

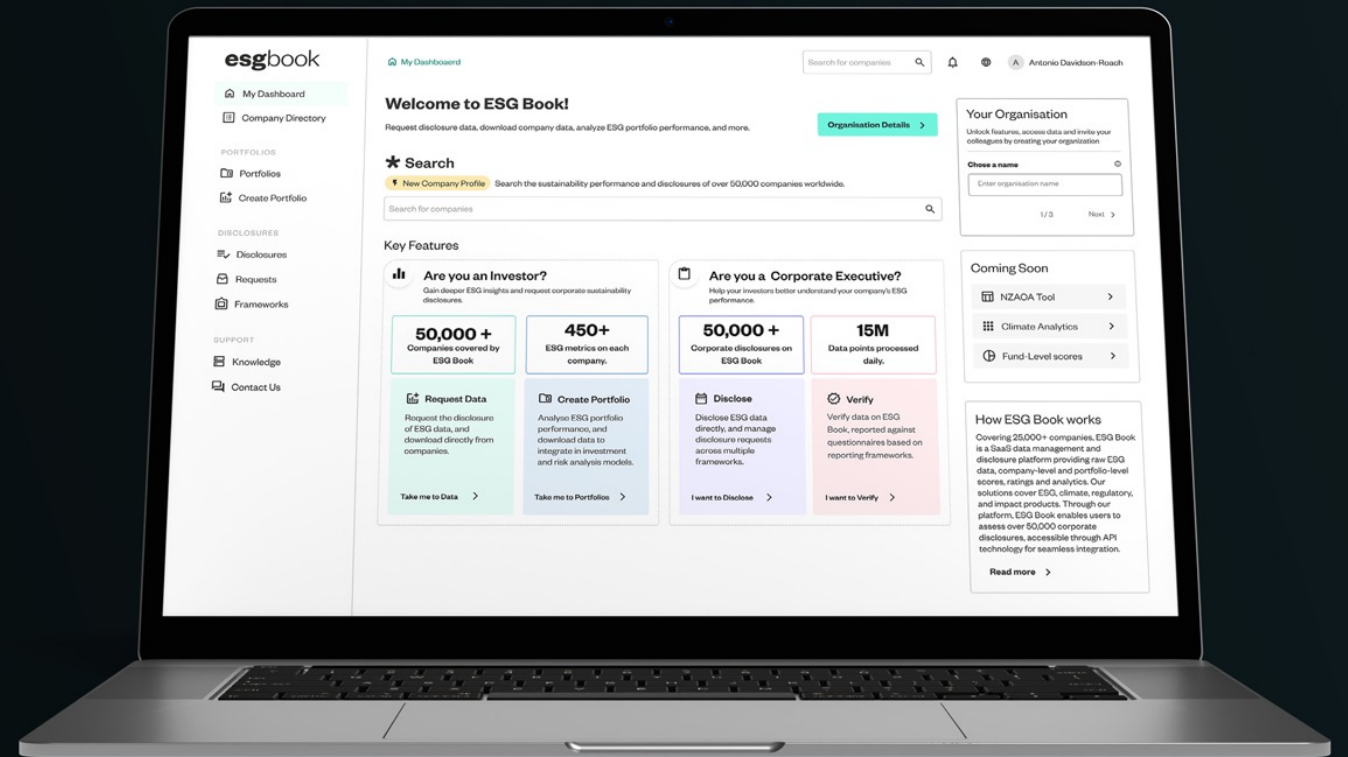
esgbook

INTRODUCING

esgbook

LEO

USER GUIDE: SEPTEMBER 2024



# Contents

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**Sending Requests:** How to send disclosure requests to companies **18**

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**Answering Requests:** How to respond to disclosure requests **27**

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# Introduction to the Platform

# ESG Book's new industry utility enables efficient access to climate data

## Companies

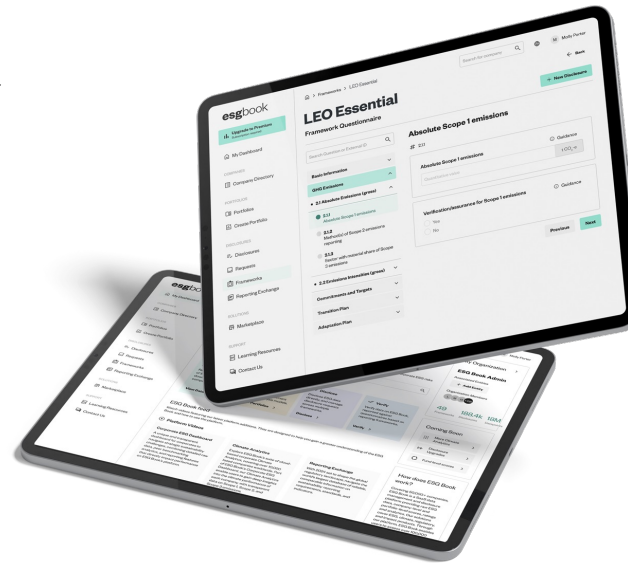
Manage multiple **climate data requests** on a free, intuitive platform interface

**Pre-populate existing data** into a template from public disclosures

**Full data control** with permissions to grant access to financial institutions

**Reduce reporting burden** by mapping data to multiple frameworks and standards

**Benchmark performance** against industry peers based on publicly available data



## Financial Institutions

Gather climate data in a **standardized format** which is **verified by companies**

One **centralized place** to streamline data requests and track clients' progress

**Access underlying climate data** on companies with source documentation

**Reduce workload for RMs** in data collection through technology

## Technology Benefits

- **Technology efficiency** for compute and **data storage** on one cloud platform
- **Speed to market**; no on-premise build required
- **Secure data hosting** and security



# Our solution enables the sourcing of climate data for financial institutions and companies

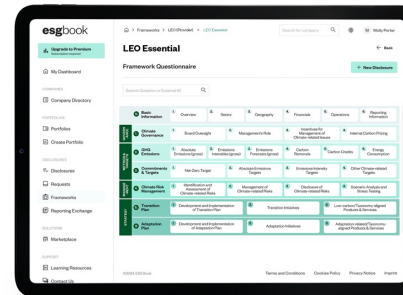
## Market-Leading Partnership

ESG Book's solution has been developed in collaboration with Google Cloud and Boston Consulting Group as technical and sustainability expert partners.

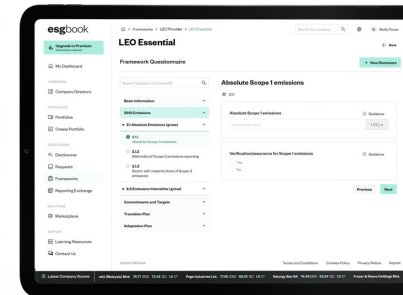
Our mission is to enable companies with a single technology platform, interoperable with other climate data templates and technology systems, to facilitate reporting once and serving many financial institutions who require such information for their regulatory purposes.



