

Sustainability Lead / CSO


Day-to-day management of strategy delivery. Responsible for implementation, reporting, stakeholder engagement, and continuous improvement of the sustainability program.

Departmental Leads

Delivery of sustainability initiatives within their functions. Responsible for integrating sustainability commitments into operational plans and reporting progress regularly.

All Employees

Living the organization's sustainability values and commitments in day-to-day work. Participating in initiatives, training, and contributing ideas for continuous improvement.

 **Reporting Cycle:** • Quarterly reporting to leadership | • Annual public sustainability report

ESG Report Template

This template provides a structured framework for producing a credible, stakeholder-ready ESG report. It is designed to be compatible with major international reporting frameworks including GRI, TCFD, SASB, and ISSB, enabling your organization to disclose performance in a transparent, comparable, and meaningful way.

Organization Name

Reporting Period

Reporting Framework

• GRI • TCFD • SASB • ISSB • Other: ___

External Assurance

• Yes • No

Section 1 — Message from Leadership

Write 2–3 paragraphs from the CEO or most senior leader. Cover your organization's sustainability commitment, key highlights from the reporting period, and your top priorities for the year ahead. This section sets the tone for the entire report and should reflect genuine organizational values and accountability.

Section 2 — About This Report

Field	Details
Reporting Period	
Reporting Boundary	
Frameworks and Standards Used	
External Assurance	
Contact for Queries	

Section 3 — Organization Overview

Field	Details
Headquarters	
Countries of Operation	
Number of Employees	
Products / Services	
Key Markets	
Revenue (if disclosed)	

Section 4 — Sustainability Strategy and Governance

→ **Vision and Mission**

Describe your sustainability vision and mission statements as the foundation of your strategic direction.

→ **Material Issues**

Identify your material issues and explain the process by which they were identified — including stakeholder input and methodology.

→ **Governance Structure**

Explain board accountability for sustainability, the role of the sustainability leadership team, and how ESG is embedded in decision-making.

→ **Commitments and Memberships**

List voluntary commitments and memberships such as UN Global Compact, Science Based Targets initiative (SBTi), CDP, and others.

→ **Stakeholder Engagement Summary**

Summarize how you engaged with key stakeholder groups during the reporting period and the outcomes of that engagement.

Environmental, Social & Governance Performance

Sections 5, 6, and 7 of the ESG Report capture quantitative performance data and narrative highlights across all three ESG dimensions. Use consistent unit definitions, year-over-year comparisons, and narrative context to ensure disclosures are meaningful and audit-ready.

Section 5 — Environmental Performance


Metric	Unit	Current Year	Prior Year	% Change
Scope 1 Emissions	tCO ₂ e			
Scope 2 Emissions	tCO ₂ e			
Scope 3 Emissions	tCO ₂ e			
Total GHG Emissions	tCO ₂ e			
Energy Consumption	MWh			
Renewable Energy	%			
Water Consumption	m ³			
Waste Generated	Tonnes			
Waste to Landfill	Tonnes			
Recycling Rate	%			

Section 6 — Social Performance

Metric	Unit	Current Year	Prior Year
Total Employees	Number		
Employee Turnover Rate	%		
Women in Workforce	%		
Women in Leadership	%		
Avg. Training Hours per Employee	Hours		
Lost Time Injury Rate	Rate		
Employee Satisfaction Score	Score / %		
Community Investment	USD		

Section 7 — Governance Performance

Metric	Details
Board Size	
Board Gender Diversity	
Independent Directors	
ESG / Sustainability Oversight at Board	
Anti-Corruption Training Completion	
Significant Fines or Sanctions	
Whistleblowing Cases Reported	

 **Key Governance Highlights:** Describe governance improvements, ethical conduct highlights, and policy updates from the reporting period.

Targets, SDGs & Looking Ahead

The final sections of the ESG Report capture progress against commitments, demonstrate alignment with the UN Sustainable Development Goals, and communicate your organization's forward-looking sustainability priorities. These sections are critical for stakeholder trust and long-term accountability.

Section 8 — Targets and Progress

Target	Baseline	Current Progress	On Track?
			•
			•
			•

Section 9 — SDG Alignment

Describe how your organization's performance during this reporting period contributes to the relevant UN Sustainable Development Goals. For each SDG identified, explain the specific activities, outcomes, and metrics that demonstrate your contribution. Link to your materiality assessment where relevant.

Section 10 — Looking Ahead

Priority Focus Areas

Identify the top sustainability priorities you will focus on in the next reporting period and why they are strategically important.

New Commitments

List any new targets, pledges, or voluntary commitments your organization is making for the period ahead.

Continuous Improvement

Describe how you will improve your sustainability management, data quality, and reporting processes going forward.

Stakeholder Mapping Template

This template helps you systematically identify stakeholders, assess their influence and interest, and develop a structured engagement plan. Review this assessment annually as part of your sustainability strategy.

Organization

Date

Review Date

Stakeholder Identification and Mapping

Stakeholder Group	Interest in Our Sustainability	Level of Influence	Level of Impact on Them	Engagement Priority
Investors	ESG performance, risk, returns	• High • Med • Low	• High • Med • Low	• High • Med • Low
Employees	Working conditions, values, future	• High • Med • Low	• High • Med • Low	• High • Med • Low
Customers	Product sustainability, ethics	• High • Med • Low	• High • Med • Low	• High • Med • Low
Suppliers	Procurement standards, compliance	• High • Med • Low	• High • Med • Low	• High • Med • Low
Regulators	Legal compliance, reporting	• High • Med • Low	• High • Med • Low	• High • Med • Low
Communities	Local impact, jobs, environment	• High • Med • Low	• High • Med • Low	• High • Med • Low
NGOs / Civil Society	Environmental and social impact	• High • Med • Low	• High • Med • Low	• High • Med • Low
Media	Transparency, reputation	• High • Med • Low	• High • Med • Low	• High • Med • Low

Sustainability Policy Template

This Sustainability Policy establishes our organizational commitment, accountability, and framework for consistent management and reporting.

Policy Owner

Approved By

Date

Review Date

Our Commitment

We are committed to operating in an environmentally responsible, socially ethical, and economically sustainable manner.

Scope

This policy applies to all operations, employees, contractors, and suppliers across all company locations.

Our Environmental Commitments



Emissions Reduction

We actively measure and reduce our greenhouse gas emissions across all scopes.



Energy Management

We prioritize energy efficiency and the transition to renewable energy sources.



Waste and Circular Economy

We strive to minimize waste while promoting circular principles and biodiversity protection.



Legal Compliance

We maintain full compliance with all environmental laws and exceed standards where possible.

Social, Governance Commitments & Policy Sign-Off

These commitments outline our standards for social impact and governance practices, completing our sustainability framework.

Our Social Commitments

- Provide a safe, healthy, and inclusive workplace.
- Respect human rights across our operations.
- Pay fair wages and support employee development.

Our Governance Commitments

- Maintain high standards of ethical conduct.
- Ensure transparency in sustainability performance.
- Engage openly with all stakeholders.

Responsibilities

01

Board

The board holds ultimate accountability for this policy.

02

Sustainability Lead / CSO

They coordinate policy implementation and track progress.

03

All Employees

Employees must support our sustainability commitments daily.

Review: This policy is reviewed annually for updates and improvements.

Signed

Title

Date

CERTIFIED SUSTAINABILITY PROFESSIONAL



ABOUT GSDC CERTIFICATION



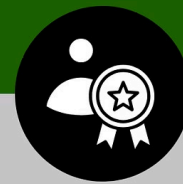
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