**PPIA CORPORATE SUSTAINABILITY QUESTIONNAIRE**

Issuer Name: _____

Reporting Date: _____

The role of Corporate Sustainability is growing in importance for the Private Placement investor as it is in the broader investment and issuer community.  To help investors understand where your company is in its Sustainability/Environmental Social Governance "ESG" journey, we would appreciate your responses to this PPiA questionnaire.  The objective of the questionnaire is to facilitate an efficient ESG due diligence process for all parties by reducing redundant and overlapping requests.  We hope it might also serve as a tool for companies to assess and/or augment their own sustainability programs.  As the need for ESG disclosure continues to evolve and as ESG standards become more broadly adopted and harmonious, we anticipate that this survey will adapt and change as well.

We request that all issuers start with the essential, basic questions in the first section labeled "Level One".   For issuers who are advanced in the ESG journey, we encourage you to complete the additional eleven questions under "Level Two".

To the extent that answers to questions in this PPiA Corporate Sustainability survey are readily available in other published materials (such as Corporate Sustainability reports, corporate websites, etc.), please feel free to reference such sources.  **When doing so, please provide specific references/locations of the answers to assist in our information gathering.**  Additionally, we understand that many companies are in early or developing stages of their sustainability programs.  To this end, feel free to comment on future plans when applicable.

*Thank you for your participation in our shared goal for increased corporate sustainability!*

| QUESTION | | GUIDANCE NOTES |
|---|---|---|
| **LEVEL ONE** | | |
| **# GENERAL QUESTIONS** | | |
| 1 Introduction | What is management's view of the overall stage of its existing ESG policies, processes and systems?   Please respond using the scale at the right. | 1 = mature (policy, procedures, systems are coordinated centrally, are well established and embedded, reviewed and continuously improved; management system certification e.g. ISO); 2 = partly developed and implemented at a departmental level (developed and implemented within departments but not centrally coordinated, and are not subject to regular review and improvement, and not consistently applied); 3 = immature (no formal policies and systems in place but plans to have these are developing); 4 = not yet contemplated. |
| 2 Overarching policy | Does the Company have a (Board-approved) Corporate Sustainability policy and/or Mission Statement? | ☐ Yes   ☐ No  If yes, please attach and/or describe your Corporate Sustainability objectives and strategies. |
| 3 Reporting | Does the Company produce an annual sustainability or ESG report? Does the Company report on sustainability metrics on a regular basis? What other sustainability  reporting is done and with what frequency (e.g. part of annual report, website section, third party verification report, etc.)? | Commentary.   Please also provide a copy of the most recent report(s) or website link(s).  Please distinguish between reporting done at the parent vs. issuer/sponsor level if appropriate. |
| 4 Metrics | Are ESG-related metrics/KPIs included in overall Company performance measurement?   Is executive compensation linked to ESG-related metrics/KPIs? | ☐ Yes   ☐ No   If yes, please briefly describe metrics/KPIs used. |
| 5 Org structure | How is your Sustainability function structured? | For example, please address the following:   Does the Company have a chief sustainability officer and/or sustainability taskforce/committee?   If so, to whom do these positions report?  Is there a direct reporting line to the Board?  Is there a designated individual or subcommittee at the Board level for sustainability? |
| 6 External alignments | Does the Company align with, or is signatory to, other leadership standards, principles or reporting frameworks/institutions in the establishment of your Sustainability program? | ☐ Yes   ☐ No .  If yes, please list such alignments (e.g. UN SDGs; UN PRI; GRI; CDP; SASB;  Task Force on Climate-Related Financial Disclosures (TCFD), EU Taxonomy, etc.). |
| 7 ESG ratings | Does the Company engage with ESG rating agencies, and if so, which one(s)? | E.g. Sustainalytics, MSCI, etc. |

