



GREEN MASTERS PROGRAM®

** PROGRAM INTRODUCTION **

The Green Masters Program® is a tool to define, prioritize, measure, and manage your performance in sustainability topics that are meaningful to you and your stakeholders. The virtual platform was purpose-built for organizations looking for a scalable standard for improving their performance in environmental, social, and governance (ESG) impact areas. The Green Masters Program® allows participants to scope their disclosure based on their unique business needs and stakeholder concerns.

The Green Masters Program® provides recognition as you grow your sustainability program, categorizing participants into four status levels that reflect the degree to which sustainability has been integrated into their business model. Scoring is based on the integration of material sustainability topics into business management systems and operational practices, implementation of best practices in material sustainability topics, and measurable improvement in key ESG performance indicators. Each action is scored based on two elements: the effort required and the impact of the action. The two elements are multiplied together to get a total point value for the action. Points for performance improvement are allocated to each question based on the relative impact of improvement. Status is determined based on the aggregate percentage of total points earned compared to the total points available for all selected priority topics. Topics that are not selected as priorities will not impact your score.

The Green Masters Program® Registration Mark illustrates that a participating organization has identified and is managing its material sustainability issues and that its performance related to those issues is consistent with generally accepted sustainability practices and standards. Green Masters® status signifies that a participant has:

1. Completed a materiality assessment that considers internal and external stakeholder interests.
2. Identified, prioritized, and incorporated material aspects of sustainability into their strategy, business management practices, and operations.
3. Established appropriate baseline data and key performance indicators for each identified priority issue.
4. Implemented best practices and is improving performance over time for each identified priority issue.

No identifiable information submitted as part of the assessment will be shared with anyone outside of your organization, other than Green Masters Program® administrators, unless approved beforehand.

** PROGRAM RULES **

1. This self-certifying program requires you to answer the questions honestly and with integrity.
2. To be considered for annual recognition, questionnaires must be submitted within the assessment period. The assessment period is April 1 – September 30. Outside of the assessment period, responses will be saved but will not be considered for recognition.
3. In order to be considered for recognition in the Green Masters Program®, the minimum number of business priorities that need to be included in your disclosure are as follows:
 - Adapting: 3 topics
 - Advancing: 5 topics
 - Maturing: 5 topics (commercial participants), 7 topics (industrial participants)
 - Green Master: 7 topics (commercial participants), 10 topics (industrial participants)
4. You may only take credit for actions that are currently in place and impacting your organization's performance. You may not take credit for incomplete, planned, or theoretic actions, or actions that were implemented historically but are no longer actively impacting your organization's performance.
5. You may respond to the questionnaire for actions taken throughout your business operations (company-wide), at multiple facilities, or at a specific facility. If responding company-wide or for multiple facilities, **only actions that are implemented across all included facilities may be claimed**. As an alternative, an organization may use the tool for individual locations separately. Please check the appropriate box in your Business Profile to disclose your scope of coverage.
6. When completing the assessment for multiple facilities within your organization, please list all included facilities in your Business Profile. Participants completing the assessment from a Corporate (company-wide) scope of coverage are not required to list all included facilities. If a "Corporate" scope of coverage is selected, the assessment should reflect actions taken across the entire organization.

** RECOMMENDATIONS FOR ALL APPLICANTS **

The Green Masters Program® platform is designed as a tool to help you manage your performance in sustainability across a range of environmental, social, and governance topics.

- The Green Masters Program® platform is available at <https://greenmastersprogram.com/>
 - To access the platform, you must first [register as a user](#).
 - Your platform username will be the email address provided during registration.
 - When logging into the platform for the first time, you will be prompted to set up your password. Password requirements are: 8 characters, 1 lowercase letter, 1 uppercase letter, and 1 special character.
- If requesting access for multiple facilities within the same organization, please fill out a separate registration form for each facility, including a unique facility name.

- To respond to your organization's priority topics fully and accurately, you may need to delegate topics to others within your organization.
- Each organization may have one administrator who is the individual responsible for submitting the assessment. Each organization may also have contributors, those who can access and edit the company's assessment. To respond to your organization's priority topics fully and accurately, you may need to delegate topics to others within your organization. There is no limit on the number of contributors for a participating organization. Contributors are not able to submit the assessment.

We encourage you to use the platform throughout the year as a resource for information and best practices related to your organization's priority topics, and even to explore other topics as you consider adding priorities to your organization's sustainability initiatives. Please note, however, that program actions are reviewed and updated annually to reflect best practices in Sustainability and ESG disclosure, and updates to the platform and assessment may be made at any time outside of the noted assessment period.

- Changes made to the platform outside of the assessment period may affect your organization's score or status due to the addition or removal of questions within your priority topics.
- Outside of the assessment period responses may be saved within the platform, but changes will not be considered for recognition until the following assessment period.
- You will need to log into the platform and submit your assessment during the assessment period to be considered for current-year recognition.

A few other tips and recommendations:

- As a web-based application, the Green Masters Program® platform should be used in conjunction with your company's data security protocols.
- For the best results, we recommend using Microsoft Edge or Google Chrome browsers.
- To retain changes, each page must be saved prior to navigating to another page. We recommend saving your progress frequently.
- There is a 2MB file size limit for logos uploaded to the application.

If you have any questions or challenges navigating the registration form or the Green Masters Program® platform, email us at help@greenmastersprogram.com.