

SCORING & ASSEMENT STEPS (EXPLANATION OF PROCESS)



A/ Select a maximum of indicators that you feel are best suited to your needs and/or use the grid provided in the "Recommendation" Excel sheet in this document (local regulation should be completed with your CSR manager and/or Legal Dept)

B/ To assess ratings tools against the assessment framework the following steps are taken:

1. Invitation to participate sent to potential suppliers/providers. Q: "What are your practices on the following points?"
2. Potential suppliers/providers submit a response to the framework questions and also sends supporting evidence for each response.
3. Independent (*) assessor conducts an initial clarification and completeness check
4. Potential suppliers/providers s re-submit or update response(s), if needed
5. Each response to a question is scored by the assessor (see below)
6. Assessor assigns a weighted score to each indicator.
7. Total Scores are divided by Total Maximum Score for Final Score

(*): If possible

C/ Select indicators that will be evaluated (on average = 10).

D/ How to select indicators?

- 0 = Informational, not scored
- 2,5 = Expected, but less important
- 5= Expected
- 7,5 = More important
- 10 = Most important

E/ Scoring levels :

- N/A = Not applicable, and will not change
- 0 = Does not meet; Didn't answer question
- 1= Sufficient response but evidence lacking
- 2= Sufficient response and evidence provided

CSR ANALYSIS GRID



ENVIRONMENTAL INDICATORS	Indicator Weigth	Candidate 1		Candidate 2		Candidate 3		Candidate 4		Candidate 5	
		Scoring level	Total	Scoring level	Total	Scoring level	Total	Scoring level	Total	Scoring level	Total
E1. Climate Change & GHG Emissions Reduction (Decarbonizaton)			0		0		0		0		0
E2. Raw Materials Sourcing & Recycling			0		0		0		0		0
E3. Water Saving & Recycling			0		0		0		0		0
E4. Energy Saving (Renewable, Efficiency)			0		0		0		0		0
E5. Hazardous Substances & Pollution (Air, Water, Soils)			0		0		0		0		0
E6. Land Use & Biodiversity			0		0		0		0		0
E7. Waste Reduction & End of Life: Re-Use, Second-Hand			0		0		0		0		0
		Total (1)	0	Total (1)	0	Total (1)	0	Total (1)	0	Total (1)	0
SOCIAL INDICATORS	Indicator Weigth	Candidate 1		Candidate 2		Candidate 3		Candidate 4		Candidate 5	
		Scoring level	Total	Scoring level	Total	Scoring level	Total	Scoring level	Total	Scoring level	Total
S1. Forced/Compulsory Labor			0		0		0		0		0
S2. Freedom of Association, Right to Collective Bargaining, Social dialogue promotion			0		0		0		0		0
S3. Harassment and Abuse			0		0		0		0		0
S4. Human Rights			0		0		0		0		0
S5. Equal Opportunities & Non-Discrimination			0		0		0		0		0
S6. Training & Employee Development			0		0		0		0		0
S7. Operational HR Management, Working Hours & Wages			0		0		0		0		0
S8. Occupational Safety and Health			0		0		0		0		0
		Total (2)	0	Total (2)	0	Total (2)	0	Total (2)	0	Total (2)	0
GOVERNANCE INDICATORS	Indicator Weigth	Candidate 1		Candidate 2		Candidate 3		Candidate 4		Candidate 5	
		Scoring level	Total	Scoring level	Total	Scoring level	Total	Scoring level	Total	Scoring level	Total
G1. Conflicts of Interest			0		0		0		0		0
G2. Disclosure of Information			0		0		0		0		0
G3. Fair & Honest Marketing			0		0		0		0		0
G4. Intellectual Property			0		0		0		0		0
G5. No Improper Advantage			0		0		0		0		0
G6. Protection of Identity & Privacy (employee and customer)			0		0		0		0		0
		Total (3)	0	Total (3)	0	Total (3)	0	Total (3)	0	Total (3)	0
OTHERS INDICATORS	Indicator Weigth	Candidate 1		Candidate 2		Candidate 3		Candidate 4		Candidate 5	
		Scoring level	Total	Scoring level	Total	Scoring level	Total	Scoring level	Total	Scoring level	Total
O1. Incorporate sustainability Issues in Investment			0		0		0		0		0
O2. Decisions Management & Governance Reporting System in Place			0		0		0		0		0
O3. Supports SMEs			0		0		0		0		0
O4. Develops Markets for Sustainable Products and Services			0		0		0		0		0
O5. Fair trade			0		0		0		0		0
O6. Actions on Suppliers (Tiers-2)			0		0		0		0		0
		Total (4)	0	Total (4)	0	Total (4)	0	Total (4)	0	Total (4)	0

	Candidate 1	Candidate 2	Candidate 3	Candidate 4	Candidate 5
TOTAL : (1) + (2) + (3) + (4) =	0	0	0	0	0
MAXIMUM NOTE		0	0	0	0
FINAL NOTE	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!

