

LSEG ESG CONTRIBUTOR TOOL

User Guide



LSEG DATA &
ANALYTICS

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ENVIRONMENTAL, SOCIAL AND GOVERNANCE

As an investor relations professional, you can now review, update, and publish your firm's Climate, Environmental, Social and Governance (ESG) data which are available to investors across the globe.

LSEG offers one of the most comprehensive ESG databases in the industry. Our clients get access to ESG data on around 12,000 public companies globally, across more than 500+ different ESG metrics, with history going back to 2002.

Using the ESG Contributor Tool, you can manage your firms' ESG data. Your data is available to institutional investment firms, asset managers, investors, corporations, universities & research firms across our suite of products. Our products allow the financial community to easily integrate ESG factors into portfolio analysis, equity research, screening, and quantitative analysis.

The contribution tool allows you to:

- Contribute your company ESG data for the current year.
- Review and edit the historical ESG data that is already available for your company.
- Ensure the investment world has access to the timeliest ESG data on your company.

What information can you access?

- View your companies ESG scores for the current and prior two historical periods (if available).
- View the scores of your peers within your industry.

Showcase your sustainability and allow investors to get the full view of our company – start contributing now. For more information on LSEG ESG data, please visit: <https://www.lseg.com/en/data-analytics/financial-data/company-data/esg-data>

How to Request Access

New accounts for the App can be requested by clicking on the 'Request Access' link on the LSEG Contributions Channels login page <https://contribute.refinitiv.com>



LSEG Contributions Channel

Email

Password

SIGN IN

[Request Access](#) [Forgot Password?](#)

After clicking on Request Access, the below page will be displayed. Click on the ESG tile and sign up to contribute by providing all the required information. Once access is provided you will receive an email with User ID and Password.



LSEG Contributions

Why contribute?

The LSEG Contributions Channel connects more than 13,000 capital markets and advisory desks, OTC sales and trading desks, sell side research firms, buy side fund management institutions, as well as corporate to their customers worldwide. LSEG contributed content reaches tens of thousands of buy and sell side professionals around the world through an integrated suite of market intelligence and transaction platforms centered around LSEG Eikon, LSEG Workspace and the LSEG Data Platform.

Multiply your reach by contributing your content to LSEG

Step 1: See the contributed content sets we support →

Step 2: Click the content set you want to contribute

Deals League Table	ESG	Estimates
Events	Funds FI	Funds Solvency II
LINS Request	Officers & Directors	Private Equity
OTC	Research	

Step 3: Sign up (form to the right) to start contributing

Already have an account? [Sign In](#)

SIGN UP TO CONTRIBUTE

Or speak to our team at: contribute@lseg.com

First Name

Last Name

Email


Job Title

Firm Name

Location

Firm ISIN

Firm Other Identifier Type Firm Other Identifier

☐ I'm not a robot 

SUBMIT

Accessing the ESG Contributor Tool

After logging in with your email and password you will see the home tab. This provides information about why companies should contribute their ESG data to LSEG. The upper right corner of Home tab contains options to view change your password & logout.

Contact email IDs are provided on the home tab to reach out to LSEG for any clarifications.

CONTACT FOR HELP: ESGContributorTool-OpsTeam@lseg.com

Climate Metrics

Climate criteria consider how a company performs as a steward of the climate. Metrics are classified under the categories such as Climate Strategy, Climate Emissions, Climate Targets, Resource Use, Pollution Emissions. Total of 125 Metrics.

Environmental Metrics

Environmental criteria consider how a company performs as a steward of nature. Metrics are classified under different topics such as Water, Emission, Waste, Environmental Products and General Environmental Practices. Environmental tab consists of 66 Metrics.

Social Metrics

Social criteria examine how it manages relationships with employees, suppliers, customers, and the communities where it operates. Metrics are classified under different topics such as Diversity and Inclusion, Workforce Health and Safety, Employees Training and Costs, Product Responsibility, Community, Human Rights and General Social Practices. Social tab consists of 106 Metrics.

Governance Metrics

Governance deals with a company's leadership, executive pay, audits, internal controls, and shareholder rights. Metrics are classified under different topics such as CSR Strategy, Board Structure and Committee, Management, Shareholders and Anti-Takeover Devices. Governance tab consists of 50 Metrics.

Viewing and Editing Data

The ESG data is displayed in 4 tabs: Climate, Environmental, Social and Governance. Each tab displays the list of metrics on the left-hand side, with the other 3 columns representing the last 3 fiscal years of data. Only the value is displayed. To see additional details click the edit pencil icon on the right-hand side.