| QUESTION | GUIDANCE NOTES |
|---|---|

**ENVIRONMENTAL QUESTIONS**

| | | QUESTION | GUIDANCE NOTES |
|---|---|---|---|
| 8 | Carbon footprint | Does the Company measure its carbon footprint?  If reported, please provide footprint in tonnes of CO2 equivalent (tCO2e) for Scope 1, 2 and 3 for each year beginning in 2019.   If applicable, please distinguish between the footprint with and without carbon offsets. | Carbon footprint parameters: <br> Scope 1: Direct emissions from owned or controlled sources. <br><br> Scope 2: Indirect emissions from the generation of purchased electricity, steam, heating and cooling consumed by the reporting company.  Provide, if available, both location-based and market-based. <br><br> Scope 3: Includes all other indirect emissions that occur in a company's value chain.  If you do track Scope 3, please indicate which of the standard categories* are included (e.g. employee commuting, processing of sold products, etc). <br><br> * https://ghgprotocol.org/sites/default/files/standards/Scope3_Calculation_Guidance_0.pdf |
| 9 | Carbon footprint | As referred to above, does the Company use carbon offsets and/or renewable energy sources to reduce net carbon emissions? | ☐ Yes   ☐ No   If yes, please briefly describe your carbon offset program, as well as the use of renewable energy sources to reduce your net footprint. |
| 10 | Carbon footprint | Has the company committed to a timeline for Net Zero and/or Carbon Neutrality? | ☐ Yes   ☐ No   If yes, please describe, such as general timeline, targets and steps for reducing net carbon emissions. |
| 11 | Carbon footprint | What other interim Green House Gas emission reduction targets have been established, if any?   Please discuss company's progress toward these targets, and highlight any material capex/initiatives related to achieving them. | Commentary.  Please include, to the extent applicable, any GHG reduction targets  in addition to carbon such as NOx, SOx, methane, etc |
| 12 | External attestation | Does the Company use external firms for establishing GHG reduction targets (e.g. SBTi) and/or for reporting metric performance (3rd party validation)? | ☐ Yes   ☐ No   If yes, please describe. |
| 13 | Climate | To what extent do you see  physical climate risk impacting the Company directly and what mitigants are in place or are being considered to address this exposure? | Commentary.  E.g. extreme weather events such as hurricanes, rising sea levels, floods, heat, drought, etc. |
| 14 | Climate | To what extent do you see climate transition risk impacting the Company directly and what mitigants are in place or are being considered to address this exposure ? | Commentary.  E.g.  requirements of additonal regulation and reporting, increased costs to develop low-carbon technologies, reduced value of carbon-heavy investments, etc.) |
| 15 | Conservation and pollution | To what extent does the Company have policies and mitigation strategies and/or targets for air/land/water conservation and pollution management ? | Commentary.  E.g.  recycling and sustainable packaging; hazardous waste; air/land/water pollution management; water consumption, etc. |

**SOCIAL ESG QUESTIONS**

**Employment & Skills**

| | | QUESTION | GUIDANCE NOTES |
|---|---|---|---|
| 15 | Employee engagement | Does the Company administer an employee engagement survey? | ☐ Yes   ☐ No    Please briefly describe results (include participation rate and comparison to peers). |

**Diversity, Equity and Inclusion ("DE&I")**

| | | QUESTION | GUIDANCE NOTES |
|---|---|---|---|
| 16 | DE&I | Does the Company have objectives/policies/training in place to promote DE&I? | ☐ Yes   ☐ No    Diversity includes gender, race ethnicity, age, LBGTQ+, veterans, and disabled.  E.g. in recruiting, hiring, training, leadership, promotion, retention, etc. |
| 17 | DE&I | Please feel free to share any additional details regarding the Company's DE&I objectives and policies relating to employees, subcontractors, senior management, the Board, suppliers and customers. | Commentary. |

| QUESTION | GUIDANCE NOTES |
|---|---|

**Social Policies**

| 18 | Social | Does the Company have policies and training in place that address the following matters? | |
|---|---|---|---|
| | Employee policies | a) Anti-Discrimination and Anti-Harassment | ☐ Yes ☐ No |
| | Employee policies | b) Employee grievance handling mechanism/Whistleblowing Protection/Hotline | ☐ Yes ☐ No |
| | Human rights & ethics | c) Human rights issues, including prevention of labor exploitation | ☐ Yes ☐ No  E.g. working conditions for migrant labor/developing countries, prevention of child labor and forced labor, etc.? |
| | Human rights & ethics | d) Corporate Code of Ethics | ☐ Yes ☐ No |
| | Human rights & ethics | e) Conflicts of Interest | ☐ Yes ☐ No |
| | Human rights & ethics | f) Anti-Corruption / Anti-Bribery / Unethical Business Practices | ☐ Yes ☐ No |
| | Human rights & ethics | g) Anti-Money Laundering / "Know-Your-Customer" | ☐ Yes ☐ No |
| | Workplace safety | h) Safe Work Environment (including accessibilty) | ☐ Yes ☐ No |
| | Product safety/quality | i) Product Quality/Product Safety | ☐ Yes ☐ No |
| | Privacy/data security | j) Data Privacy | ☐ Yes ☐ No |
| | Privacy/data security | k) Cybersecurity | ☐ Yes ☐ No |
| | Responsible Procurement (e.g. Supply Chain/ Controversial Sourcing, etc.) | l) Responsible purchasing policy/practices for selecting suppliers and service providers? | ☐ Yes ☐ No<br>For example:<br>  a/ human rights standards (including prevention of unsafe working conditions and employee exploitation)?<br>  b/ DE&I policies for selection of suppliers?<br>  c/ environmental requirements of suppliers. |