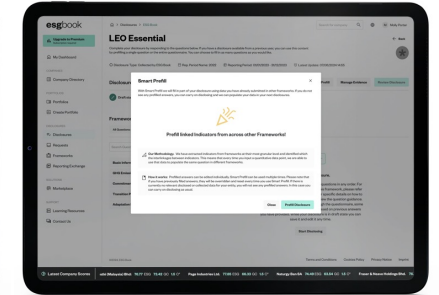
STANDARDIZED REPORTING TEMPLATES



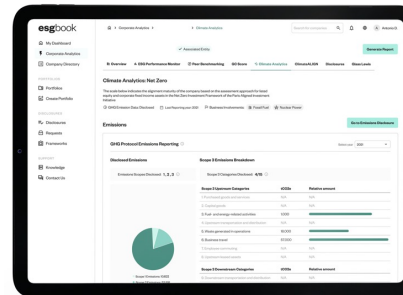
DIGITAL DISCLOSURE JOURNEY



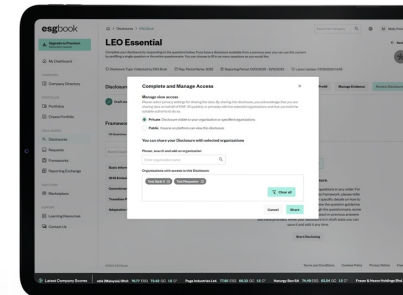
PRE-POPULATION WITH PUBLIC DATA



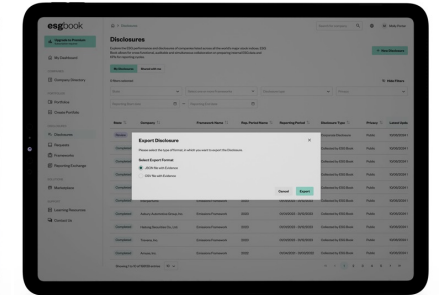
DEEP COVERAGE INTO CLIMATE RISK



DISCLOSE ONCE, SHARE WITH MANY

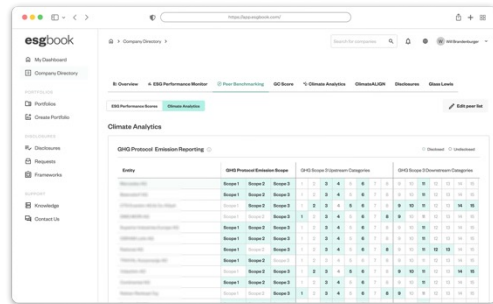


EXTRACT DATA FROM PLATFORM



# ESG Book's data and technology capabilities serve the needs of financial institutions and companies

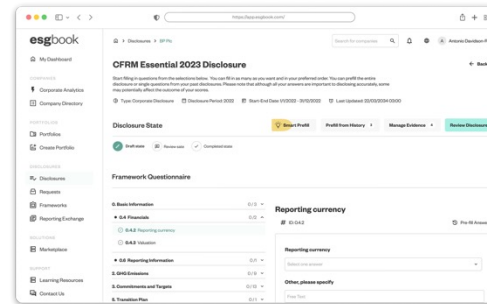
## ESG and Climate Data



### INVESTMENT SOLUTIONS AND REGULATION

- ESG and climate data for 50,000+ companies
- Combining analyst research with AI
- 450+ data points per company, ISSB-aligned
- ESG Scores and Climate Analytics
- Regulatory solutions

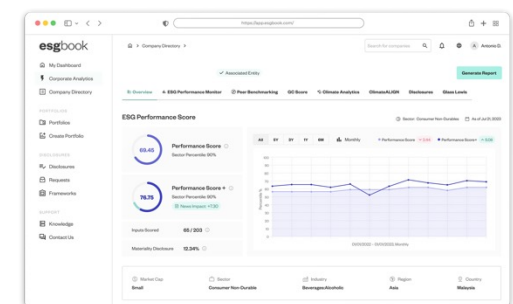
## Disclosure Platform



### ESG REPORTING AND CLIENT ENGAGEMENT

- Cloud-based platform, with access to 190,000+ corporate disclosures and investor analytics
- Disclosures for public and private companies
- Ability to request disclosures against portfolio companies and/or suppliers

## Corporate Solutions

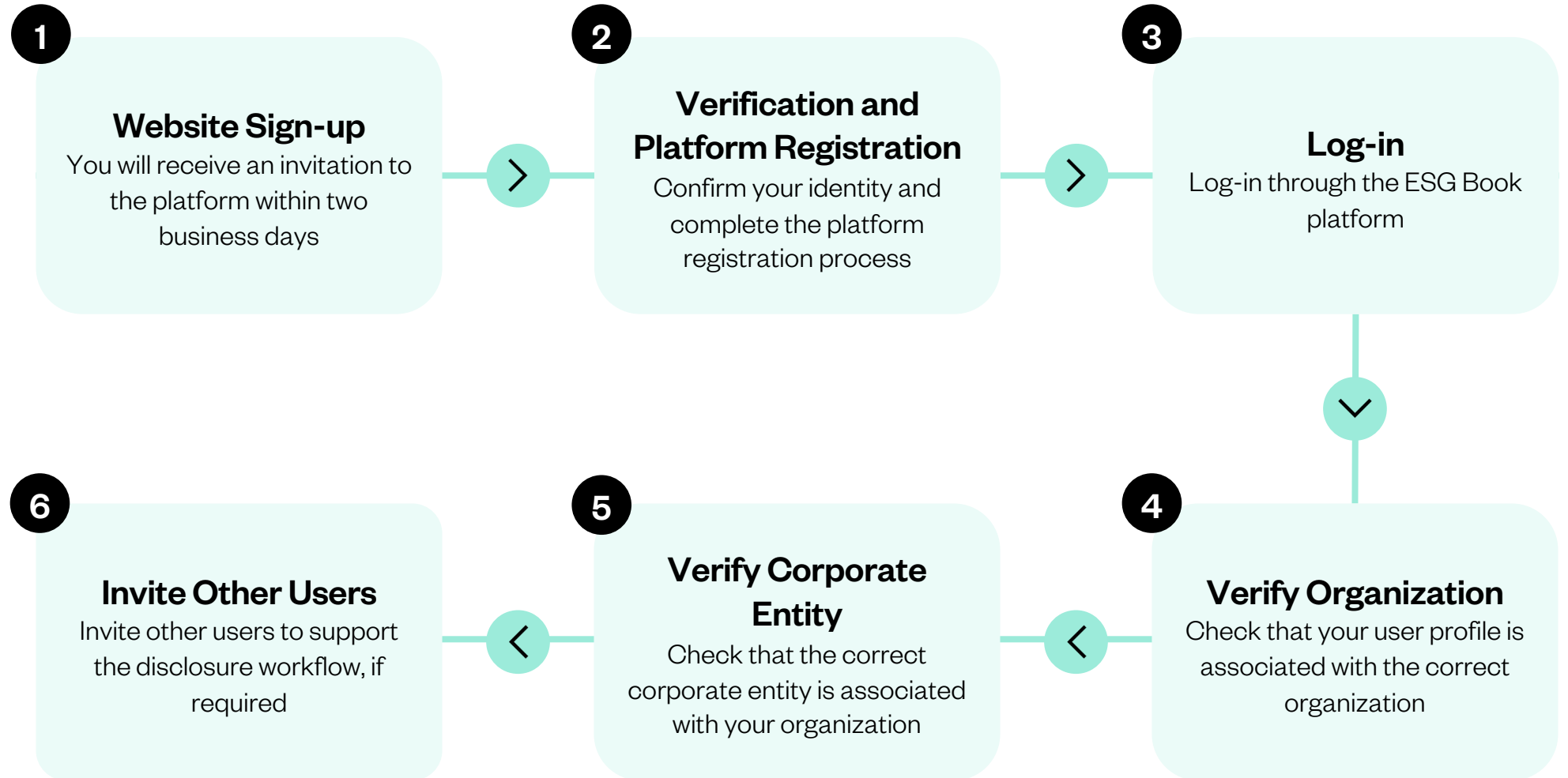


### CORPORATE ESG MANAGEMENT

- Corporate sustainability dashboard
- Analyse and optimise ESG performance
- Benchmark against peers
- Navigate complex reporting requirements with the world's largest regulatory database