RECOMMENDATION (ADP 3a)



RECOMMENDATION (ADP 3a)													
ENVIRONMENTAL INDICATORS	Challenges & local regulation		Service	Airport & Electromechanical Equipment	Building & Infrastructures	General Expenses / Restaurants & Catering	General Expenses / Clothing	General Expenses / Intellectual & Consulting Services	Utilities & Raw Material	Vehicles & Machinery	IT & Telecom	Industrial Supplies	Ground Handling Equipment
	Challenge(s)	Local regulation (to complete with your CSR Dept or CSR Manager)	Recommendation	Recommendation	Recommendation	Recommendation	Recommendation	Recommendation	Recommendation	Recommendation	Recommendation	Recommendation	Recommendation
E1. Climate Change & GHG Emissions Reduction (Decarbonization)	Set Scope 1 - Scope 2 - Scope 3 GHG emissions reduction targets to limit global warming to 1.5°C. In addition to GHG emissions reduction, invest in carbon removal to position themselves to achieve net zero emissions by 2050.		X	X	X	X	X	X	X	X	X		
E2. Raw Materials Sourcing & Recycling	Remain competitive and preserve our environment; natural resources should be used in the most efficient way and without depleting the planet's resources.			X	X	X	X			X	X	X	X
E3. Water Saving & Recycling	Ensure access to good quality water in sufficient quantity for all, and to ensure the good status of all water bodies.				X		X						
E4. Energy Saving (Renewable, Efficiency)	Work through the entire lifecycle of the project/equipment to reduce energy consumption (from inception, installation and services and maintenance).			X	X				X			X	X
E5. Hazardous Substances & Pollution (Air, Water, Soils)	Track the substitution of chemicals that are harmful to human health or the environment with less hazardous chemicals.		X (for cleaning)		X		X		X	X	X	X	
E6. Land Use & Biodiversity	Avoid declines in the abundance, diversity, and health of species and ecosystems.				X	X	X						
E7. Waste Reduction & End of Life: Re-Use, Second-Hand	Use less material; waste generation and preserve natural resources.			X	X	X	X			X	X	X	X
SOCIAL INDICATORS	Challenges & local regulation		Service	Airport & Electromechanical Equipment	Building & Infrastructures	General Expenses / Restaurants & Catering	General Expenses / Clothing	General Expenses / Intellectual & Consulting Services	Utilities & Raw Material	Vehicles & Machinery	IT & Telecom	Industrial Supplies	Ground Handling Equipment
	Challenge(s)	Local regulation (to complete with your CSR Dept or CSR Manager)	Recommendation	Recommendation	Recommendation			Recommendation	Recommendation	Recommendation	Recommendation	Recommendation	Recommendation
S1. Forced/Compulsory Labor	Slavery, forced labour, institutions and practices similar to slavery and trafficking in persons are strictly prohibited by International Law. Groupe ADP do not allow to work with suppliers/providers involved in such practices.		X	X	X	X	X	X	X	X	X	X	X
S2. Freedom of Association, Right to Collective Bargaining, Social Dialogue promotion	"The right of workers and employees to form and join organizations of their own choosing is an integral part of a free and open society". International Labour Organization. Groupe ADP is engaged in promoting freedom of association.		X	X	X	X	X	X	X	X	X	X	X
S3. Harassment and Abuse	Groupe ADP is fighting against harassment & abuse, which are part of unacceptable behavior. Commercial relation with suppliers/providers accused in these practices are not allowed (abst. Abuse: single act or repeated physical, verbal or psychological acts that violate an individual's human and civil rights, some cases of abuse could constitute criminal offences. For example: physical, psychological or sexual assault, theft, fraud and gender and racial discrimination. Harassment: Act to persuade victims either not to do something that they are entitled or required to do or to do something that they are not obliged to do).		X	X	X	X	X	X	X	X	X	X	X
S4. Human Rights	"Human rights are rights inherent to all human beings, regardless of race, sex, nationality, ethnicity, language, religion, or any other status. Human rights include the right to life and liberty, freedom from slavery and torture, freedom of opinion and expression, the right to work and education, and many more. Everyone is entitled to these rights, without discrimination". United Nations.		X	X	X	X	X	X	X	X	X	X	X
S5. Equal Opportunities & Non-Discrimination	"Any distinction, exclusion, restriction or preference based on race, colour, descent, or national or ethnic origin which has the purpose or effect of nullifying or impairing the recognition, enjoyment of exercise, on an equal footing, of human rights and fundamental freedoms in the political, economic, social, cultural or any other field of public life." International Convention on the Elimination of All Forms of Racial Discrimination (Article 1) Commercial relation with suppliers/providers accused of non-respect of this article is not allowed by Groupe ADP.		X	X	X	X	X	X	X	X	X	X	X
S6. Training & Employee Development	As we face more and more environmental challenges, it is important for suppliers/providers to find ways to reduce their environmental impact. Sustainability training can help them achieve this goal.		X	X	X	X	X	X	X	X	X	X	X
