ESGPRO™



The EcoVadis Handbook

Assessment, Ratings and Commercial Value

Prepared by ESG Pro

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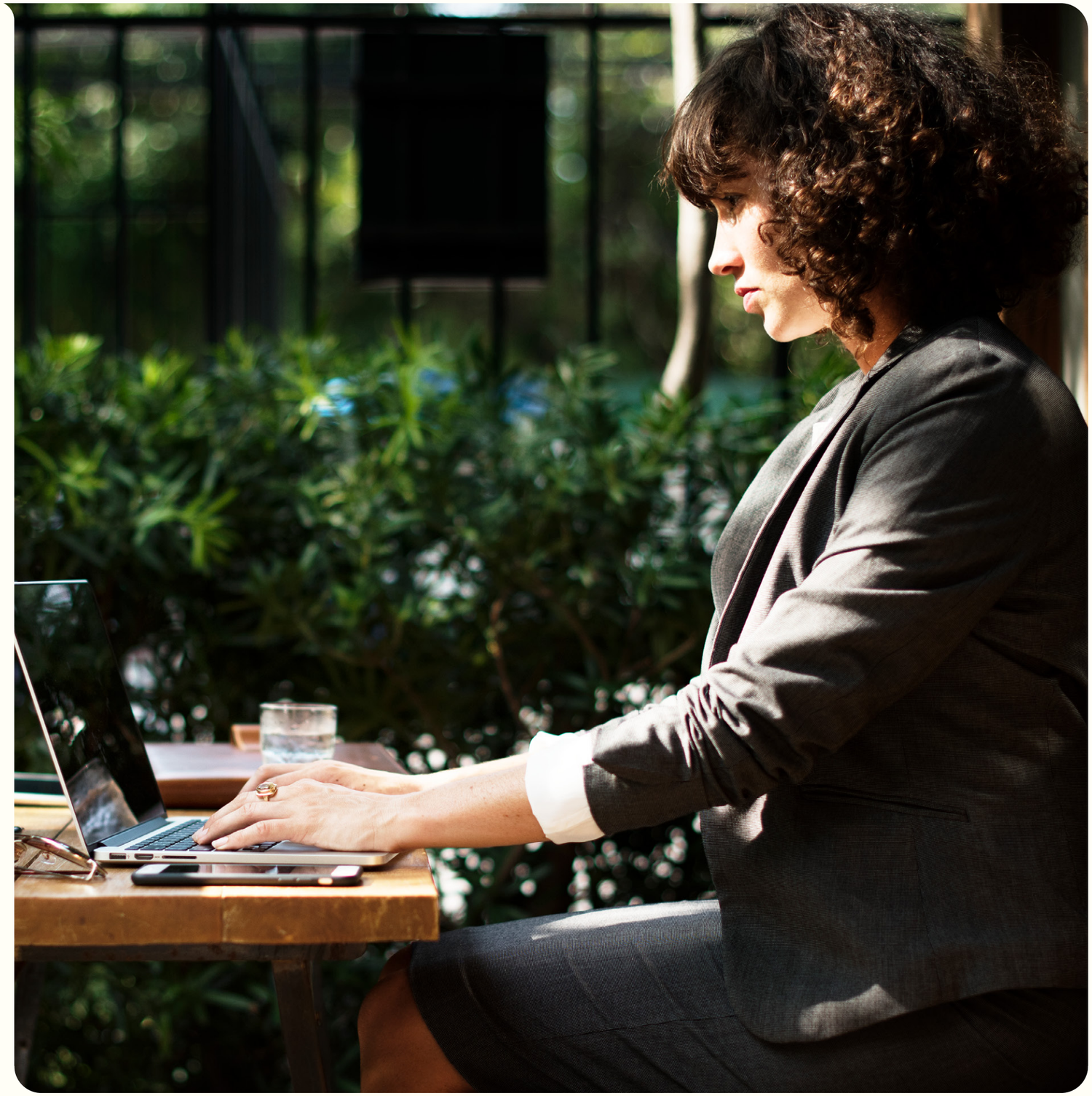
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DISCLAIMER

This document provides an overview of our company's services, processes, capabilities, and proposed ways of working. The information presented is intended to provide an initial understanding of our approach and may be subject to further discussion, clarification, and reasonable adjustments during the client onboarding process, taking into consideration the client's specific requirements and mutually agreed expectations.

01 Understanding EcoVadis

What is EcoVadis?

EcoVadis is a global sustainability ratings platform that assesses the quality of an organisation's sustainability management system.

The assessment considers whether the organisation has established clear commitments, implemented practical actions and measured meaningful results across four sustainability themes: Environment, Labour and Human Rights, Ethics, Sustainable Procurement.

The questionnaire is tailored to the organisation's industry, size, operating locations and relevant sustainability impacts. Declarations are only recognised where suitable supporting evidence is provided, while external information may also be considered through the EcoVadis 360° Watch process.

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Relevant to your organisation

The questionnaire reflects the sustainability risks and impacts associated with your business activities, size and operating context.

Led by evidence

EcoVadis analysts review documents such as policies, procedures, training records, certificates, audit reports and performance indicators.

Clear performance insight

The scorecard presents an overall rating, individual theme scores, recognised strengths and priority areas for improvement.

Designed to be shared

Rated organisations can share their scorecards with approved customers, procurement teams and business partners.

4 sustainability themes

7 management indicators

21 sustainability criteria

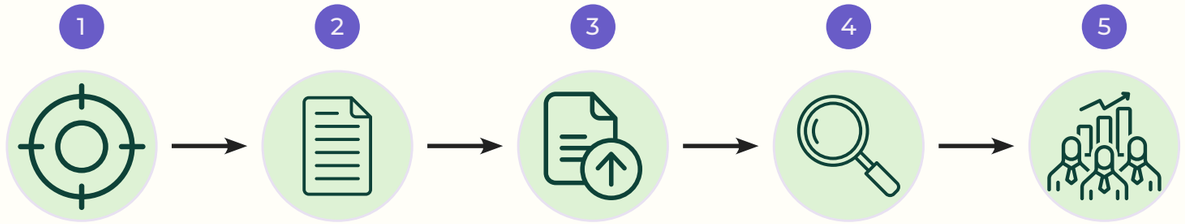
1 shareable scorecard

A rating, not a certification

An EcoVadis Medal or Badge recognises performance under the EcoVadis methodology. It is not a certification or an endorsement of the organisation, its products or its services.