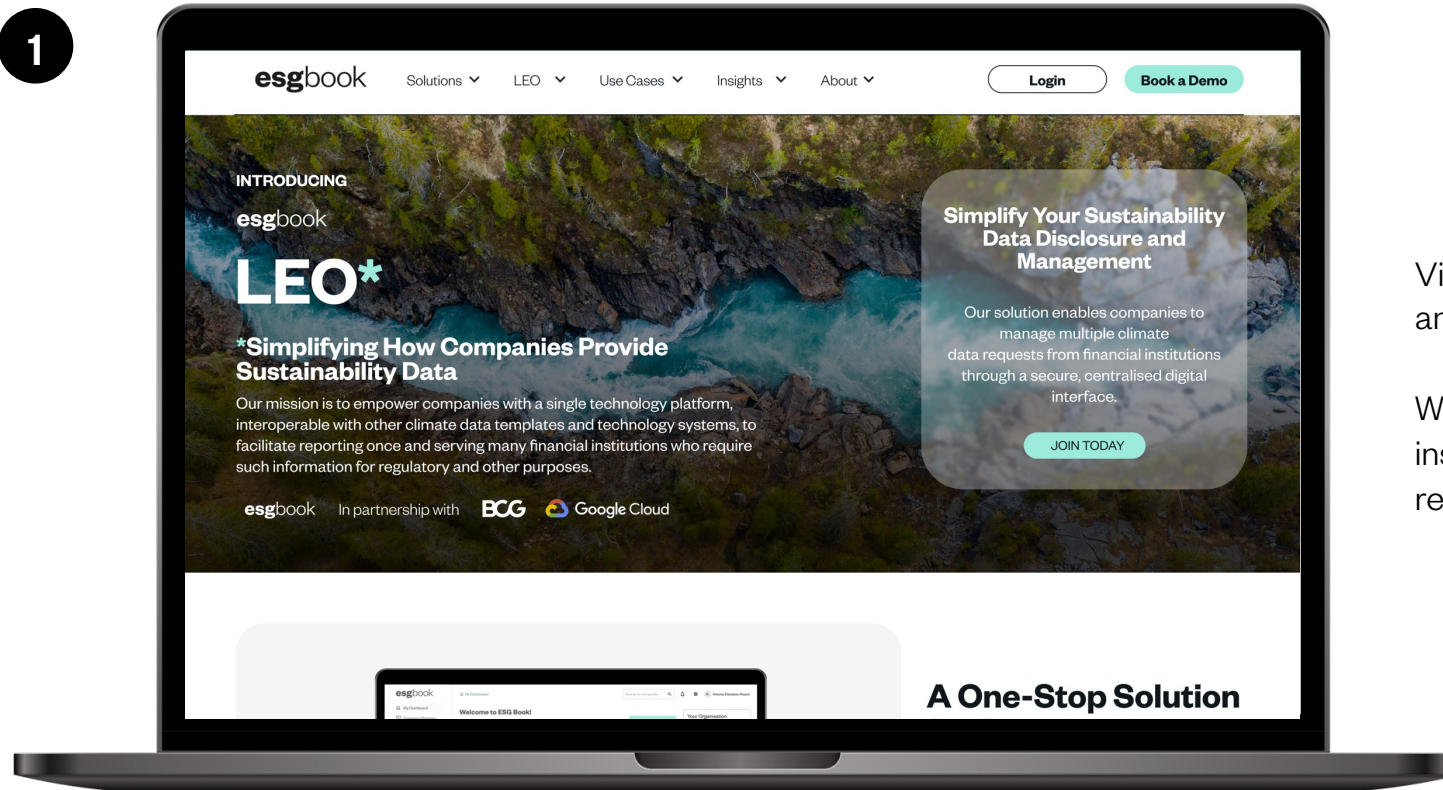
# How to Sign Up to the Platform

# Sign up workflow



# Visit the ESG Book LEO website

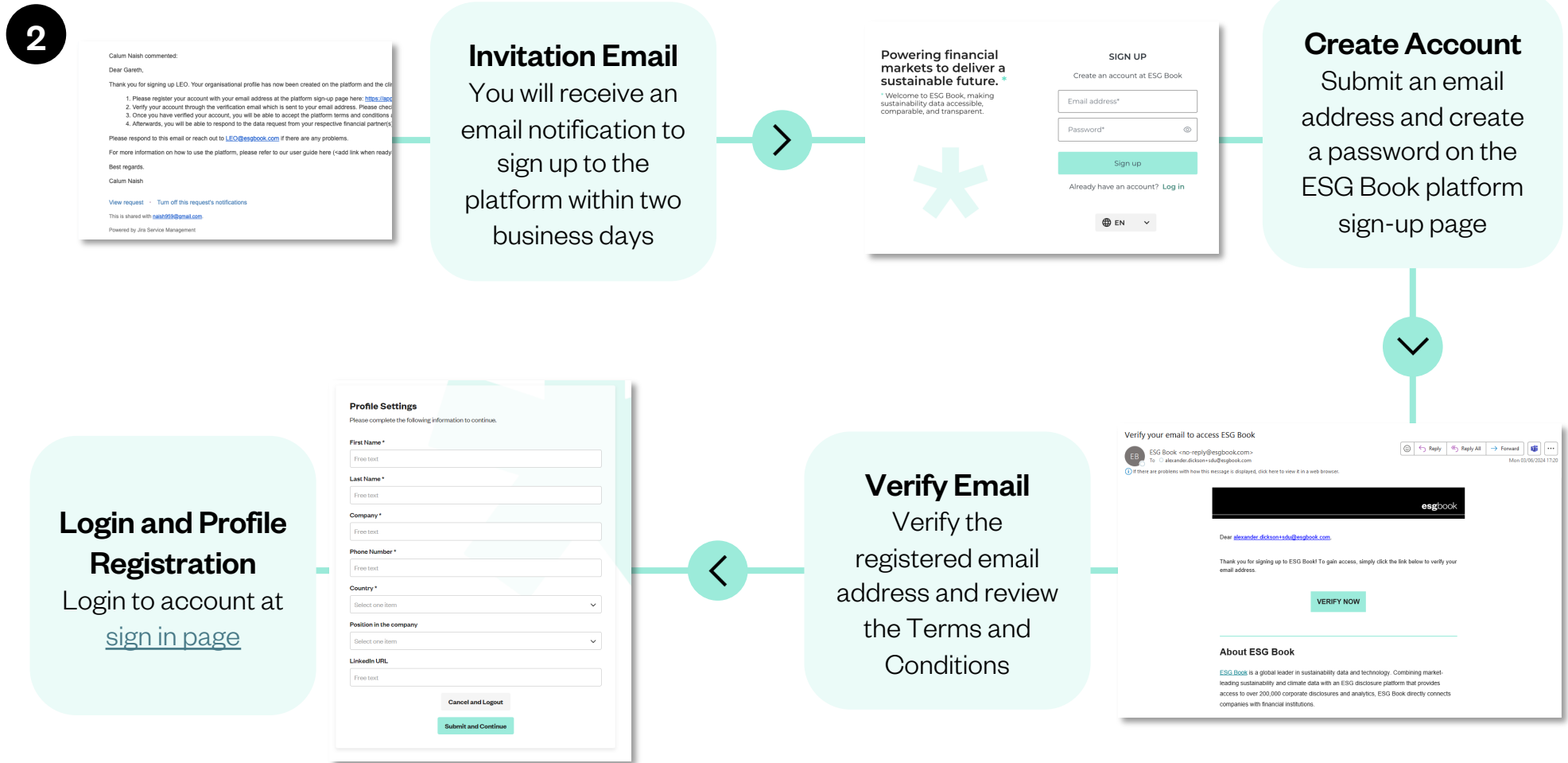
1



Visit the [ESG Book LEO website](#) and click 'Join Today'.

When prompted, follow the instructions to register your details relating to the relevant company.

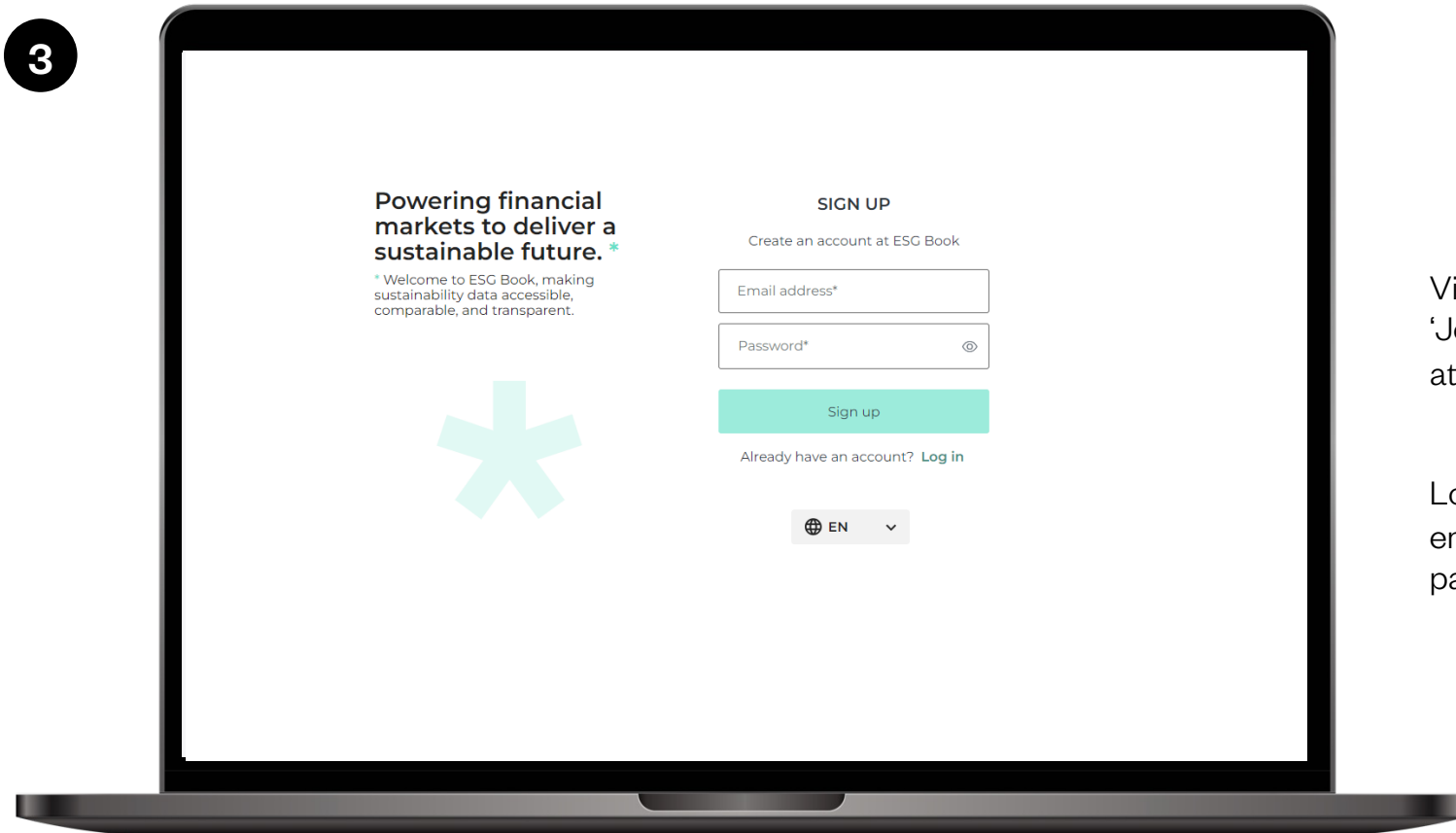
# Verify your profile



Once registered, an ESG Book representative will be in touch to support you with the platform onboarding process.

