

Regulation on Deloitte sustainability report award — the Green Frog Award (GFA)

1. General provisions

- 1.1. The Deloitte Sustainability Report Award – The Green Frog Award (GFA) – (hereinafter the “Award” or the “Contest”) is an award for the best sustainability reports. The Contest consists of two levels. The first National GFA level is held in countries where Deloitte CIS is present (i.e. Azerbaijan, Armenia, Belarus, Georgia, Kazakhstan, Kyrgyzstan, Russia, Tajikistan, Turkmenistan, Uzbekistan, and Ukraine), its winners will be automatically nominated to the Regional level covering all other Central European countries. Participation at the National level is obligatory in order to participate in the Contest at the Regional level.
- 1.2. Deloitte CIS (“Deloitte CIS” or the “Organizer”) initiates and facilitates the National level of the Award. Deloitte Central Europe initiates and facilitates the Regional level of the Award.
- 1.3. This Regulation establishes the procedure for organizing and conducting the Award, requirements for the participants of the Award (the “Participants”) and the National level winners selection procedure. The procedure for organizing and conducting the Regional level of the Award is established by a separate Regulation available on the Organizer's website.
- 1.4. As part of this Regulation, the Award means the highest distinction for excellence in non-financial reporting. The Award is given on the basis of a contest, the winners will receive a label for excellence.
- 1.5. As part of this Regulation, the Report means a published report reflecting economic, environmental and social performance of organizations over the last year or several years preceding the year of the Award prepared in accordance with one of the following standards: GRI Standards, IIRC, UN Global Compact, ISO 26000, EU Directive 2014/95/EU.
- 1.6. For the purposes of the Regulation and to ensure a fair outcome during the Award, a jury is formed (the “Jury”), the work of which is regulated by this Regulation.
- 1.7. At the National level of the Award, organizations can submit their reports in Russian (primary language) and in English (secondary language).
- 1.8. The current version of the Regulation, the timing of the Award including deadlines for the submission of requests for participation, and news will be available on the Deloitte website (www.deloitte.com).
- 1.9. The official website of the Award is www.deloitte.com/ru/green-frog-award.

2. Award goals and objectives

- 2.1. The main goals of the Award are to receive public recognition for quality preparation and disclosure of non-financial information, draw the attention of stakeholders to the best practices of non-financial reporting and promote them.

- 2.2. The main objectives of the Award are to identify and reward the best Reports in the countries where Deloitte CIS is present, attract the attention of business partners to the issues of non-financial reporting, support organizations disclosing non-financial information, form a positive image of such organizations, raise awareness about the experience of other organizations in the region, and promote the best market practices.

3. Nominations

- 3.1. The Award is granted in the following nominations: The Best CIS Sustainability Report GFA Award and The Best CIS Integrated Report. Additionally, a number of Green Frog honorable mentions are awarded.
 - 3.1.1. The winner of The Best CIS Sustainability Report GFA Award should comply with all the requirements of the Award and receive the highest average score from the expert Jury for the nomination criteria. Only one of the participating Reports may become the winner in the nomination. Two or more winners can be selected for the award in the nomination in exceptional cases provided that the Reports have the same scores.
 - 3.1.2. The winner of The Best CIS Integrated Report Award should comply with all the requirements of the Award, be integrated and receive the highest average score from the expert Jury for the nomination criteria. Only one of the participating Reports may become the winner in the nomination. Two or more winners can be selected for the Award in the nomination in exceptional cases provided that the Reports have the same scores.
 - 3.1.2.1. The winner of The Best CIS Integrated Report Award may also become the winner of The Best CIS Sustainability Report GFA Award if it receives the highest average score from the expert Jury for the nomination criteria.
 - 3.1.3. The Green Frog honorable mention is awarded by the decision of the Jury to up to 5 (five) Reports with the highest scores from the Jury for one or several criteria. Reports marked by Green Frog honorable mentions may also become winners in one of the nominations specified in Clause 3.1.
- 3.2. The submission of at least four reports is required to select the winner. If the number of participants in the nomination is less than four, the nomination is canceled.
- 3.3. The assessment criteria for Reports in each of the nominations are presented in Appendix 1.
- 3.4. The winners of The Best CIS Sustainability Report GFA Award and The Best CIS Integrated Report Award will be automatically nominated to the Regional level of the Contest.
- 3.5. Reports marked by Green Frog honorable mentions that are not the winners in one of the nominations specified in Clause 3.1. may participate at the Regional level of the Contest as candidates for regional Green Frog honorable mentions though cannot compete in main nominations of the Contest.