How the EcoVadis rating process works

The assessment journey can be understood through five connected stages.



1 Define the assessment scope

Confirm which organisation is being assessed and whether the rating applies at group, legal entity or site level.

2 Receive the tailored questionnaire

EcoVadis uses the company profile to identify the themes, criteria and questions relevant to the organisation's industry, size and operating locations.

3 Complete and support each declaration

Answer the questionnaire and connect each declaration to formal, current and credible supporting evidence.

4 Independent analysis

EcoVadis analysts review the submitted evidence, apply the scoring methodology and consider relevant external information.

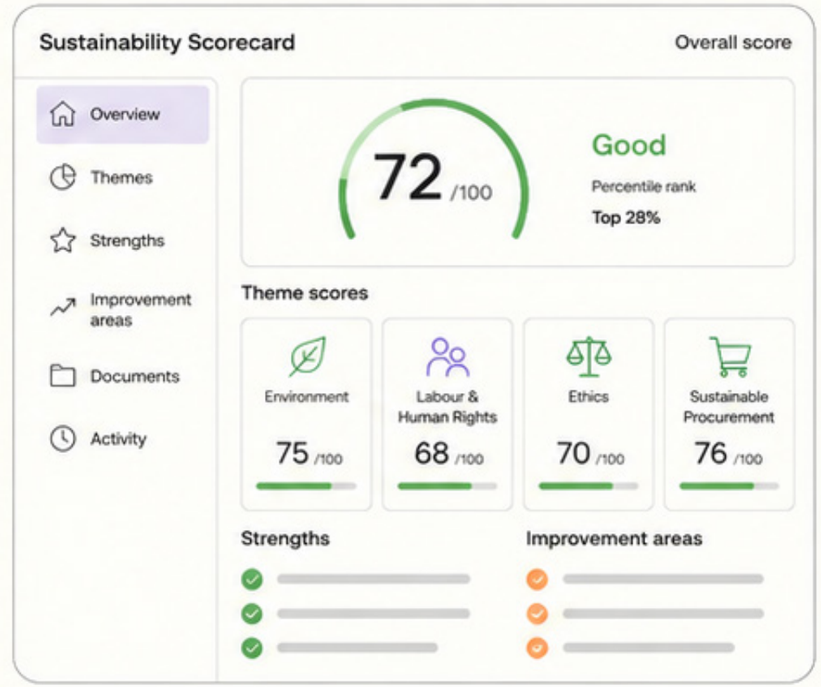
5 Receive, share and improve

Access the scorecard, theme results, strengths and improvement areas. These findings can then support a corrective action plan and continued improvement.

ESG Pro insight

> "Strong EcoVadis results are built before submission."

Effective preparation begins with the correct assessment scope, a detailed gap analysis and an organised evidence library. Completing the questionnaire should be the final stage of preparation, not the beginning.

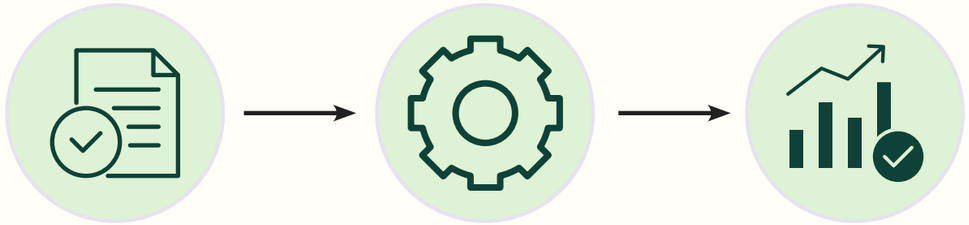


Assessment timescales vary according to organisational readiness, evidence quality and current EcoVadis review volumes.

How EcoVadis evaluates a sustainability management system

EcoVadis assesses how effectively sustainability is managed across an organisation. The rating is not based on individual initiatives alone. It considers whether commitments have been formalised, actions have been implemented and performance is being measured.

These elements are organised into three connected management layers.



Commit
Policies

Implement
Actions

Demonstrate
Results

Policies
Defining commitments and direction

Policies demonstrate the organisation's formal approach to sustainability. They may include written commitments, objectives, targets, governance responsibilities and recognised external principles.

Actions
Turning commitments into practice

Actions show how policies are implemented through procedures, training, operational controls, certifications and other practical measures.

Results
Demonstrating progress and performance

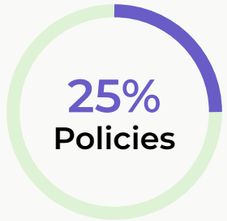
Results provide evidence of what the organisation is achieving through performance reporting, measurable indicators and relevant findings from external sources.

A rating, not a certification

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How the assessment indicators shape the score

Each management layer contains specific indicators that contribute to the theme score. Under the standard methodology, the weighting is divided across Policies, Actions and Results.



Policies: 20%

Coverage considers how widely measures and certifications are deployed across the assessment scope. Its treatment varies according to company size.

Endorsements: 5%

Participation in recognised external sustainability principles or initiatives.



Measures: 24%

Procedures, training, equipment and other actions implemented to support sustainability commitments.

Certifications: 16%

Relevant certificates, labels and qualifying external audits.

Coverage

Coverage considers how widely measures and certifications are deployed across the assessment scope. Its treatment varies according to company size.



Reporting: 14%

The quality, relevance and scope of reported sustainability performance indicators.

360° Watch: 21%

Relevant positive and negative information identified through qualified external sources.

The weighting above matches the standard methodology for Small, Medium and Large organisations. Extra Small organisations use an adjusted scoring formula, which we can explain later in the guide.



02 EcoVadis methodology

The four sustainability themes

Environment

Labour and Human Rights

Ethics

Sustainable Procurement



Example EcoVadis scorecard:
Each theme receives its own score and level of impact on the overall rating.



How the EcoVadis assessment is structured

EcoVadis applies the seven management indicators across the sustainability themes relevant to the organisation.