# If you have already registered and logged into the platform, go to the ESG Book website to login

3



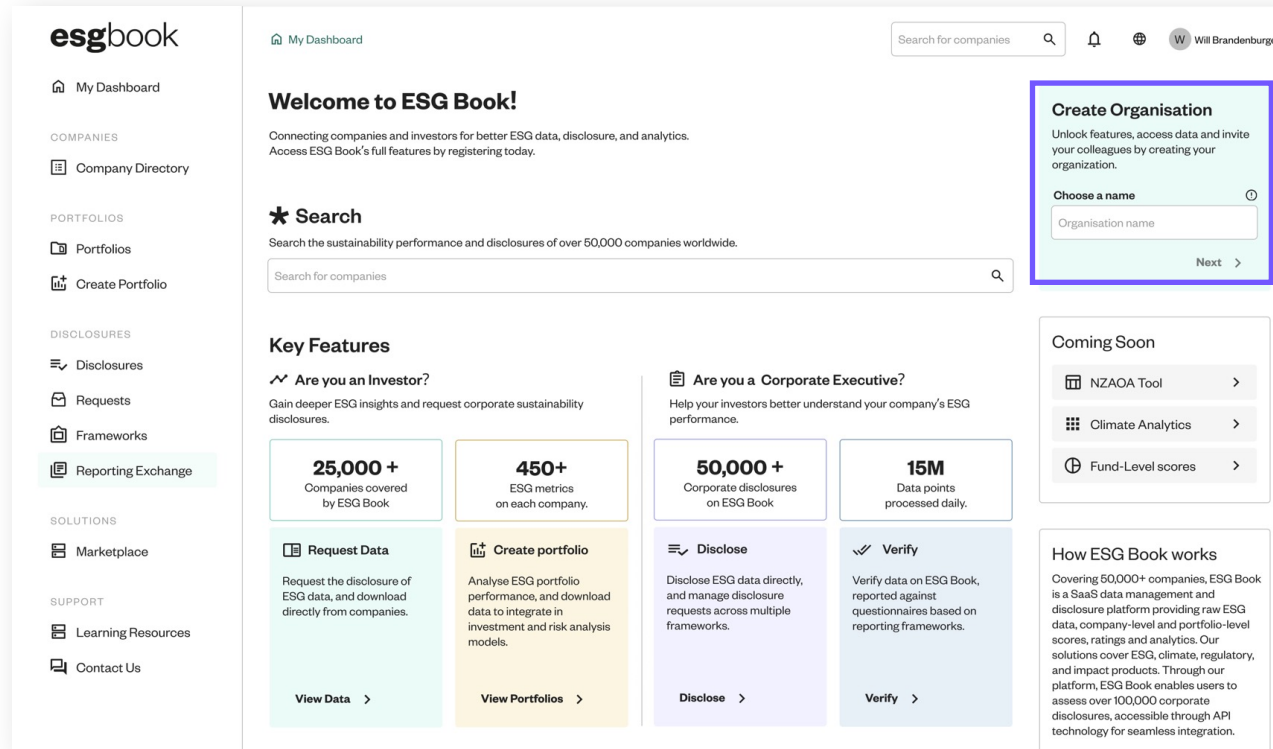
Visit [ESG Book](#) and click 'Join ESG Book', or 'Sign-in' at the top of the page.

Log in with your created email address and password.



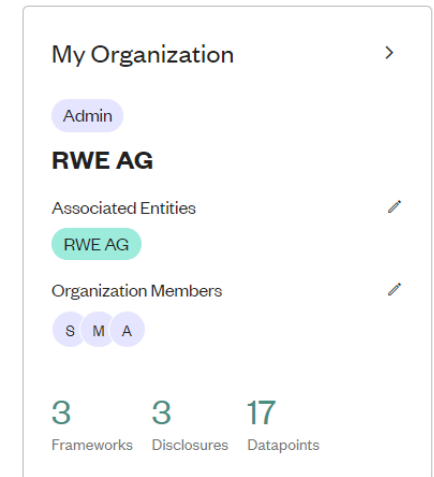
4

# Follow these simple steps to verify your profile



## Organization Settings

To start verifying or disclosing on behalf of an entity, users must first create an organization.



**i** Skip this step if you have been automatically added to an Organization group



# Manage profile options and associations with organizations and entities

4

**Your Organisation**

Unlock features, access data and invite your colleagues by creating your organization

---

**Chose a name** ⓘ

1/3      Next >

**Choose a name for your Organization**



**Your Organization**

If you want to Disclose data on platform, find your entity, e.g. your company, below and associate it with your organization.

---

**Find your Entity** ⓘ

**Skip for now**

< Previous      2/3      Next >

**Choose an Entity to associate with your Organization**



**Your Organization**

Grow your organization by inviting your colleagues.

---

**Invite a Colleague** ⓘ

**Skip for now**      **Send Invitation**

< Previous      3/3      Complete >

**Invite colleagues to join same Organization**

# Associate with a Corporate Entity

5

## Your Organization

If you want to Disclose data on platform, find your entity, e.g. your company, below and associate it with your organization

### Find your Entity ⓘ



This entity is already associated with another organization

[Skip for now](#)[Contact us](#)[← Previous](#)

2 / 3

[Next >](#)

## Verification Email

If the entity you are trying to associate with is already associated to an Organization group, you can either:

1. Contact the Organization Admin from your company to invite you into the existing Organization group.
2. [Contact ESG Book's dedicated helpdesk.](#)

# Manage profile options and associations with organizations and company entities

5

## Organization association status:

If you request to be associated with an entity, your organization will move to **pending status**, which will be approved by the ESG Book team.

Once your organization is **approved**, users within the same organization group can begin disclosing or verifying on behalf of the associated company entity.

My Organization >

Admin

**Tesla**

Associated Entities ✎

Tesla, Inc.

Organization Members ✎

BF

0  
Frameworks

0  
Disclosures

0  
Datapoints

Entities	
Organization associated entities / corporate.	
Name	Association Status
Company name	<span style="border: 1px solid #ccc; border-radius: 10px; padding: 2px 5px; display: inline-block;">Open</span>



Entities	
Organization associated entities / corporate.	
Name	Association Status
Company name	<span style="border: 1px solid blue; border-radius: 10px; padding: 2px 5px; display: inline-block;">Approved</span>

# Invite users to join an organization

6

**Users**  
Organization users, click on the user's role to edit.

Name	Email	Role
user name	user@email.com	Admin

+ Invite New Users

**Invite users to your organization** ×

You can invite colleagues to collaborate with you, throughout your activities on ESG Book platform. Please note that invited users have non-admin permissions and they need to have a corporate email, approved by your organization.

**Invite user via corporate email**

Free text

+ Add

Cancel
Send

# Roles and Responsibilities – Admin vs User

The screenshot shows the 'Account Settings' page in the ESG Book application. The left sidebar contains navigation options like 'My Dashboard', 'Company Directory', 'Portfolios', 'Create Portfolio', 'Disclosures', 'Requests', 'Frameworks', 'Reporting Exchange', 'Marketplace', 'Learning Resources', and 'Contact Us'. The main content area is titled 'Organization Settings' and includes a search bar, a user profile icon, and a 'Back' button. Below the title are tabs for 'Profile Settings' and 'Organization Settings'. A descriptive text states: 'Adjust settings and preferences here for your organization. You can also manage entities and users.' The 'Organization Settings' section shows the 'Organization name' as 'BANK'. The 'Entities' section has a table with columns 'Name' and 'Association Status', containing one entry: 'Company name' with an 'Open' status and a trash icon. The 'Users' section has a table with columns 'Name', 'Email', and 'Role', containing one entry: 'user name' with email 'user@email.com' and role 'Admin'. A blue box highlights the 'Admin' role in the table.