4. Participation

- 4.1. Large companies, holdings, capital groups, SMEs, foundations, and universities can apply for participation.
- 4.2. Participation is voluntary and free of charge.
- 4.3. Applications for participation in the Contest shall be completed on the official website of the Award within a specified period. Applications submitted after the specified deadline dates will not be accepted.
- 4.4. An application form (the "Application") includes a completed questionnaire and a report submitted for participation.
- 4.5. Latest available reports reflecting the economic, environmental and social performance of organizations for the last year or several years preceding the year of the Award can be submitted for participation.
- 4.6. Reports should cover the business activities of organizations in at least one of the Deloitte CIS countries. Reports should be prepared by organizations or their business units in the countries covered by the Regulation. The Jury will not evaluate global reports prepared by international companies operating in the Award region that are translated to the local language for the GFA review.
- 4.7. Reports that focus only on one sustainability-related issue will not be accepted, i.e. economic, environmental or social reports.
- 4.8. Reports prepared with the assistance of professional consultants from Deloitte will be accepted. Specialists from Deloitte, which is the founder of the Award, are not members of the expert Jury and do not participate in the evaluation of Reports in accordance with Clause 6.3. of the Regulation.
- 4.9. By submitting the Application, a Participant is giving consent for the use of its personal data by co-organizers and partners of the Award for the purposes of the Regulation.
- 4.10. Each Participant can submit one Application. The Application should include information on the nomination a Participant wishes to apply for.
- 4.11. None of the submitted Applications are returned or reviewed.
- 4.12. By submitting the Application, Participants acknowledge that if they win the Local Contest, they will cover all expenses related to their physical presence in the city of the Regional Contest of the Award.
- 4.13. The Jury may decide to take off from the evaluation list Reports submitted by companies toward which public allegations on violating business conduct have been proven.

5. Contest

- 5.1. To participate in the Contest, it is required to complete the Application. The Application is considered by the Organizing Committee of the Contest within the time specified on the website of the Contest. Organizations applying for participation will be notified of a decision made by the Organizing Committee regarding the acceptance or rejection of their Reports within five business days. The Organizing Committee may clarify the reasons for rejection of Reports upon request.
- 5.2. The Organizer shall allocate Reports participating in the Contest in accordance with the nominations and notify the expert Jury of the cancellation of any nomination in accordance with Clause 3.2. hereof due to an insufficient number of Participants.
- 5.3. The expert Jury shall evaluate participating Reports according to the nomination criteria after the Application closing date.
 - 5.3.1. Each member of the Jury shall conduct an independent assessment, the results of which shall be included in the protocol of the Award. The consolidated results form the average score, except for the cases specified in Clause 5.3.3. hereof.
 - 5.3.2. The score of each member of the Jury is equally important for the consolidation of results.
 - 5.3.3. Further discussion by the Jury may be needed if scores vary significantly. Consolidated scores received based on the discussion are included in the protocol upon the consent of all Jury members.
 - 5.3.4. Jury members prepare the final protocol supporting the accuracy and correctness of scores.
 - 5.3.5. Jury members discuss and select Reports to be marked by Green Frog honorable mentions based on the final scores. Final decisions are made by means of a voting process. Reports selected to be marked by Green Frog honorable mentions are indicated in the final protocol.
- 5.4. The final protocol including the winners in each of the nomination categories and Reports marked by Green Frog honorable mentions shall be submitted to the Organizing Committee. Consolidated scores specified in the protocol are final and shall not be revised. The Organizer cannot make changes to the final protocol and shall announce the winners and participants marked by Green Frog honorable mentions. The final protocol shall be kept confidential and shall not be published on the Organizer's website.
- 5.5. Information on the winners and participants marked by Green Frog honorable mentions will be published on the official website of the Award. The Organizer shall send email messages inviting the winners and those marked by Green Frog honorable mentions to participate in the award ceremony, and including the dates and the venue using contact information provided together with the Reports.