The indicators examine how sustainability commitments are established, implemented, deployed and reported. The four themes determine which environmental, social, ethical and procurement matters are assessed.

Together, these elements provide a structured view of the organisation's sustainability management system.

	Environment	Labour and Human Rights	Ethics	Sustainable Procurement
1 Policies	●	●	●	●
2 Endorsements	●	●	●	●
3 Measures	●	●	●	●
4 Certifications	●	●	●	●
5 Coverage	●	●	●	●
6 Reporting	●	●	●	●
7 360° Watch	●	●	●	●

One framework, four perspectives

The same management indicators are considered across each activated theme. This allows EcoVadis to examine both the breadth of the management system and the quality of its implementation.

02 EcoVadis methodology

How activated criteria shape your questionnaire

EcoVadis has defined 21 sustainability criteria across its four themes. Not every criterion applies to every organisation.

During registration, EcoVadis considers the organisation's size, industry classification and operating locations. This determines which criteria are activated and therefore which sustainability matters receive the greatest attention in the questionnaire. The activated criteria can be viewed within the organisation's Industry Risk Profile on the EcoVadis platform.

Environment

Operations

- Energy Consumption and GHG
- Water
- Biodiversity
- Air Pollution
- Materials, Chemicals and Waste

Products

- Product Use
- Product End of Life
- Customer Health and Safety
- Environmental Services and Advocacy

Labour and Human Rights

Human Resources

- Employee Health and Safety
- Working Conditions
- Social Dialogue
- Career Management and Training

Human Rights

- Child Labour, Forced Labour and Human Trafficking
- Diversity, Equity and Inclusion
- External Stakeholder Human Rights

Ethics

- Corruption
- Anti competitive Practices
- Responsible Information Management

Sustainable Procurement

- Supplier Environmental Practices
- Supplier Social Practices

Manufacturing profile

More operational and product related environmental criteria may be activated.

Office based profile

The assessment generally concentrates on fewer direct environmental impacts and greater relevance within social, ethical and procurement topics.

How EcoVadis questionnaire questions are generated

Each EcoVadis questionnaire is customised to the organisation being assessed. Its questions reflect the company's industry, size, operating locations and activated sustainability criteria.

Within each activated criterion, questions are organised according to the relevant management indicators. Companies select the answer options that reflect their existing practices and connect each declaration to suitable supporting evidence.

EcoVadis confirms that evidence must be attached to the relevant answer option. Documents that are uploaded but not correctly linked will not be considered during the assessment.

From company profile to questionnaire question

Company profile
The organisation's industry, size, operating locations and assessment scope are confirmed.

Activated criteria
EcoVadis identifies the sustainability matters that are relevant to the organisation's activities and risk profile.

Management indicator
Each activated criterion is examined through the applicable indicators, such as Policies, Measures, Certifications or Reporting.

Question and answer options
The questionnaire presents recommended practices that the organisation may select where they genuinely apply.

Supporting evidence
Selected options must be linked to formal, relevant and credible documents that demonstrate the practice described.



02 EcoVadis methodology

Worked example: Activated criterion: Employee Health and Safety

Policies

Question type

Does the organisation have formal health and safety commitments, objectives or targets?

Possible evidence

Health and safety policy, documented objectives or approved improvement targets.

Measures

Question type

Which procedures, training activities and risk controls are implemented to protect employees?

Possible evidence

Risk assessments, training records, emergency procedures or incident prevention programmes.

Reporting

Question type

Which health and safety performance indicators are monitored and reported?

Possible evidence

Incident dashboards, lost time injury frequency data or annual performance reporting.

Other questions may relate to Endorsements and Certifications. Coverage is directly assessed for Large organisations, while 360° Watch considers information obtained from qualified external sources.

Select and link evidence carefully

One eligible document can support several relevant answer options. However, every assessment is limited to 55 documents, so the evidence library should prioritise documents that are complete, credible and genuinely integrated into the organisation's management system. EcoVadis does not accept artificially combined files created to bypass the document limit.



03 Scoring and recognition

How evidence becomes an EcoVadis score

EcoVadis analysts review the evidence attached to each selected answer option and assess whether it meets the methodology requirements.

The accepted evidence contributes to management indicator scores within each sustainability theme. These indicator scores are then weighted to calculate the theme scores, which combine to produce the overall EcoVadis score.

Evidence review

Analysts assess whether the submitted documents are eligible, relevant to the selected declaration and applicable to the organisation under assessment.

Indicator scoring

Each management indicator within each theme is evaluated using defined scoring guidelines.

Theme scoring

The weighted indicator results produce separate scores for Environment, Labour and Human Rights, Ethics and Sustainable Procurement.

Overall scoring

The theme scores are combined according to their relative materiality weights to produce an overall score from 0 to 100.

Indicator scoring scale

0	25	50	75	100
Insufficient	**Partial**	**Good**	**Advanced**	**Outstanding**
No meaningful evidence of an established management approach.	Some relevant elements are present, but important gaps remain.	The main activated criteria are supported by acceptable practices.	Detailed and well developed practices address the activated criteria.	Comprehensive, mature and recognised practices are demonstrated.

EcoVadis uses the 0, 25, 50, 75 and 100 scale for management indicator scoring.

Indicator scores are not the final score

Indicator scores use five set levels. Theme and overall scores are weighted on a 0 to 100 scale, so they are not limited to multiples of 25.

The calculation varies by company size

EcoVadis adjusts the questionnaire and scoring for XS, S, M and L organisations. The next section explains these differences and the treatment of Coverage.

03 Scoring and recognition

How your company profile shapes the assessment

EcoVadis does not apply one identical assessment to every organisation. The questionnaire and scoring methodology are adapted to the company's industry, operating locations and size.

These factors influence which sustainability criteria are activated, how strongly each theme contributes to the overall score and which scoring requirements apply.

Industry

The organisation's principal business activity determines which sustainability impacts and criteria are considered most relevant.

Location

Country risk reflects the environmental, social, human rights and governance conditions connected with the organisation's headquarters and operations.

Company size

The questionnaire and scoring treatment are adjusted to reflect the resources, complexity and management structure expected from organisations of different sizes.