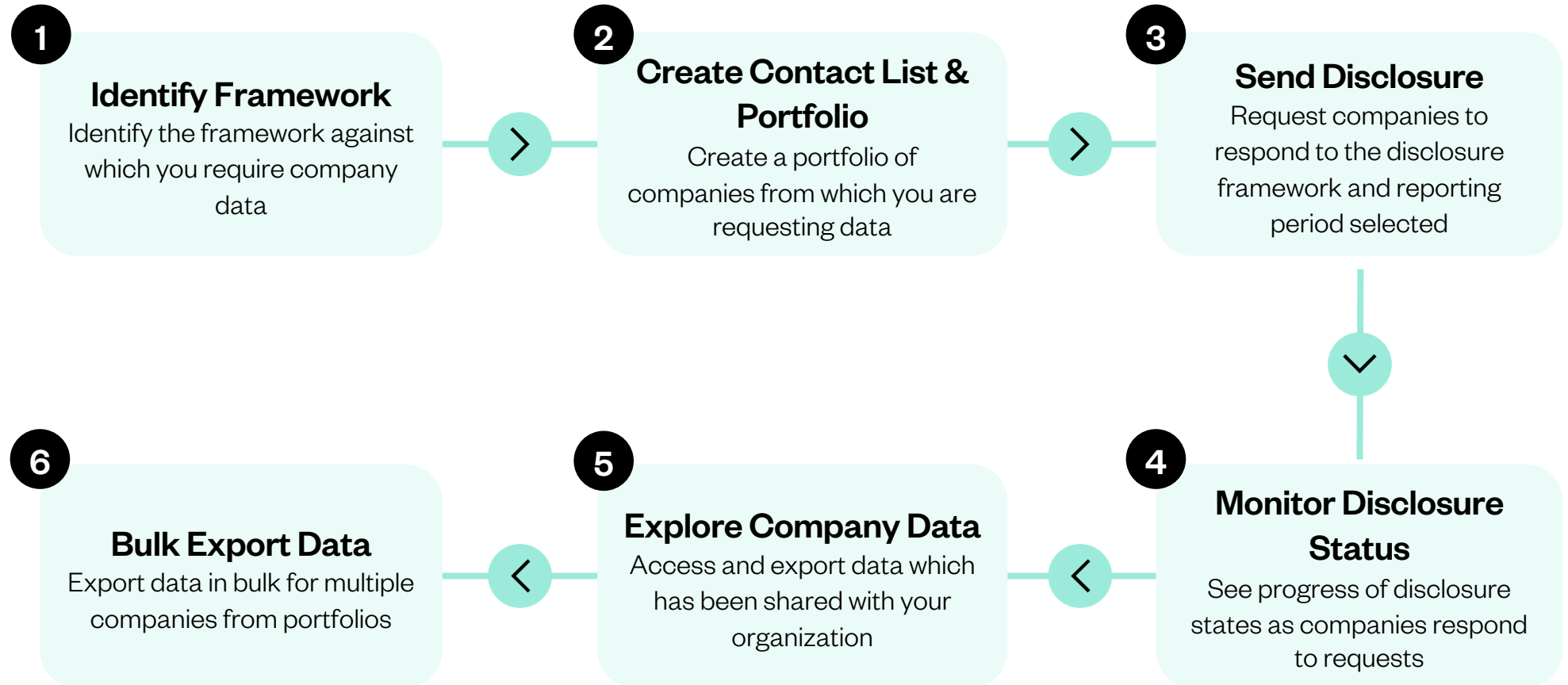
See your user type under Organization Settings.

‘Admin’ users can edit and share disclosures while standard ‘Users’ can only edit draft disclosures.

Contact the ESG Book team [here](#) if you would like to assign a user to ‘Admin’.

# How to Send Disclosure Requests to Companies

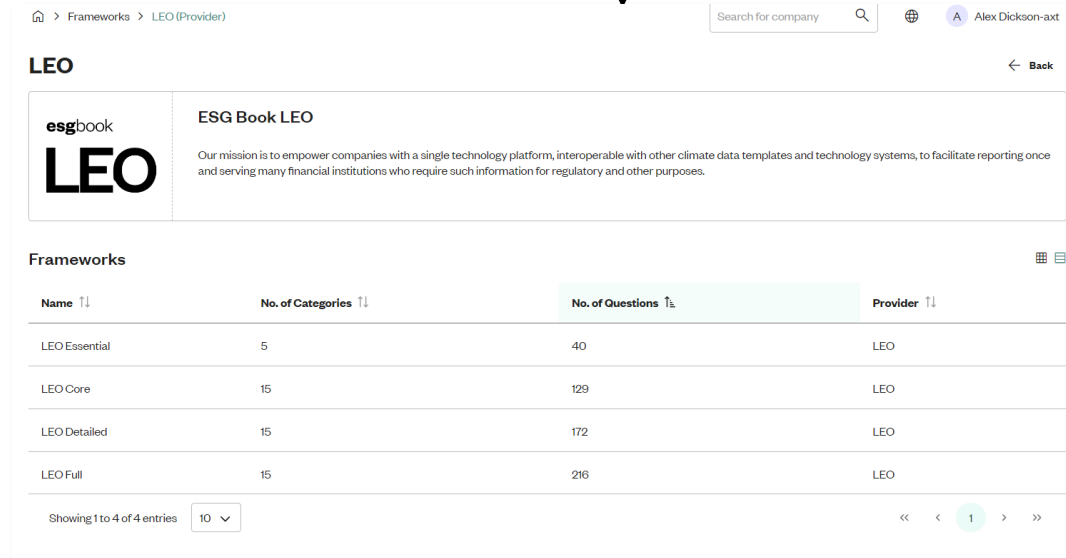
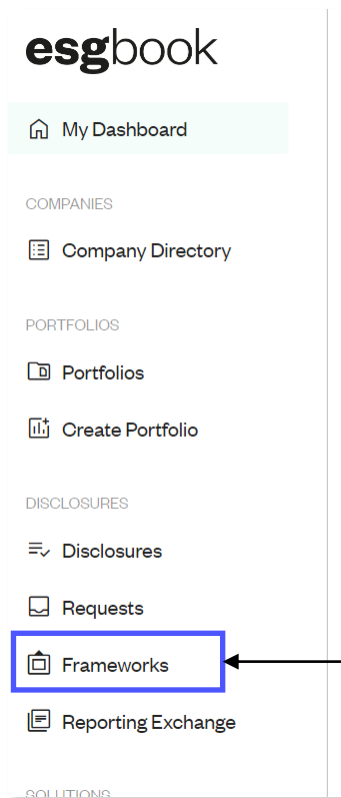
# How to request disclosures from companies



# Identify the framework against which you require company data

1

Explore modules on the LEO framework page, including underlying questions.



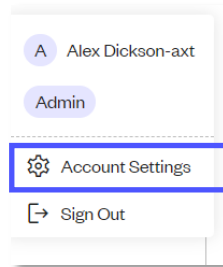
Explore available frameworks on the ESG Book platform for data requests.



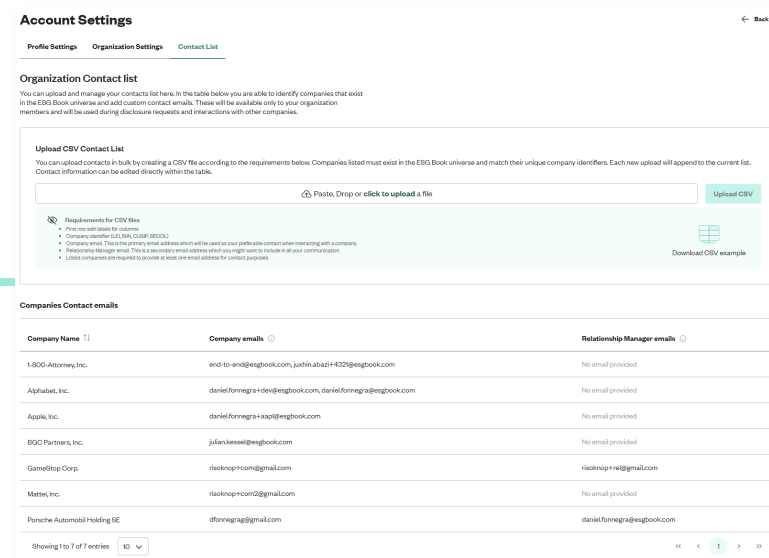
# Optional: Create a contact list for data requests to go directly to external email addresses

2

Go to Account Settings from the homepage



Create contact email addresses for organizations from which you require data through CSV file



This is an optional step to enable bank users to notify clients of requests before they have joined the platform. This does not send a notification to a client until a data request has been shared with that organization



# Send disclosure requests

3

Navigate to the 'Companies' tab of the Portfolio and select all the companies from which you want to request data.