User Guide and FAQ Documents: You may download these documents via the ESG Contributor Tool.

Field Definitions

1. Fiscal Year

Represents the fiscal year for which the data is displayed. This comes up automatically based the current year plus previous two years.

2. Period End Date

Represents period end date of the Company. And edit option is provided to facilitate change in period end date in case of a fiscal year end change.

3. Reporting Currency

Represents financial statements reporting currency of the Company. Edit option is provided to facilitate change in reporting currency.

4. Expand All & Collapse All

Facilitates expansion and collapsing of the Metric Categories.

5. Excel Download Reports

Facilitates data export in excel in two formats, Summary and Detailed.

- **Summary Report** - displays only values for three years (if available)
- **Detailed Report** - displays values along with all the source information.

6. Search

Search text bar facilitates filter options for metric name or value.

7. Data Filters

“ESG Scoring Relevant Metrics” displays the underlying metrics which is considered for the calculation of ESG scores based on the respective industry group as well as the following standards:

- **GRI** - Global Reporting Initiatives Standards
- **SASB** – Sustainability Accounting Standards Board
- **CDP** – Carbon Disclosure Project
- **WEF** – World Economic Forum







8. Values are standardized to a common unit.

Few of the numeric data measures collected by LSEG would be reflecting in a standardized unit & hence would not be comparable with the as reported values of the Company. Example: All energy related data measures are represented in Gigajoules.


Metric Definitions

Question mark icon & more info hyperlink:

Hover your pointer on a metric name to reveal a **question mark** icon and click to see the definition. Click **More Info** to metric specific details along with qualified and unqualified examples.

FISCAL YEAR	2022	2021	2020	
REPORTING CURRENCY	JPY 	JPY 	JPY 	
<div> <div>TARGETS EMISSIONS</div> <div>    </div> </div> <div> <p>Has the company set targets or objectives to be achieved on emission reduction?</p> <p>More Info</p> </div>				

TARGETS EMISSIONS



Has the company set targets or objectives to be achieved on emission reduction?

What we expect from you:

- Provide objectives/targets set by the company to reduce emissions during its production process.
- Provide a target percentage with a future period.

Below cannot be considered:

- Emissions from the company's products.
- Emissions arising from outside the production cycle and Waste recycle.

Qualified Data:

REDUCING OUR GREENHOUSE GAS EMISSIONS

We are reducing our greenhouse gas emissions across our key impact areas, driven by ambitious science-based targets.

...

To reduce total carbon emissions per employee by 20% by 2020 and 30% by 2030.

Explanation - The company has a water reduction objective.

Unqualified data:

Corporate social responsibility (CSR)

.....






All our attractions are tasked with delivering plans to reduce energy consumption and carbon emissions in our commitment to the environment. I am pleased therefore that we again exceeded our carbon reduction target.

Explanation - Objectives are not reported.

Viewing and Editing Details

Pencil Icon (Edit):

Across each metric a pencil icon is displayed which facilitates to provide and / or view data

METRICS AND TARGETS				
General				
Targets Emissions				
Emission Reduction Target Percentage				
Emission Reduction Target Year				
Emissions Target Type				
GHG Emission Method				

Source Information:

Once the pencil icon is clicked, the below pop-up is displayed. Source information window allows the Contributor to provide data for the latest 3 years. Required fields are marked with a red asterisk.