6. Jury members

- 6.1. In order to ensure a qualified evaluation of Reports submitted for the GFA review and select the winners, the Organizer appoints a Jury composed of independent Russian and foreign specialists

and experts in non-financial reporting.

- 6.2. Persons related to organizations participating in the Contest cannot be Jury members.
- 6.3. Specialists from Deloitte, which is the founder and the organizer of the Award, are not members of the expert Jury and do not participate in the evaluation of Reports.
- 6.4. The Jury is formed by invitation from the Organizer for the period of one year.
- 6.5. The Organizer selects Jury members based on their competence and experience in sustainability and related professional areas, of which the Organizer is aware, including experience in the preparation, assessment, and assurance of non-financial reports and based on the absence of connections to organizations participating in the Contest.
- 6.6. Invited Jury members are not motivated by material rewards.
- 6.7. Invited experts that accept serving on the Jury will be invited to a welcome meeting/call to get clarification on the procedure of the Contest, evaluation criteria for Reports and independence requirements. The welcome meeting is held by the Organizer. The format and timing of the meeting will be announced by the Organizer in advance.
- 6.8. The Organizer shall provide the Jury with Reports and the list of qualification requirements for the Reports together with the description of the evaluation method (i.e. a scoring system) and a scorecard (i.e. the Protocol) to record scores.
- 6.9. Each Jury member is an independent expert and shall evaluate Reports individually using the scoring system approved by the Organizer.
- 6.10. One of the Local level Jury members may be invited to join the Regional level Jury.

Appendix 1. Criteria

The general criteria for the evaluation of Reports according to the nomination categories specified in Section 3 hereof are presented below:

Criteria	Description of criteria
1 Sustainability performance & strategic commitments	<p>The criterion evaluates the setting of targets for sustainability indicators and evaluation of their completion, as well as examples that a company strives continuously to improve its performance.</p> <p>Sustainability reports with the highest score shall disclose relevant information about the company's events and document improvements achieved in the company's performance. The reports shall also set clear goals for the future.</p>
2 Materiality	<p>The criterion evaluates how an organization analyses its internal and external environment, assesses which sustainability issues are important for the organization, and therefore, where it should be strategically focused.</p> <p>Reports with the highest score topics selected for disclosure shall be determined through the interaction with all key stakeholders. The disclosure of performance shall be based on indicators reflecting topics that are specific to the company, as well as specific to the sector, its risks and opportunities. Performance shall be disclosed covering all important topics reflecting the company's economic, environmental and social impacts.</p>
3 Content	<p>The criterion evaluates the quality of the information provided.</p> <p>Reports with the highest score shall provide up-to-date information, ensuring that the content is comparable, accurate, set in a certain timeframe, and balanced (reflecting positive and negative aspects of performance).</p>
4 Structure and creativity in communication (getting the message across)	<p>The criterion evaluates the convenience of the reporting format to provide key information to stakeholders.</p> <p>Reports with the highest score shall be well organized, logical, and the information should be presented succinctly in an comprehensible manner. Sections addressing the key topics shall be easy to find. Charts and figures included in the reports shall help the expert Jury understand the key messages and add important information. Various design solutions shall draw the attention of the readers and different groups of stakeholders as well as increase the clarity of the content.</p>

Criteria	Description of criteria
5 Impact measurement	<p>The criterion evaluates the maturity of the impact measurement related to the impact the company's operations have on the market, society and the environment.</p> <p>Reports with the highest score shall include impact measurement results showing how the value is generated for the market, society and the environment. The impact description shall also include negative impacts and shall be based on qualitative and quantitative information. Final results shall refer to an economic and social context.</p>
6 Financial and non-financial data integration	<p>The criterion evaluates the quality of financial and non-financial data integration to reflect the relationship between financial and non-financial factors that impact value and strategic planning.</p> <p>Reports with the highest score shall include well integrated financial and non-financial data including the respective clarifications. The selected format shall ensure that financial and non-financial data provide a clear picture of the company's performance and enable the expert Jury to assess the risks and opportunities related to the current and planned business activity.</p>