S7. Operational HR Management, Working Hours & Wages	Groupe ADP's Suppliers/Providers must be aligned with International Labour Organization standards on working time provide the framework for regulated hours of work, daily and weekly rest periods, and annual holidays. The regular adjustment of wages, in consultation with the social partners, is identified in the Global Jobs Pact (International Labour Organization) as one of means of reducing inequality, increasing demand and contributing to economic stability. Groupe ADP's Suppliers/Providers must be aligned with the Global Jobs Pact (ILO).		X	X	X	X	X	X	X	X	X	X	X
S8. Occupational Safety and Health	Groupe ADP's Suppliers/Providers must be aligned with The International Labour Organization Constitution principles. Workers must be protected from sickness, disease and injury arising from their employment.		X	X	X	X	X	X	X	X	X	X	X
GOVERNANCE INDICATORS	Challenges & local regulation		Service	Airport & Electromechanical Equipment	Building & Infrastructures	General Expenses / Restaurants & Catering	General Expenses / Clothing	General Expenses / Intellectual & Consulting Services	Utilities & Raw Material	Vehicles & Machinery	IT & Telecom	Industrial Supplies	Ground Handling Equipment
	Challenge(s)	Local regulation (to complete with your CSR Dept or CSR Manager)	Recommendation	Recommendation	Recommendation			Recommendation	Recommendation	Recommendation	Recommendation	Recommendation	Recommendation
G1. Conflicts of Interest	If Conflict of interest situations are not properly identified and managed, they can seriously endanger the integrity of organizations and result in corruption. Groupe ADP Suppliers/Providers must be align with Groupe ADP Code of Ethics.				X			X					
G2. Disclosure of Information	As of 2021, 124 countries have laws and 8 countries have national decrees or regulations, granting individuals a general right to access information held by public bodies, and imposing an obligation on public bodies to provide that information and proactively disclose key types of information. Groupe ADP Suppliers/Providers have to respect this fundamental.												
G3. Fair & Honest Marketing	Groupe ADP Suppliers/Providers should respect the "ICC's Advertising and Marketing Communications Code" (https://iccnbo.org/publication/icc-advertising-and-marketing-communications-code/).												
G4. Intellectual Property	Intellectual property is characterized as an invention, creation, innovation, or discovery. Intellectual property includes trademarks, copyrights, trade secrets, and patents. Typically, the intellectual property must be relatively unique to be protected.												
G5. No Improper Advantage	Bribe or other means of obtaining undue or improper advantage are not to be offered or accepted. Groupe ADP do not allow to work with Suppliers/Providers accused of improper advantage.				X			X					
G6. Protection of Identity & Privacy (employee and customer)	"As more and more social and economic activities have place online, the importance of privacy and data protection is increasingly recognized. Of equal concern is the collection, use and sharing of personal information to third parties without notice or consent of consumers. 137 out of 194 countries had put in place legislation to secure the protection of data and privacy." UNICEFAD Groupe ADP Suppliers/Providers must be align with this legislation.												
OTHERS INDICATORS	Challenges & local regulation		Service	Airport & Electromechanical Equipment	Building & Infrastructures	General Expenses / Restaurants & Catering	General Expenses / Clothing	General Expenses / Intellectual & Consulting Services	Utilities & Raw Material	Vehicles & Machinery	IT & Telecom	Industrial Supplies	Ground Handling Equipment
	Challenge(s)	Local regulation (to complete with your CSR Dept or CSR Manager)	Recommendation	Recommendation	Recommendation			Recommendation	Recommendation	Recommendation	Recommendation	Recommendation	Recommendation
O1. Incorporate sustainability issues in Investment	AGroupe ADP advises to follow the recommendations of the World Resource Institute. More information: https://www.wri.org/initiatives/private-sector-finance/sustainable-investment-initiative				X								
O2. Decisions Management & Governance Reporting System in Place													
O3. Supports SMEs	Groupe ADP support local SMEs its Suppliers/Providers should do the same.												
O4. Develops Markets for Sustainable Products and Services	In light of increasing pressures to adopt a more sustainable approach to travel, the requirement to develop sustainable products/service is one of the key challenges facing airport industry in the 21st century. Groupe ADP recommend dealing with Supplier/Provider involve in sustainable business model or more sustainable actions than traditional companies.					X	X			X			
O5. Fair trade	The World Trade Organization (WTO) has concluded that initiatives in this field do not represent an obstacle to the liberalisation of markets since they do not impose import restrictions or other forms of protectionism. Local regulation must be observed carefully.					X	X				X		
O6. Actions on Suppliers (Tiers-2)	Groupe ADP Suppliers/Providers could implement also CSR practices on their own Suppliers/Providers ecosystem to increase their value-chain.			X	X	X	X		X	X	X	X	X