1. **Value***: Value must be populated. The data type is mentioned in brackets. Boolean is to be populated with True/False, Numeric Metrics with numeric value, Percentage metric with percentages, Year metric with Year, Days metric with days etc.
1. **Unit***: Relevant metric unit must be chosen from the drop down. To be populated for only numeric metric where applicable.
2. **Scaling***: Relevant Scaling must be chosen from the drop down for the required Metrics. To be populated for only numeric metric where applicable.
3. **Click Add Source**: Click on add source to provide source details which include the required fields of Source Type, Source Date, Link to Source, Supporting Text, Page Number and Scope.
4. **Source Type***: Relevant Source type must be chosen from where the information is reported. For example: If metric is Target Emission and data relating to Target Emissions reported in Corporate Sustainability Report then Source Type should reflect as "Sustainability or Corp Responsibility Report" from the drop down.
5. **Source Date***: Based on the document chosen in Source type, source date must be populated. Source date is the date when that document was filed. For example: If Source Type is chosen as "Sustainability or Corp Responsibility Report" & that report was filed on February 2nd, 2024, then Source date would be February 2nd, 2024.
6. **Link to Source***: Based on the document populated in Source type the relevant URL must be populated under Link to Source. **The link must begin with "https://" or http://**. In the above example, URL of "Sustainability or Corp Responsibility Report" can be populated in Link to Source. Note: Source Type, Source Date & Link to source is one-time effort for each source type. Next time when the same source type is chosen to populate in another metric, then Source Date & Link to Source gets auto populated.
7. **Supporting Text***: Based on the value populated, relevant supporting must be added in this section for auditability purposes.
8. **Page Number***: Page number of where the supporting text is reported must be populated.
9. **Scope***: Represents the scope% of the value populated. Global: Greater than or equal to 50%; Segment: Less than 50%. The field automatically populates as "Global", choose the drop-down to select Segment.
10. **Comments**: Facilitates the Contributors to provide/convey additional information to LSEG with respect to the metric.

Conversion Tool for Emissions Metrics

To help convert emissions data to Metric Tons from other unit types click on the Data Converter button.

CO2 EQUIVALENT EMISSIONS DIRECT, SCOPE 1

Please provide all information in English only. This Metric is expected to be reported in Metric Tons.
Use the data converter to convert values from differing units to Metric Tons.

DATA CONVERTER

2022 Clear **2021**

Value* (Numeric)

Unit*

DATA CONVERTER

Enter a value and select unit types to convert from US Tons to Metric tons

× =

Formula : Multiply by 0.90718474

Save

Click Save to close the edit pop-up window and cancel any updates made.

Note: After clicking save the edits are in a DRAFT state and have NOT yet been submitted to LSEG.

Cancel

Click Cancel to close the edit pop-up window and cancel any updates made.

Submit Tab

Submit: Once all data is saved it must be submitted to LSEG further processing, by clicking on the Submit Tab.

Post Submission

Submit Tab

Make your final submission and view the details and status of your submission on the Submit tab.

Email Status

You will receive an email when the status changes. You may be requested to provide additional information. If so, navigate to the Submit tab to make any requested changes.

Features on the Submit Tab:

1. **Reviewed & No changes to Submit:** If no updates are required, and the data is already processed for the latest year by LSEG, you may confirm your current data is correct by checking this box and clicking on Submit.
2. **Submission ID:** Unique id generated for each submission.
3. **Submission Date:** Reflects the date of submission.
4. **Overall Status:** Reflects the status of the Contributions submitted to LSEG.
 - i. **Draft:** Means data has been edited, but still not submitted.
 - ii. **Pending Verification:** Data has been submitted and yet to be processed by LSEG.
 - iii. **More Information Required:** Contributions processed, but LSEG needs more information for few Metrics to process further.
 - iv. **Completed:** Contributions processed completely by LSEG.
5. **Total Contributed Measure:** Reflects total number of Metrics contributed to LSEG.
6. **Total Processed:** Reflects total number of Metrics processed by LSEG out of the total contributed measures.
7. **Requires Attention:** Reflects total number of Metrics for which LSEG requires more information to process further and includes the below.
 - i. More info required.
 - ii. Data does not qualify.
 - iii. Incorrect link to source
 - iv. Waiting for Other Reports
 - v. Other
8. **Other:** Reflects the total number of metrics for which LSEG is not able to process the data.

- i. Group or Subsidiary numeric data
- ii. Year is not part of our collection.
- iii. CDP or Third-party report not collected.

9. **Expansion of Submission ID:** Facilitates displays of details of the Metrics submitted under that submission ID.

After submission of ESG data to LSEG, Contributors will be able to access Scores and Peer Analysis data.

Post Submission

You may view the details and status of your submission on the Submit tab and you will receive an email when the status changes. You may be requested to provide additional information. If so, navigate to the Submit tab to make any requested changes.

Scores Tab

At the time of providing the data, Scores gets displayed based on the below scenarios:

Data for the latest fiscal year is already collected by LSEG:

For example: Year end of a Company is 31/12/2021, and data is already collected by LSEG. Then the Contributor will be able to view scores of FY2021 & historical two years (FY2020 & FY2019) provided LSEG has collected historical data too.