Higher relevance means greater influence

Each sustainability theme receives a materiality weight based on the organisation's profile. A highly weighted theme contributes more strongly to the overall score, helping the assessment concentrate on the sustainability matters most relevant to the organisation.

Four company size categories

XS

1 to 25 employees

Uses a simplified scoring formula. Endorsements are not assessed, Reporting is not assessed within Ethics and Sustainable Procurement, and Coverage is not assessed. Measures and Certifications use a 65% and 35% split.

S

26 to 99 employees

Uses the standard management indicator weights. Coverage is not directly assessed and is automatically set at 50.

M

100 to 999 employees

Uses the standard management indicator weights. Coverage is not directly assessed and is automatically set at 50.

L

1,000 or more employees

Actual Coverage is assessed and acts as a multiplying factor, reflecting how widely measures and certifications are deployed across the assessment scope.

EcoVadis is not only for large organisations

Approximately 30% of the companies ESG Pro supports with EcoVadis are Extra Small organisations, commonly employing between 7 and 10 people. The adjusted methodology recognises that a small business will not have the same management systems, reporting resources or operational complexity as a multinational organisation.

Benchmarking, medals and badges

The EcoVadis scorecard provides several ways to understand performance. It is important to distinguish between contextual benchmarking and the percentile ranking used to determine Medal eligibility.

How benchmarking works

Peer benchmarking

The interactive benchmarking tool helps organisations compare their scores with relevant peer groups. Comparisons may be viewed by:

- Industry
- Country or region
- Company size
- Overall and individual theme scores

Medal percentile ranking

The percentile displayed on the EcoVadis scorecard is used to determine Medal eligibility. It is not a comparison by industry, country, region or company size.

It compares the organisation's overall performance with all companies assessed by EcoVadis during the previous 12 months, across every industry. The percentile is calculated when the scorecard is published.





Committed Badge

An overall score of at least 45.



Fast Mover Badge

An overall score between 34 and 44, together with an improvement of at least 6 points compared with the previous assessment completed within an 18 month period.

Recognition depends on more than the overall score

To qualify for a Medal, an organisation must also:

- achieve at least 30 out of 100 in every sustainability theme
- remain eligible under EcoVadis industry and activity restrictions
- avoid disqualifying 360° Watch results
- satisfy the eligibility rules applying when the scorecard is published

The next section will explain how 360° Watch can affect both the score and recognition eligibility.

03 Scoring and recognition

How 360° Watch influences the assessment

EcoVadis supplements the evidence submitted by an organisation with relevant public information about its sustainability practices.

The 360° Watch process draws on more than 100,000 external sources, including regulatory bodies, courts, trade unions, non governmental organisations and credible media. Each relevant finding is reviewed by EcoVadis analysts before its impact is applied to the assessment.

From public information to assessment finding

Information identified

EcoVadis monitors qualified external sources for information connected with the assessed organisation.

Entity and relevance confirmed

Analysts determine whether the information relates to the correct assessed entity and whether it is relevant to an EcoVadis sustainability theme.

Impact classified

A finding may be classified as positive, negative or having no impact. Negative findings may be categorised as minor, major or severe.

Score impact applied

The finding contributes to the 360° Watch indicator score for the relevant theme and may influence both the theme score and recognition eligibility.

How findings are evaluated

Scale

The seriousness and magnitude of the potential or actual impact.

Scope

How widely the issue affects people, operations, locations or stakeholders.

Remediability

Whether the impact can be corrected and how effectively the organisation has responded.

Context

Mitigating and aggravating factors, including accountability, proportionality and stakeholder consensus, which EcoVadis added from January 2026.

Positive information can also contribute

360° Watch also considers positive findings that demonstrate meaningful sustainability progress.

Monitoring continues between assessments

Relevant public information identified after publication may appear as Live News and be reviewed during the next assessment.

How 360° Watch affects recognition eligibility

A strong overall score does not automatically guarantee an EcoVadis Medal or Badge. Recognition also depends on the 360° Watch indicator scores and the nature, severity and timing of relevant findings.

Medal eligibility

An organisation is not eligible for a Medal where:

- the 360° Watch indicator score is 0 in at least one sustainability theme
- the 360° Watch indicator score is 25 in at least two sustainability themes

EcoVadis also applies defined lookback periods and exceptions. These include separate provisions for Large organisations, meaning Medal eligibility should not be assessed using simplified case counts alone.

Badge eligibility

An organisation is not eligible for a Badge where it has at least one severe finding within:

- the previous five years for Environment, Labour and Human Rights or Sustainable Procurement
- the previous seven years for Ethics

Unlike Medal eligibility, cumulative minor and major case rules do not apply to Badges.

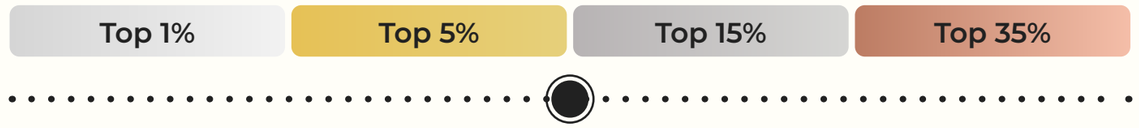
Worker Voice Connect

Severe Labour and Human Rights grievances that remain unresolved for more than three months may temporarily restrict Medal or Badge recognition until appropriate remediation is demonstrated.

Why there is no fixed Medal score

EcoVadis Medals are awarded by percentile rather than by permanent score thresholds.

The percentile is calculated when the scorecard is published and compares the organisation with all companies assessed during the previous 12 months. As the assessed population changes, the score needed to reach a particular percentile may also change. EcoVadis therefore does not publish fixed Medal score thresholds.



Maintaining recognition requires continued progress

A previous Medal score may not achieve the same percentile later. Continued improvement and resolving significant controversies remain essential.

04 Latest learnings

Choose the correct assessment scope from the start

The assessment scope defines the legal entity or entities included in an EcoVadis rating. Selecting the right scope is essential because the questionnaire, supporting evidence and final scorecard must all relate to the organisation being assessed.

EcoVadis recognises three assessment scopes: Group, Entity and Site. The most appropriate choice should reflect the organisation's legal structure, operational reality and relationship with the customer requesting the rating.