Specify the framework and reporting period.

Test Portfolio Private

Overview ESG Performance Score Risk Score Temp. Score Companies Settings

Portfolio Companies

Select Framework: Select from over 90+ Frameworks on Platform

Select Reporting Start and End Year: Start date - End date

Total Portfolio Companies: 7 Disclosed Portfolio Companies: 7 Undisclosed Portfolio Companies: 0

Portfolio Scores Table

Details ESG Performance Score Categories Risk Score Risk Exposure Flags Preference Scores Temperature Scores

7 companies selected

Name	Country	Sector	Region	Industry	Market Cap	Disclosed	V
EnBW Energie Baden-Württemberg AG	Germany	Utilities	Europe	Electric Utilities	Large	Yes	1
EnBW Energie Baden-Württemberg AG	Germany	Utilities	Europe	Electric Utilities	Mid	Yes	1
E.ON SE	Germany	Utilities	Europe	Electric Utilities	Large	Yes	1
Innogy SE	Germany	Utilities	Europe	Alternative Power Generation	Large	Yes	1
MVV Energie AG	Germany	Utilities	Europe	Electric Utilities	Mid	Yes	1
RWE AG	Germany	Utilities	Europe	Electric Utilities	Large	Yes	1
Uniper SE	Germany	Utilities	Europe	Electric Utilities	Large	Yes	1

Callout: Click 'Send Requests'

### New Request

Please complete the following form to specify the framework and reporting period for your request.

**Framework \***

Select from over 90+ Frameworks on Platform

**Reporting Period Name \***

Free text

**Reporting Period \***

01/01/2023 - 31/12/2023

\* Mandatory field

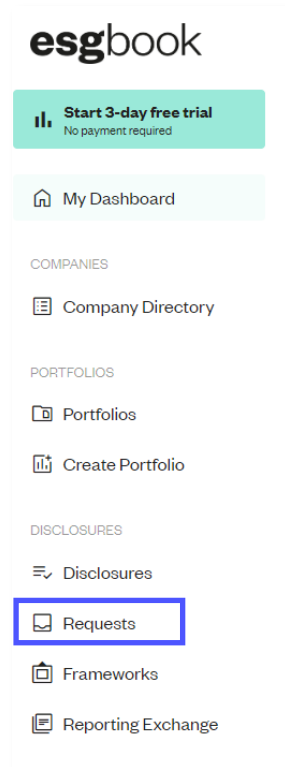
Close Previous **Send Request**

Once the form is complete, click 'Send Request'.

# Monitor disclosure status

4

View the state of the disclosure request on this page.



Open    Started    Answered

Home > Requests

🌐
A Alexander Dickson

### Requests

Explore the ESG performance and disclosures of companies listed across all the world's major stock indices. ESG Book allows for cross functional, auditable and simultaneous collaboration on preparing internal ESG data and KPIs for reporting cycles.

Received Requests
Sent Requests

0 filters selected Hide Filters

State ▼

Select one or more Companies ▼

Select one or more Frameworks ▼

Reporting Start date 📅

Reporting End date 📅

State	Recipient Company	Framework Name	Rep. Period Name	Reporting Period	Created Date	
Open	Encavis AG	Climate Data Pilot	2022	01/01/2021 - 01/01/2022	12/12/2023 17:48	🗑️
Open	Électricité de France SA	LEO Essential	2022	01/01/2022 - 31/12/2022	16/05/2024 10:01	🗑️
Open	7C Solarparken AG	Climate Data Pilot	2022	01/01/2021 - 01/01/2022	12/12/2023 17:48	🗑️

Navigate to the 'Requests' tab of the platform.

# Explore company data

**5** Navigate to the 'Requests' tab of the platform and open a company disclosure which has been 'Answered'.

**Requests**

Explore the ESG performance and disclosures of companies listed across all the world's major stock indices. ESG Book allows for cross-functional, auditable and simultaneous collaboration on preparing internal ESG data and KPIs for reporting cycles.

Received Requests Sent Requests + New Request

0 filters selected Hide Filters

State Select one or more Companies Select one or more Frameworks

Reporting Start date Reporting End date

State	Recipient Company	Framework Name	Rep. Period Name	Reporting Period	Created Date
Open	RWE AG	LEO Essential	2022	01/01/2022 - 31/12/2022	16/07/2024 17:02
Answered	RWE AG	LEO Essential	2022	01/01/2022 - 31/12/2022	16/07/2024 14:16

Explore disclosures directly on the platform or export as a CSV file or JSON.

**LEO Essential 2022 Disclosure** Private

Complete your disclosure by responding to the questions below. If you have a disclosure available from a previous year, you can use this content by prefiling a single question or the entire questionnaire. You can choose to fill in as many questions as you would like.

Disclosure Type: Corporate Disclosure Rep. Period Name: 2022 Reporting Period: 01/01/2022 - 31/12/2022 Latest Update: 16/07/2024 15:41

Disclosure State View Evidence 2 Export Disclosure

Draft state Review state Completed state Invite users to your Organization

**Framework Questionnaire**

All Questions: 20 Answered: 8 Unanswered: 12

Search Question or External ID

**Absolute Scope 1 emissions**

# 2.1.1

Absolute Scope 1 emissions Guidance

89,600,000 t CO<sub>2</sub>-e

2022 Annual Report - p82 2022 Annual Report - p82 2022 Annual Report - p279

**Export Disclosure**

Please select the type of format, in which you want to export the Disclosure.

Select Export Format

JSON file with Evidence

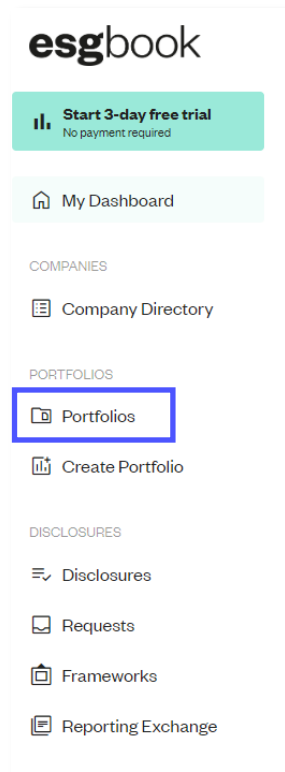
CSV file with Evidence

Cancel Export

# Bulk export data

6

Navigate to a specific Portfolio of companies.



Navigate to the 'Companies' tab of a Portfolio and specify parameters for the bulk disclosure export (framework, reporting start, and end year).

**Test Portfolio** Shared

Overview ESG Performance Score Risk Score Temp. Score **Companies** Data Settings

Portfolio Companies

Select Framework: Sustainability Framework

Select Reporting Start and End Year: 2022 - 2022

Total Portfolio Companies: 29 | Disclosed Portfolio Companies: 12 | Undisclosed Portfolio Companies: 17

**Bulk Disclosures Export**

Portfolio Scores Table

Details	ESG Performance Score	Categories	Risk Score	Risk Exposure Flags	Preference Scores	Temperature Scores
29 companies selected						
Name	Country	Sector	Region	Industry	Market Cap	Disclosed
<input type="checkbox"/> 3M Co.	United States	Health Technology	North America	Medical Specialties	Large	Yes
<input checked="" type="checkbox"/> Adobe, Inc.	United States	Technology Services	North America	Packaged Software	Mega	No

**Bulk Disclosures Export**

Portfolio Name: **Test Portfolio** | Disclosed Companies: **18**

We are exporting the latest available disclosure per company, for the selected framework and reporting year range. You will receive a folder in your downloads, with all the datapoints reported by the companies in this portfolio.

Please select the type of format, in which you want to export the Disclosures.

**Select Export Format**

JSON file(s)

CSV file(s)

**Bulk Export**

Specify whether to export to JSON or as a CSV file.

# How to Respond to Disclosure Requests

# Locate disclosure requests





# Locate disclosure requests

**1a** Data requests from organizations appear on and can be actioned directly from the platform dashboard.

The screenshot shows the ESG Book dashboard. At the top, there's a navigation bar with a search bar and user profile. Below that, a 'Dashboard Actions' section contains a notification: 'You have a pending Request from Test Bank 2! LEO Essential is loaded and ready for you to begin your disclosure.' A '+ New Disclosure' button is visible in the top right. Below the notification is a table titled 'Latest Requests' with columns: State, Sender Organization, Framework Name, Rep. Period Name, and Reporting Period. The first row shows 'Open' state, 'Test Bank 2' as the sender, 'LEO Essential' as the framework, '2022' as the period, and '01/01/2022 - 31/12/2022' as the reporting period. A blue box highlights the 'Test Bank 2' cell. To the right of the table is an 'Answer Request' button, also highlighted with a blue box. A 'View All' link is below the table. On the right side of the dashboard, there's a 'My Organization' section for 'RWE AG' with various sub-sections and statistics (3 Frameworks, 3 Disclosures, 17 Datapoints).