Data for the latest fiscal year is yet to be collected by LSEG:

For example: Year end of a Company is 31/12/2021, and data is yet to be collected by LSEG. At the time when the Contributor is providing the data to LSEG for FY2021, Contributor will be able to view scores of historical two years (FY2020 & FY2019) provided LSEG has collected historical data. Once the Contributor submits data for FY2021 and same is processed by LSEG, then the Contributor will be able to view scores of FY2021 (Scores are updated/refreshed on Weekly basis).

New addition to ESG universe:

If the company is a new addition to the ESG universe of LSEG, then Contributor will be able to view the scores only for the latest year (either data is collected by the LSEG or data is provided by the Contributor).

Peer Analysis Tab

Based on the number of Metrics submitted, Contributors will be able to view peers of their choice within the same industry group.

DETAILS	
Required count of Data Measures to contribute to unlock peers	Number of Peers/Companies
1 to 10	1
11 to 20	3
21 to 30	5
More than 30	10

Excel Upload Tab

Templates

Excel Download Templates: Four (4) templates are provided: Climate Environmental, Social, Governance.

Excel Instructions

Update the downloaded worksheets according to the instructions found on the first tab.

Instructions:

Enter your company's ESG data under the appropriate fiscal year tabs. To enter new data or make edits to an existing metric. Please only update columns with blue headers. Those marked with a red asterisk are required fields. Unit and Multiplier may not be required for some metrics.

Some hidden data in these worksheets are necessary for validating your submission. Please do not delete or add new rows or columns. When you are finished editing, save this file to your local computer. Then upload the file via the Excel Upload feature in the tool.

www.contribute@refinitiv.com

Thank you,
LSEG ESG Team

Clicking on column headers show further instructions for the data point.

INSTRUCTIONS: Enter data in columns L through U. All other columns are for reference and locked from editing.									
London Stock Exchange Group PLC									
Metric Name	Description	Data Type	Source Date	Link to Source	Supporting Text	Page No	Scope		
CLIMATE POLICY STATEMENT	Does the company have a policy or commitment statement that addresses climate change?	Boolean							
CLIMATE COMMITMENT	Does the company have a policy or commitment statement that pledges to reduce GHG emissions or improve GHG emissions efficiency?	Boolean							
POLICY EMISSIONS	Does the company have a policy to improve emission reduction?	Boolean							
MEMBERSHIP OF BUSINESS ASSOCIATIONS	Does the company disclose the general trade or business associations of which it is a member and those associations' positions on climate?	Boolean							
COMPANY POSITION CLIMATE RELATED PUBLIC POLICY	Does the company disclose its position on climate-related public policy and regulation?	Boolean							
BOARD OVERSIGHT OF CLIMATE CHANGE RISKS	Does the company demonstrate board or board committee oversight of the management of climate change risks?	Boolean							
BOARD OVERSIGHT OF CLIMATE CHANGE RISKS BY NAMED PO	Does the company designate a named position responsible for oversight of climate change risks at board level?	Boolean							
REMUNERATION ARRANGEMENTS INCORPORATE CLIMATE CHAN	Does the company's remuneration arrangements for its CEO or other members of the executive committee incorporate climate change performance as a KPI determining their compensation?	Boolean							
REMUNERATION ARRANGEMENTS INCORPORATE GHG REDUCTIO	Does the company's remuneration arrangements for its CEO or other members of the executive committee incorporate progress towards achieving the company's GHG reduction targets as a KPI determining compensation?	Boolean							
INDEPENDENT VERIFICATION OF OPERATIONAL GHG EMISSIONS	Has the company's operational GHG emissions data been verified by a third party? (Where the company's operational GHG emissions data have been verified by a third party, does the company disclose the international assurance standard used and the level of assurance?)	Boolean							
DISCLOSURE OF ASSURANCE STANDARD AND LEVEL FOR EMS		Boolean							

Clicking on the metric name will navigate you to the long description to provide further details on the metric.