Understanding the three assessment scopes

Group

A legal entity with subsidiaries

- A Group assessment includes the parent organisation and all national and international subsidiaries within the selected scope.
- The resulting scorecard represents the Group as a whole and cannot automatically be applied to an individual subsidiary.

Entity

A legal entity without subsidiaries

- An Entity assessment covers one standalone legal organisation or a subsidiary that has no subsidiaries beneath it.
- The organisation may operate from one or several locations, provided those locations use the same legal entity name.

Site

A specific geographic location

- A Site assessment covers an individual facility or operating location that does not have its own separate legal entity name.
- The site is assessed using the legal name of its parent entity together with a site identifier.

Three questions to ask before confirming the scope

Who is requesting the rating?

Confirm whether the customer expects a Group, Entity or Site scorecard.

How is sustainability managed?

Consider whether policies, actions and reporting are managed centrally or separately across different businesses and locations.

Can the evidence represent the full scope?

Check whether your documents, performance data and certifications genuinely apply to the complete organisation being assessed.

Not every structure can be assessed independently

Brands, products, divisions without legal entity status and non operational holding companies are not normally eligible as standalone assessment scopes.

How assessment scope affects evidence and scoring

Supporting evidence must be relevant to the selected assessment scope. A strong policy, report or certificate may receive limited credit where it does not clearly demonstrate how the practice applies to the organisation being assessed.

Documents should be complete, current and connected to the correct company, site or Group.

What changes at each assessment level?

Group assessment

- Evidence should demonstrate how sustainability is managed across the subsidiaries included in the assessment.
- Documents or certifications that apply to only one part of the Group may not demonstrate Group wide implementation.
- For Large organisations, the Coverage indicator also considers how widely measures and certifications are deployed across the assessment scope.

Entity or Site assessment

- Group level policies and programmes may support an Entity or Site assessment where their applicability to the assessed organisation is clearly demonstrated.
- Group level performance data may be insufficient where the results for the assessed Entity or Site cannot be identified separately.

A Group scorecard does not replace a subsidiary scorecard

Where a customer requests a different legal entity or scope from the one already rated, a separate EcoVadis assessment may be required.

Scope check before submission

1. **Confirm the profile**
   Check the exact legal entity name and whether the EcoVadis profile shows Group, Entity or Site.
2. **Review organisational changes**
   Consider whether acquisitions, disposals, new subsidiaries or structural changes have affected the original scope.
3. **Map the evidence**
   Confirm which entities, employees, sites and operations are covered by each policy, action, KPI and certification.
4. **Identify evidence gaps**
   Look for areas where Group documents do not provide enough detail for an Entity or Site, or where local documents do not represent the full Group.
5. **Resolve scope issues early**
   Contact EcoVadis before beginning the questionnaire where the assigned scope appears incorrect or no longer reflects the organisation.

ESG Pro insight

Check scope before completing the questionnaire

Correcting the scope after the evidence library has been prepared can create duplicated work and leave important declarations unsupported. Confirming it at the beginning allows the questionnaire and document review to be planned around the correct organisation.

04 Latest learnings

Strong reporting requires more than collecting KPIs

Reporting demonstrates whether an organisation is actively measuring its sustainability performance and using reliable data to track progress.

EcoVadis looks beyond the existence of individual metrics. Reporting evidence must be current, relevant to the assessed organisation and sufficiently representative of the assessment scope. Results and KPI documents should generally be no more than two years old.

What strong KPI reporting should demonstrate

Environment

- Energy consumption
- GHG emissions
- Water use and waste

Labour and Human Rights

- Health and safety,
- Training
- Diversity and employee indicators

Ethics

- Compliance,
- Ethics training
- Information security metrics

Sustainable Procurement

- Supplier assessments,
- Sustainable purchasing
- Supplier engagement indicators

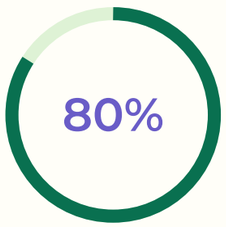
Clear measurement

Strong KPI reporting should clearly show what was measured, the reporting period, the unit used and the assessment scope covered.

Reporting evidence must represent the assessment scope

For site level evidence supporting Policies, Endorsements and Reporting, EcoVadis currently requires evidence to represent at least 80% of the assessment scope, based on employees or sites.

For Energy and GHG KPI reporting, the threshold increases to 95%. From April 2026, turnover is no longer used to demonstrate this coverage.



General reporting evidence

Evidence supporting Policies, Endorsements and Reporting should represent at least 80% of the assessment scope, based on employees or sites.



Energy and GHG reporting

Energy and GHG KPI evidence should represent at least 95%of the assessment scope.

Clear measurement

Reporting enough KPIs across relevant sustainability topics is important, but this should not be confused with the 80% and 95% evidence coverage requirements, which determine how much of the assessed organisation the evidence represents.

What strengthens the quality of sustainability reporting

Strong reporting is not only about the number of KPIs disclosed. EcoVadis also considers the quality, credibility and structure of the information used to demonstrate performance.

Four reporting quality factors

Current and traceable data

Use recent performance data with a clear reporting period, units and identifiable source.

KPI reporting documents should generally be no more than two years old.

Recognised reporting frameworks

Established reporting frameworks can strengthen the credibility of disclosures.

From April 2026, eligible GRI referenced reporting can receive scoring recognition.

Independent verification

External assurance can strengthen confidence in reported sustainability data.

Qualifying sustainability and certification audit reports may also support Reporting, Policies and Actions.

Correct assessment scope

Reported data must clearly relate to the organisation being assessed.

Group reporting should represent the Group, while Entity or Site data should clearly apply to that specific assessment scope.

Make your reporting assessment ready

1. **Define ownership**
   Assign responsibility for collecting and reviewing each sustainability data stream.
2. **Maintain an audit trail**
   Keep calculation files, source information and supporting records behind reported KPIs.
3. **Review coverage**
   Confirm that reported data represents the required assessment scope.
4. **Check consistency**
   Ensure questionnaire answers, sustainability reports and supporting documents tell the same story.
5. **Prepare early**
   Do not wait until the EcoVadis questionnaire opens to begin gathering performance information.