**GOVERNANCE ESG QUESTIONS**

| 19 | Board structure | Please describe the Board structure. | Commentary. E.g. How many Board members do you have? Do you have separate Chairperson and CEO positions? Do you have an independent Chairperson? What percentage of the Board is made up of outside directors? Do you have Board term limits? |
|---|---|---|---|
| 20 | Board composition | Please describe the current composition of your Board with respect to gender, racial/ethnic diversity and any other D&I metrics. Does the Company have policies or ambitions to ensure continued or increased representation by diverse board members? | Brief commentary. |
| 21 | Risk management | Are the audit and compensation committees led by independents? | ☐ Yes ☐ No |
| 22 | External audit | How often does the Company rotate external auditors? Is the auditing company also used for consulting/advisory services? | Short answers |
| 23 | Internal audit | Does the Company have an internal audit function/committee with independent/direct reporting to the board? | ☐ Yes ☐ No |
| 24 | Regulators | Describe any material inquiries/audits by any authorities into Company or C-suite individuals. | Commentary. |

**RECAP**

| 25 | Recap | **LAST QUESTION:** Are there any other initiatives/programs which you would like to share with respect to the Company's ESG program that are not already provided in the reports listed above:<br>·     Environmental<br>·     Social Impact<br>·     Governance | Commentary. |
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**LEVEL TWO**

**Level Two is optional for those companies who wish to share more about their sustainability programs.**

| | SOCIAL ESG QUESTIONS | | |
|---|---|---|---|
| | **Employment & Skills** | | |
| 1 | Well-being | Does the Company have programs to promote employee well-being and personal development? | ☐ Yes  ☐ No   E.g. work/life balance. |
| 2 | Professional development | Does the Company offer structured professional development opportunities? | ☐ Yes  ☐ No |
| 3 | Employee relations | Does the Company have a policy on living wage standards? | ☐ Yes  ☐ No |
| | **Diversity, Equity and Inclusion ("DE&I")** | | |
| 4 | DE&I | Does the Company track diversity across the organization? | ☐ Yes  ☐ No   Diversity includes gender, race ethnicity, age, LBGTQ+, veterans, and disabled.  E.g. in recruiting, hiring, training, leadership, promotion, retention, etc. |
| 5 | DE&I | Does the Company have any personnel or groups dedicated, in whole or in part, to DE&I initiatives? | ☐ Yes  ☐ No |
| 6 | DE&I | Has the Company undertaken a gender or ethnic diversity pay gap study? | ☐ Yes  ☐ No |
| | **Stakeholder Engagement (Placemaking and Stewardship)** | | |
| 7 | Customer/consumer | Has the Company experienced any customer/consumer related incidents/events that have required Board level discussion? | ☐ Yes  ☐ No |

| | GOVERNANCE ESG QUESTIONS | | |
|---|---|---|---|
| 8 | Compensation | Does the Company measure the relationship between executive pay and employee pay? | ☐ Yes  ☐ No    Do you publicly disclose it?  ☐ Yes   ☐ No |
| 9 | Lobbying | Are there policies in place for the alignment of lobbying efforts with respect to consistent ESG policies applied across the organization? | ☐ Yes  ☐ No |
| 10 | Lobbying | Are amounts contributed to lobbying groups/political action committees (PACs) publicly reported? | ☐ Yes  ☐ No |
| 11 | Veto | Does your shareholder structure give control or veto power to a single institution or individual(s)? | ☐ Yes  ☐ No |