

Annual CSR report outline

Organization: _____ Date: _____ Owner: _____

A section-by-section outline aligned with GRI 2 (general disclosures) and GRI 3 (material topics). Tick each item when drafted.

☐ 1. Message from top management

Strategy, key results of the year, commitments (GRI 2-22).

☐ 2. About the organization

Activities, value chain, sites, workforce, reporting period and boundary (GRI 2-1 to 2-8).

☐ 3. Governance

Governance structure, CSR oversight, policies and commitments (GRI 2-9 to 2-27).

☐ 4. Stakeholder engagement

Who you engage, how and what you heard (GRI 2-29).

☐ 5. Materiality

Process used and list of material topics (GRI 3-1, 3-2), with the matrix.

☐ 6. Performance by material topic

For each topic: how it is managed (GRI 3-3), KPIs with baseline, target and result, linked SDGs.

☐ 7. Targets for next year

Measurable targets, owners and dates.

☐ 8. GRI content index

Table of disclosures and where they are found, as required by GRI 1.

Verify this document



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