See which organization has shared the requests.

Answer the latest disclosure request.

**i** Requests from multiple organizations on the same framework can be answered in one disclosure

# Disclosure request notifications



Dear customer,

Your company **RWE AG** has been invited to disclose sustainability data on ESG Book.

**Request details:**

Sent from	<a href="mailto:alexander.dickson+testbank@esgbook.com">alexander.dickson+testbank@esgbook.com</a>
Framework	LEO Essential
Reporting period	2022: from 01/01/2022 to 31/12/2022

**Access ESG Book**

<p><b>New to ESG Book?</b></p> <p>Sign up to ESG Book platform and claim your entity</p> <p>By registering on ESG Book, you can access, edit, and share your sustainability data at any time. By creating an organization, you can invite more colleagues to assist you in reporting and answer unlimited requests with just a few clicks.</p> <p><a href="#">SIGN UP</a></p>	<p><b>Already registered?</b></p> <p>Answer the disclosure request on platform.</p> <p>You can complete your open request from your disclosures page.</p> <p><a href="#">VIEW MY REQUEST</a></p>
---	--

Users in an organization group associated with a corporate Entity will receive an email alert for all new disclosure data requests.

**i** Click on **View my Requests** to view the the Requests Page.

# Manage and monitor disclosure requests

## 1c View all disclosure requests on the 'Requests' tab

esgbook

Requests

Search for company

Alex Dickson-axt

**Received Requests**

Explore the ESG performance and disclosures of companies listed across all the world's major stock indices. ESG Book allows for cross functional, auditable and simultaneous collaboration on preparing internal ESG data and KPIs for reporting cycles.

0 filters selected

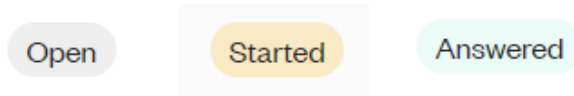
State Select one or more Frameworks Reporting Start date Reporting End date

State	Sender	Sender Organization	My Company	Framework Name	Rep. Period Name	Reporting Period	Created Date
Started	alexander.dickson+testbank2@e...	Test Bank 2	RWE AG	LEO Essential	2022	01/01/2022 - 31/12/2022	16/05/2024 10:07
Open	alexander.dickson+testbank@esg...	Test Requestor	RWE AG	LEO Essential	2022	01/01/2022 - 31/12/2022	16/05/2024 10:00

Monitor Received requests to disclose through the **Received** panel.

Click to answer requests.

### Monitor disclosure request states



KYC approved users on platform can **Request** corporates to disclose data

Corporates can **Answer** these Requests by completing a new disclosure based on the requested framework or allowing requesters access to privately disclosed data

# Review request and create disclosure

## 2 Review framework request and select 'Create Disclosure'

**Answer Request** ×

To answer this request you can create a New Disclosure or respond with an existing one.

Create a new disclosure
Answer with an existing disclosure

**Company \***

**Framework \***

**Reporting Period Name \***

**Reporting Period \***

—

\* Mandatory field

Cancel
Create Disclosure

Disclose against requested frameworks by creating a new disclosure or answer with an existing disclosure.

- Company you are representing
- Requested framework of data fields
- Reporting period name
- Time of reporting period
- Start draft disclosure

# Navigate disclosure and smart pre-fill

## 3 Select 'Smart Prefill' to pre-populate public data

The screenshot displays the ESG Book interface for the 'LEO Essential 2022 Disclosure'. The left sidebar contains a 'Framework navigation panel' with categories like 'Basic Information', '0.2 Sector', '0.4 Financials', '0.4.2 Reporting currency', '0.4.3 Total Enterprise Valuation', '0.6 Reporting Information', 'GHG Emissions', 'Commitments and Targets', and 'Transition Plan'. The main content area shows the 'Disclosure State' (Draft state) and the 'Framework Questionnaire' for 'Reporting currency'. A 'Smart Prefill' button is highlighted in a blue box. A callout box explains that Smart Prefill automatically populates disclosures using data from other frameworks. A 'Smart Prefill' modal is open, showing a 'Prefill linked Indicators from across other Frameworks!' message and a 'Prefill Disclosure' button. A callout box at the bottom explains that pre-filling pulls in data points and supporting evidence from other ESG Book frameworks.

Framework navigation panel

Pre-filling the disclosure pulls in data points and supporting evidence from other ESG Book frameworks which have been mapped to the relevant data fields

# Verify pre-filled data and enter new disclosure data

## 4 Verify data which was pre-filled from public sources and enter additional information

The screenshot displays the ESGBOOK interface for a disclosure form titled "LEO Essential 2022 Disclosure". The form is in a "Draft state" and includes a "Framework Questionnaire" with 20 questions, 8 answered, and 12 unanswered. The "GHG Emissions" section is highlighted, showing questions 2.1.1, 2.1.2, and 2.1.3. Question 2.1.3, "Sector with material share of Scope 3 emissions", is selected, and the "Yes" radio button is checked. Below this question, the "Absolute Scope 3 emissions" field is filled with "22,100,000" t CO<sub>2</sub>-e. The "Smart Prefill" feature is highlighted with a blue box, showing the pre-filled data and the underlying source evidence, which is a "2022 Annual Report - p279".

Verify data which has been pre-filled from existing mapped data for public companies.

Access the underlying source evidence of each datapoint.

# Provide supporting evidence

## 5a Select 'Manage Evidence'

The screenshot shows the 'LEO Essential 2022 Disclosure' page. The 'Manage Evidence' button is highlighted. The questionnaire question is 'Sector with material share of Scope 3 emissions'. The answer options are 'Yes', 'No', and 'Unclear'. The '2022 Annual Report - p279' file is selected as evidence. The 'Add Evidence' modal is open, showing the 'Attach File' field with the selected file.

**Manage Evidence** ✕

View all the documents that have been added to this disclosure.

⚠ Please note that by deleting a document you will be deleting all linked instances you have added in individual questions of this disclosure.

Attached File Name	Author	Created	Actions
SBTI Companies Taking Action 2023-08-26.csv	alexander.dickson+rwe@esgbook.com	16/07/2024 17:26	
2022 Annual Report	alexander.dickson+rwe@esgbook.com	16/07/2024 17:26	

**Close**

**Add Evidence** ✕

Attach or select an evidence that can be used as a reference for any answer in the disclosure.

**Upload new Evidence** **Select from existing Evidences**

**Attach File \***

Paste, Drop or click to upload a file

Please upload a file up to 100MB, in one of the following formats: PDF, PNG, JPEG, JPG.

**Page Number**

Add evidence page number for reference

**Reference snippet**

Free text

\* Mandatory field

**Cancel** **Add Evidence**

Upload a file as evidence to complement disclosed information

# Audit history of disclosures

Click 'View Answer History' to see which users have updated completed or draft disclosures.

## 5b Select 'View Answer History'

**i** In addition to prefilling disclosures based on historical or other disclosures, users can also view the **Answer History** of individual datapoints

The screenshot shows the ESGBOOK interface for the 'LEO Essential 2022 Disclosure'. The page is divided into several sections: a top navigation bar with a search bar and user profile; a left sidebar with navigation options; a main content area with a disclosure state section (Draft, Review, Completed) and a framework questionnaire. The questionnaire includes sections for 'Basic Information', 'GHG Emissions', and 'Sector with material share of Scope 3 emissions'. A blue box highlights the 'View Answer History' button in the top right corner of the questionnaire section.