ESG Pro insight

Build reporting throughout the year

The strongest evidence libraries are developed through regular data collection rather than assembled shortly before submission. Maintaining current KPIs throughout the year improves traceability and makes future EcoVadis assessments easier to prepare.

04 Latest learnings

External audits can strengthen your EcoVadis evidence

Formal certification is not the only way to demonstrate that sustainability practices have been independently reviewed.

External sustainability audits can provide credible supporting evidence where they are relevant to the assessed organisation, sufficiently comprehensive and completed by an independent, qualified auditor.

From April 2026, EcoVadis also allows external sustainability audit reports and certification audit reports to support Policies, Actions and Reporting, giving organisations greater flexibility in how they demonstrate their management practices.

What makes a sustainability audit suitable?

Independent

The audit should be completed by an independent, accredited external auditor. Internal audits do not qualify under the external sustainability audit question.

Broad enough in scope

The audit should cover at least two sustainability criteria. Audits focused on only one narrow topic, such as machine safety or cyber security, are treated differently within the assessment.

Complete

Submit the full audit report, including relevant cover pages, findings and summary information. Incomplete reports may be rejected.

Recent

Sustainability audit evidence should be current. EcoVadis guidance refers to recognised audit reports completed within the previous two years.

Examples of external sustainability audits

Third party audits

These are examples EcoVadis identifies when describing recognised sustainability audit protocols.

SMETA

amfori Trade with purpose

Responsible Business Alliance
Advancing Sustainability Globally

Second party audits

Customer or supplier audits may also be relevant where the audit meets EcoVadis requirements and has been conducted independently by an appropriately qualified external auditor. EcoVadis explicitly recognises both third party and second party audit types.

Audit reports can now support more than one part of the assessment

Eligible external sustainability and certification audit reports can support Policies, Actions and Reporting, provided the evidence meets the requirements of the relevant questionnaire option.

Know the difference between audits and certifications

Audits and certifications can both strengthen an EcoVadis assessment, but they are not interchangeable.

A certification demonstrates that an organisation has achieved a recognised standard through an established certification process. An external sustainability audit independently reviews sustainability practices and findings without necessarily resulting in certification.

Recognised certification evidence

A certification demonstrates that an organisation has achieved a recognised standard through an established certification process.

ISO 14001:2015	ISO 45001	ISO 27001	Certified B Corporation
Environmental management	Health and safety	Information security	Sustainability certification

How certification can be evidenced

Where a certification standard has an official public database, EcoVadis may accept alternative evidence showing the certification status, including:

- a public database screenshot
- an audit report
- a website screenshot
- communication with the certifying body

"In progress" is no longer enough

From April 2026, EcoVadis no longer accepts management system certificates marked as in progress. The assessment requires evidence of the completed certification or other eligible supporting documentation.

Avoid common evidence mistakes

Internal audit only

Internal audits do not qualify as external sustainability audits.

Incomplete report

Submit the complete audit report rather than selected pages or a summary.

Single topic audit

An audit covering only one narrow sustainability issue does not satisfy the external sustainability audit question.

Wrong evidence location

Certificates should be linked to the relevant questionnaire options, not uploaded as sustainability audits.

Out of scope certification

Certifications such as ISO 9001 fall outside EcoVadis' sustainability certification scope.

05 Current methodology

How environmental materiality can shape your questionnaire

EcoVadis already customises each assessment according to the organisation's size, industry and operating locations. This determines which sustainability criteria are activated and how the questionnaire is structured.

EcoVadis has also introduced further questionnaire customisation for selected environmental criteria. Eligible organisations may be asked directly whether a particular environmental issue is material to their activities.

How the environmental criteria pilot works

The pilot applies to selected Small, Medium and Large organisations in specific industry classifications. It was introduced to provide a more accurate assessment where the relevance of an environmental issue depends heavily on the organisation's activities or business model.

Water

Whether operational activities involve material water use beyond normal employee facilities.

Air pollution

Whether the organisation's activities create material emissions to air.

Product use

Whether environmental impacts associated with the use of products are relevant to the organisation.

Product end of life

Whether the organisation has a meaningful connection with environmental impacts arising when its products reach the end of their useful life.

Customer health and safety

Whether products or services create material environmental health and safety considerations for customers.

From questionnaire to materiality decision

Topic presented

An eligible organisation receives a question asking whether a particular environmental topic is material.

Materiality considered

The organisation considers its activities, impacts and any existing environmental or materiality assessment.

If the answer is Yes

The criterion remains relevant to the assessment and the organisation completes the corresponding questionnaire requirements.

If the answer is No

The organisation may declare the criterion not material where it has no relevant impact or where an environmental or materiality assessment supports that conclusion.

Not every organisation receives these questions

Eligibility depends on both company size and industry classification. The environmental criteria pilot is not a standard feature of every EcoVadis questionnaire.

Why questionnaire requirements differ by company size

Company size influences the level of detail EcoVadis expects from a sustainability management system. Smaller organisations generally receive a more proportionate assessment, while Large organisations can receive additional requirements that reflect greater organisational complexity and wider deployment of sustainability practices.

A proportionate approach to different organisations

Smaller organisations

More streamlined requirements

The questionnaire remains customised according to the organisation's industry, size and location, but fewer criteria or management requirements may apply where appropriate.

Extra Small organisations receive particularly adapted questionnaires and greater flexibility in the types of supporting evidence that can be provided. EcoVadis states that Extra Small companies are asked around ten questions on average.

The assessment therefore remains specific to the organisation rather than using one identical questionnaire for every smaller business.

Large organisations

Additional requirements can apply

Large organisations may face more detailed requirements where EcoVadis expects evidence of broader implementation across the business.

The Coverage indicator, for example, applies only to Large organisations and examines how widely sustainability actions are deployed across the assessment scope.

Current 2026 methodology updates also provide additional answer options exclusively for Large organisations in certain areas. Within Environmental Risk Preparedness, Large organisations can be asked about:

- dedicated budgets or capital investment for environmental resilience
- resilient facility infrastructure designed to withstand environmental hazards

More proportionate does not mean standardised

Smaller organisations generally face a more streamlined assessment, but their questionnaires are still customised to their individual profile. Large organisations can receive additional requirements where size, complexity or organisational coverage makes them relevant.