Category	Measure	Long Description	GRI	SASB	CDP	WEF
		Does the company have a policy to improve its water efficiency?				
		What we expect from you: • Provide the description of processes/mechanisms/procedures to improve water efficiency of the company. • Data should be related to water efficiency from company's production facilities but not products for water efficiency.				
WATER	Policy Water efficiency	Qualified Data: Has the company set targets or objectives to be achieved on water efficiency?	X	X	X	
		What we expect from you: • Provide objectives/targets set by the company to achieve water efficiency of the company. • Provide a target percentage with a future period.				
WATER	Targets Water efficiency	Qualified Data: Conserving Water Company aims to achieve a 30% reduction in its water volumes by 2020 compared to 2007 levels Total water withdrawal in cubic meters.	X		X	
		What we expect from you: • Provide the total water withdrawn for the current fiscal year for the company's own use. • Provide the total volume of water withdrawn from any water source that was either withdrawn directly by the organization or through intermediaries such as water utilities. • If both "water withdrawal" and "water use" data is available, then "water withdrawal" should be provided. • Recycled water should be excluded from total water withdrawn. Total fresh water withdrawal in cubic meters.				
WATER	Water Withdrawal Total		X	X	X	
		What we expect from you: • Provide the amount of Fresh Water withdrawn. • Fresh Water refers to water with low salt contents. • Sources of fresh water: surface, underground, well, boreholes, rain and distributed/purchased water. • Water from supply water (municipal water, industrial water, tap/drinking water) will be considered as Fresh Water. • Recycled/saline/gray/brackish water will not be considered as fresh water.				
WATER	Fresh Water Withdrawal Total		X	X	X	X

Upload and Review

Upload the edited file by clicking to search for file to upload. Review any Error or Warning validations prior to submitting: You may delete uploaded data by selecting the given row in the grid and clicking Delete Selected Rows. Uploaded data can be corrected by clicking on the edit icon in the data grid. You may also click Download Again and follow the same steps to upload a saved template.

EXCEL UPLOAD

▼ DOWNLOAD / UPLOAD

- Select a template from the drop-down list and click Download.
- Update the downloaded worksheets according to the instructions found on the first tab.
- Upload the edited file by clicking Upload Template.
- Review any Error or Warning validations prior to submitting.
You may delete uploaded data, by selecting the given row in the grid and clicking Delete Selected Rows.
Uploaded data can be corrected by clicking on the edit icon in the data grid below.
Or by clicking Download Again and following the same steps to upload a template.
- Click Submit to finalize your update. You will receive an email with the status of your submission.
You may view the details and current status of your submission by clicking on the Submit tab.

For assistance, please contact: ESGContributorTool-OPSTeam@refinitiv.com

▼ REVIEW VALIDATIONS / SUBMIT

ENVIRONMENTAL 7 SOCIAL 1 GOVERNANCE 3 TCFD 00 6 Errors 5 Warnings 5 Validated SUBMIT DELETE SELECTED ROWS DOWNLOAD AGAIN

	Metric	Fiscal Year	Value	Unit	Scaling	Source Type	Comment	Validation
❌	POLICY WATER EFFICIENCY	FY2022	TRUE					Source Type is missing or provided i...
❌	POLICY ENERGY EFFICIENCY	FY2022	TRUE					Scope is missing or provided in inco...
❌	ELECTRICITY PURCHASED	FY2022	536104.77	Calorie				Scaling is missing or provided in inc...
✅	WATER WITHDRAWAL TOTAL	FY2022	5979127.76	CubicMeter	Ones	10-K		Pass
✅	FRESH WATER WITHDRAWAL TOTAL	FY2022	5979127.76	CubicMeter	Ones	Annual Report		Pass
✅	ENERGY USE TOTAL	FY2022	1685285.26	Gigajoule	Ones	Sustainability or Corp Re...		Pass
✅	ENERGY PURCHASED DIRECT	FY2022	1685285.26	Gigajoule	Ones	Social Report		Pass

Submit Excel Upload – Final Submission

Once any errors have been removed or corrected, the Submit button will become active. Note this is a final submit button, there is no need to click on the Submit tab to make your final submission.

Note: After clicking Submit on the Excel Upload the submission HAS been sent to LSEG.

▼ REVIEW VALIDATIONS / SUBMIT

CLIMATE 00 ENVIRONMENTAL 3 SOCIAL 00 GOVERNANCE 00 0 Errors 0 Warnings 3 Validated SUBMIT DELETE SELECTED ROWS DOWNLOAD AGAIN

	Metric	Fiscal Year	Value	Unit	Scaling	Source Type	Comment	Validation
✅	POLICY WATER EFFICIENCY	FY2023	TRUE			Annual Report	checking	Pass
✅	ANIMAL TESTING REDUCTION	FY2022	TRUE			B-BBEE Scorecard		Pass
✅	EMS CERTIFIED PERCENT	FY2022	100	Percentage		40-F		Pass

Post Submission

Submit Tab

As with all ESG submissions, you may view the details and status of your submission on the Submit tab.

Email Status

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