The 'Answer History' modal window displays a table with the following data:

Select	Label	Author	Created
<input checked="" type="radio"/>	2022	alexander.dickson+rwe@esgbook.com <alexander.dickson+rwe@esgbook.com>	16/07/2024 17:26
<input type="radio"/>	2022	alexander.dickson+rwe@esgbook.com <alexander.dickson+rwe@esgbook.com>	16/07/2024 15:39
<input type="radio"/>	2022	alexander.dickson+rwe@esgbook.com <alexander.dickson+rwe@esgbook.com>	16/07/2024 11:34
<input type="radio"/>	2022	richard.knop@esgbook.com <richard.knop@esgbook.com>	16/07/2024 11:24
<input type="radio"/>	2022	richard.knop@esgbook.com <richard.knop@esgbook.com>	16/07/2024 11:21

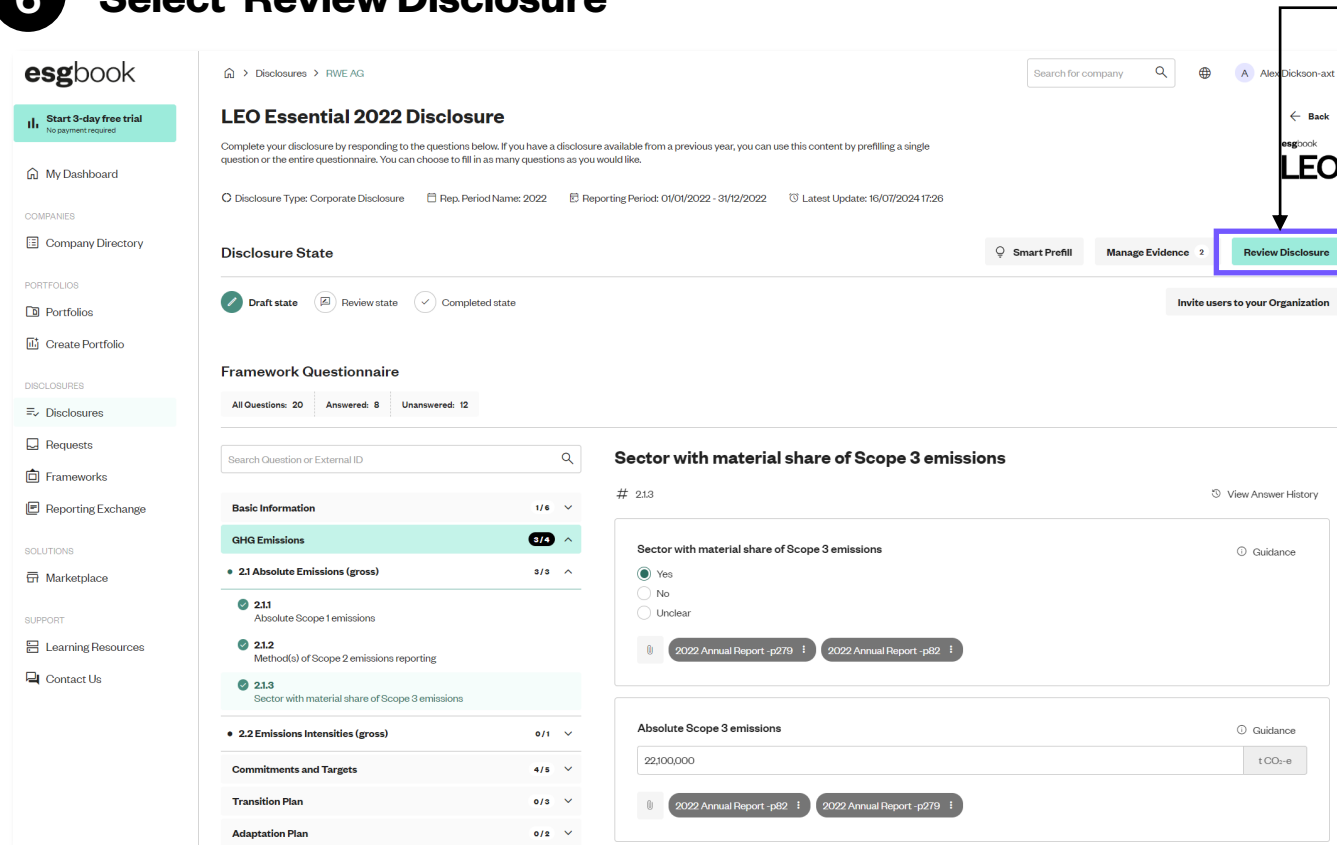
Buttons: Close, Prefill from Answer History



# Review draft disclosure

Click 'Review Disclosure' to complete the draft and request review by an Admin user.

## 6 Select 'Review Disclosure'



Any user in an organization can update the status of the disclosure to Review Disclosure once questions have been preliminarily answered.

This allows the disclosure to be reviewed by for Administrator users before the step of sharing the disclosure.

**i** Please see the Organization Management section for instructions on nominating roles and responsibilities for users

# Publishing a new or updated disclosure

## 7a Select 'Complete Disclosure'

esgbook

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Disclosures > RWE AG

Search for company

Alex Dickson-axt

### LEO Essential 2022 Disclosure

Complete your disclosure by responding to the questions below. If you have a disclosure available from a previous year, you can use this content by prefiling a single question or the entire questionnaire. You can choose to fill in as many questions as you would like.

Disclosure Type: Corporate Disclosure | Rep. Period Name: 2022 | Reporting Period: 01/01/2022 - 31/12/2022 | Latest Update: 16/07/2024 18:22

Disclosure State: **Complete Disclosure** (highlighted)

Draft state | Review state | Completed state

Invite users to your Organization

#### Framework Questionnaire

All Questions: 20 | Answered: 8 | Unanswered: 12

Search Question or External ID

Basic Information	1 / 6
GHG Emissions	3 / 4
Commitments and Targets	4 / 6
Transition Plan	0 / 3
Adaptation Plan	0 / 2

**Review your disclosure.**

To review your responses, you can navigate through the questionnaire in any order. To edit your questions, please select the Edit Disclosure button to revert to a draft state.

Complete Disclosure is the last stage of the Disclosure journey which is available to Admin users.

#### Complete and Manage Access

**Manage view access**

Please select privacy settings for sharing the data. By sharing this disclosure, you acknowledge that you are sharing data on behalf of ENGIE SA publicly or privately with the selected organisations and that you hold the suitable authority to do so.

**Private.** Disclosure visible to your organization or specified organizations

**Public.** Anyone on platform can view this disclosure

**You can share your Disclosure with selected organizations**

Please, search and add an organization

Enter organization name

Organizations with access to this Disclosure

Test Bank

Clear all

Cancel | Share

# Publishing a new or updated disclosure

## 7b Select 'Share'

Designate whether you wish to share the disclosure **privately** with selected organizations or **publicly** on the ESG Book platform for all users to see.

For private disclosures, add organizations you would like to share the disclosure with.

Existing requestors of the data appear in the field below.

### Complete and Manage Access

**Manage view access**  
Please select privacy settings for sharing the data. By sharing this disclosure, you acknowledge that you are sharing data on behalf of ENGIE SA publicly or privately with the selected organisations and that you hold the suitable authority to do so.

**Private.** Disclosure visible to your organization or specified organizations  
 **Public.** Anyone on platform can view this disclosure

**You can share your Disclosure with selected organizations**

Please, search and add an organization

Organizations with access to this Disclosure

Test Bank
Clear all

Cancel Share

Click 'Share' to complete the disclosure and notify requesting financial institutions for which you have provisioned access.

# Manage access to disclosure

Continually manage access to the disclosure through the 'Disclosures' page in case of new requests.

## 8 Navigate to the 'Disclosures' tab and manage access to private disclosures

The screenshot shows the 'Disclosures' page in ESG Book. At the top, there is a search bar for companies and a user profile for Alex Dickson-axt. Below the search bar is a '+ New Disclosure' button. The main content area features a 'Disclosures' section with a brief description: 'Explore the ESG performance and disclosures of companies listed across all the world's major stock indices. ESG Book allows for cross functional, auditable and simultaneous collaboration on preparing internal ESG data and KPIs for reporting cycles.' Below this, there are filter options for State, Frameworks, Disclosure type, and Privacy, along with date pickers for Reporting Start and End dates. A table lists three disclosures:

State	Company	Framework Name	Rep. Period Name	Reporting Period	Disclosure Type	Privacy	Latest Update
Completed	RWE AG	LEO Essential	2022	01/01/2022 - 31/12/2022	Corporate Disclosure	Private	07/05/2024 11:06
Review	RWE AG	LEO Essential	2022	01/01/2022 - 31/12/2022	Corporate Disclosure	Public	16/07/2022
Completed	RWE AG	LEO Core	2023	01/01/2023 - 31/12/2023	Corporate Disclosure	Private	15/07/2022

On the right side, a modal titled 'Share Disclosure "LEO Essential @ 2022"' is open. It contains a search bar for organizations and a list of organizations with access: 'Test Bank 2' and 'Test Requestor'. A 'Sharing Settings' button is highlighted in the modal, with an arrow pointing to the 'Share Disclosure' button in the table. A text box on the right explains: 'Flexibly add to the list of permitted organizations to view your disclosed data for private disclosures.'

# Get in Touch

Contact the ESG Book team today for enquiries including:

- Platform Demos
- Support on Platform Navigation
- Support on technical issues
- Access to additional services



## Helpdesk

Access the link [here](#)



## Website

[www.esgbook.com](http://www.esgbook.com)