ESG Pro insight

Always work from the live questionnaire

Two organisations of a similar size may still receive different activated criteria or answer options because industry and location also influence the assessment. Preparation should therefore begin with the organisation's actual EcoVadis profile rather than a generic questionnaire checklist.

05 Current methodology

How to support a non materiality decision

Where the questionnaire allows an environmental criterion to be declared not material, the reasoning should be clear, credible and consistent with the organisation's activities.

A non materiality decision should not sit in isolation. The organisation's materiality assessment, questionnaire comments and other supporting evidence should tell the same story.

Two ways to explain your decision

Formal materiality analysis

A documented materiality assessment provides the strongest basis for explaining why a topic is not relevant.

It should clearly define the topics assessed and explain the reasoning behind any exclusions, using the organisation's activities, impacts and assessment process.

Assessment comments

Where a formal materiality analysis is not available, use the questionnaire comments to explain why the criterion is considered not material.

The explanation should be specific to the organisation and consistent with any supporting documents provided.

Keep the evidence consistent

Business activities

Does the organisation's actual activity support the conclusion that the topic is not material?

Internal documentation

Do policies, reports and assessments support the same conclusion?

External information

Could relevant external findings indicate that the topic has a greater sustainability impact than declared?

A non materiality decision can be reconsidered

If information available during the assessment contradicts the organisation's declaration, the criterion may still be treated as relevant.

Before declaring a topic not material:

1. Define the topic clearly.
2. Record the reason for exclusion.
3. Check that supporting documents are consistent.
4. Review whether business activities contradict the conclusion.
5. Check for contradictory external information

How stakeholder consensus informs 360° Watch severity

Stakeholder consensus forms part of EcoVadis' current 360° Watch methodology. It helps analysts assess controversies where the potential adverse impact may be uncertain, disputed or difficult to determine.

Since January 2026, stakeholder consensus has been formally included within the mitigating and aggravating factors used alongside Scale, Scope and Remediability when evaluating 360° Watch findings.

What stakeholder consensus considers

Relevant stakeholders

EcoVadis considers views from stakeholders that are relevant to the sustainability issue being assessed.

Credibility

The reliability and trustworthiness of the external sources are considered when assessing the finding.

Level of certainty

Analysts consider how strongly credible stakeholders agree that the organisation's activity has created or may create an adverse impact.

How consensus can affect severity

Higher consensus

Greater agreement among relevant and credible stakeholders can support a more severe classification of the finding.

Lower or uncertain consensus

Where evidence or stakeholder opinion remains uncertain, the methodology is designed to avoid disproportionate penalisation.

What organisations should do

Monitor

Review relevant external information and Live News.

Check scope

Confirm that any finding relates to the organisation being assessed.

Document response

Retain evidence of remediation, corrective actions and relevant context.

Raise concerns where appropriate

Provide relevant information to EcoVadis if a finding appears incorrectly attributed or contextualised.

How VSME reporting can strengthen an EcoVadis assessment

EcoVadis recognises reporting aligned with the EFRAG Voluntary Sustainability Reporting Standard for non listed SMEs, known as VSME.

The methodology includes specific strengths for organisations reporting in accordance with either the Basic Module or the Basic and Comprehensive Modules, allowing the level of reporting completeness to be reflected more accurately within the assessment.

Who is the VSME approach relevant to?

XS

1 to 25 employees

S

26 to 99 employees

M

100 to 999 employees

The VSME itself is designed as a voluntary sustainability reporting framework for non listed micro, small and medium sized enterprises.

Two levels of VSME recognition

VSME Basic Module

Maximum Reporting score: 75/100

Reporting in accordance with the Basic Module can support a maximum Reporting indicator score of 75, provided the organisation satisfies the other relevant scoring requirements.

The Basic Module supports:

- Environment
- Labour and Human Rights
- Ethics

It does not provide the VSME reporting strength for Sustainable Procurement.

VSME Basic and Comprehensive Modules

Maximum Reporting score: 100/100

Reporting in accordance with both modules can support a maximum Reporting indicator score of 100, provided all other relevant requirements are satisfied.

This approach covers all four EcoVadis themes, including Sustainable Procurement.

Comprehensive builds on Basic

The Basic Module must be applied before the Comprehensive Module. To receive VSME recognition, the report must meet the relevant requirements and clearly state whether it uses the Basic Module or both Basic and Comprehensive Modules.

Key priorities for EcoVadis preparation

Strong EcoVadis performance is built through preparation rather than questionnaire completion alone.

The most effective approach is to understand the assessment scope, maintain credible evidence and strengthen the sustainability management system throughout the year.

1

Confirm the assessment scope

Confirm the assessment scope

2

Work from the live questionnaire

Activated criteria and requirements vary according to company profile. Use the organisation's actual EcoVadis questionnaire rather than a generic checklist.

3

Build evidence throughout the year

Maintain current policies, actions, KPIs, certifications and audit evidence instead of assembling documents immediately before submission.

4

Strengthen sustainability reporting

Use clear, traceable KPIs and ensure reporting evidence represents the required assessment scope.

5

Monitor external information

Review 360° Watch and Live News information and retain evidence of remediation or relevant context where issues arise.

6

Treat the scorecard as an improvement tool

Use strengths, improvement areas and assessment feedback to prioritise the next stage of the sustainability management system rather than treating the rating as a one off exercise.

ESG Pro insight

Prepare for improvement, not only submission

The questionnaire captures the sustainability management system that already exists. The strongest preparation therefore happens before the questionnaire opens, when gaps can still be addressed and stronger evidence can be developed.

Build the system. Evidence the progress. Improve the result.

A strong EcoVadis assessment should be the outcome of effective sustainability management, not the objective in isolation.

06 Preparing for a stronger assessment

Assessment and evidence questions

Some of the most important EcoVadis issues only become apparent once an organisation begins working through its questionnaire or reviewing a completed scorecard.

The following questions address practical areas that can affect how evidence is interpreted and how the assessment is prepared.

01 Why was supporting evidence not credited?

EcoVadis only credits declarations that are supported by suitable evidence and correctly linked to the relevant questionnaire answer.

Where evidence is not accepted, review the Analysis of your answers section and compare the declaration with the question guidance and the document submitted. EcoVadis provides information that can help identify why particular evidence or answer options were not credited.

Practical check

Before the next assessment, confirm that each declaration is linked to the correct document and that the evidence clearly demonstrates the practice being claimed.

02 Can Group information support an Entity or Site assessment?

It can, but its applicability to the assessed organisation must be clear.

A Group policy or programme may support an Entity or Site where that organisation is demonstrably covered. Performance information may require greater detail where the assessed Entity or Site cannot be identified separately within consolidated Group results.

The key question is whether the evidence genuinely represents the assessment scope, rather than simply whether the document was produced at Group level. EcoVadis distinguishes Group, Entity and Site assessments and requires the evidence to relate to the organisation being rated.

Practical check

Map each Group document to the Entity or Site it covers before attaching it to the questionnaire.

03 Can external support be used during an EcoVadis assessment?

Yes. EcoVadis has an accredited Consulting Partner programme for organisations seeking additional support with understanding the assessment, preparing responses and improving sustainability practices.

External support can help organise the process, identify evidence gaps and interpret methodology requirements. The organisation itself should still ensure that its questionnaire declarations and supporting evidence accurately reflect its own sustainability management system.

Reporting and improvement questions

04 What should we do if our reporting framework changes?

Maintain continuity and transparency.

Where KPI definitions or calculation methods change, clearly explain the methodology change and its effect on reported results. Where practical, retain enough information to help readers understand how current performance relates to earlier reporting periods.

EcoVadis recognises established sustainability reporting frameworks, while its methodology continues to evolve alongside international standards.

Practical check

Document changes to KPI definitions, boundaries and calculation methods rather than presenting them as unexplained changes in performance.

05 How can supplier sustainability evaluation support the assessment?

Supplier evaluation should focus on the sustainability risks that are most relevant to the organisation and its supply chain.

A structured approach may include:

- identifying higher risk or strategically important suppliers
- assessing relevant environmental and social practices
- using questionnaires, audits or other credible information where appropriate
- retaining evidence of how supplier risks are evaluated and followed up

06 Why pursue an EcoVadis rating beyond a customer request?

An EcoVadis rating provides an independent assessment of the organisation's sustainability management system across Environment, Labour and Human Rights, Ethics and Sustainable Procurement.

The scorecard helps identify strengths and improvement areas and can be shared with trading partners where appropriate. It can therefore provide both external evidence of sustainability performance and an internal basis for continued improvement.

A rating should support continued improvement

The greatest value comes from using the assessment to understand where the management system is strong, where evidence is weak and what should be improved before the next assessment.

07 About ESG Pro

Practical ESG expertise, built around measurable outcomes

ESG Pro is a UK based ESG and sustainability consultancy supporting organisations from SMEs to multinational businesses across a wide range of sectors.

Founded in 2016, our work combines sustainability consultancy, carbon expertise, legal and governance knowledge, reporting support and practical implementation. Our aim is to make ESG accessible while helping organisations build stronger management systems, credible evidence and measurable improvement.

ESG Pro at a glance

19
Expert consultants
Our multidisciplinary team brings together sustainability, carbon, legal, governance and reporting expertise.

12
Countries served
Our work is centred in the UK, with clients supported across Europe and internationally.

8
Languages spoken
Our team supports organisations operating across different markets, regulatory environments and sectors.

£4m
Group turnover
ESG Pro operates as part of a three company group supporting organisations at different stages of their ESG journey.

Experience backed by our own performance

EcoVadis Platinum
ESG Pro achieved an EcoVadis Platinum rating in 2026, placing the organisation within the top 1% of companies assessed at the time the scorecard was published.

Certified B Corporation
ESG Pro became a certified B Corp in 2025, reflecting independently assessed social, environmental and governance performance.

NHS Evergreen Level II
Our own sustainability credentials also include NHS Evergreen Level II.

We use the frameworks we advise on
Our own ESG programme is subject to external assessment, reporting and continuous improvement. This gives our consultants practical experience of the same evidence, reporting and management challenges our clients face.

How ESG Pro can support your sustainability journey

Our services extend beyond individual ratings or reporting requirements. We support organisations in building the systems, evidence and disclosures needed to respond to sustainability expectations across customers, regulators, supply chains and wider stakeholders.

The current ESG Pro service portfolio covers ESG ratings, sustainability reporting, carbon and climate reporting, supply chain sustainability and evolving regulatory requirements.

EcoVadis
Support before, during and after assessment, including gap analysis, evidence preparation, policy development, questionnaire guidance and improvement planning.

B Corp
Support throughout the B Impact Assessment and certification process, including governance, evidence development and preparation for verification.

ESG and sustainability reporting
Materiality assessment, ESG strategy, KPI development and reporting aligned with recognised frameworks including GRI, CSRD and ISSB.

Carbon and climate reporting
GHG inventories, Scope 1, Scope 2 and Scope 3 calculation, SECR, PPN 006 and wider carbon reduction and climate reporting support.

Supply chain sustainability
Supplier ESG assessment, due diligence, sustainability risk analysis and supplier engagement designed to strengthen visibility and performance across the value chain.

Regulatory compliance and risk
Support with evolving sustainability and procurement requirements, helping organisations understand what applies, identify compliance gaps and build practical action plans to manage risk and reporting obligations.

Supporting a wide range of requirements
GRI | CSRD and ESRS | ISSB and IFRS | SECR | PPN 006 | NHS Evergreen | CDP | GHG Protocol

ESG Pro brings together project management, sustainability, carbon, legal and reporting expertise so that evidence, calculations, policies and disclosures can be developed as one connected programme rather than separate exercises.



Ready to strengthen your EcoVadis journey?

Whether you are preparing for your first assessment, working towards a stronger rating or building a more mature sustainability management system, ESG Pro can help turn the methodology into a clear and practical plan.

Start with a conversation

Book a complimentary discovery call with our team.

We can help you understand where you are today, identify the areas that need attention and determine the most effective route towards your next EcoVadis assessment.

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Scan to visit our EvoVadis page

Understand the assessment. Strengthen the evidence. Improve the result.