

## SBA SUBMISSION GUIDELINE INDEX

The table below provides an overview of the minimum requirements, by organization type, for submitting an entry for the Sustainable Business Awards.

CATEGORIES	SBA SUBMISSION GUIDELINES		
	LARGE ENTERPRISE	SME	SOCIAL ENTERPRISE / NGO
<b>Strategy and sustainability management</b>	All core questions	All core questions	All core questions
<b>Workforce</b>	All core questions	All core questions	All core questions
<b>Community</b>	All core questions	All core questions	All core questions
<b>Energy management</b>	All core questions	Choose any two (2) of these categories and answer ALL core questions in the chosen categories.	Optional, however if chosen, you must respond to ALL core questions in this category.
<b>Water management</b>	All core questions		Optional, however if chosen, you must respond to ALL core questions in this category.
<b>Waste and material productivity</b>	All core questions		Optional, however if chosen, you must respond to ALL core questions in this category.
<b>Climate change</b>	All core questions		Optional, however if chosen, you must respond to ALL core questions in this category.
<b>Supply chain management</b>	All core questions	Optional	Optional
<b>Land use and biodiversity</b>	All core questions	Optional	Optional
<b>Business responsibility and ethics</b>	All core questions	All core questions	All core questions
<b>Stakeholder engagement and materiality</b>	All core questions	Optional	Optional
<b>UN Sustainable Development Goals</b>	All core questions	Optional	Optional

## SBA SUBMISSION GUIDELINE INDEX

The table below provides an overview of the Core and Stretch questions for each category, by organization type.

CATEGORIES	SBA SUBMISSION GUIDELINES					
	LARGE ENTERPRISE		SME		SOCIAL ENTERPRISE / NGO	
	CORE	STRETCH	CORE	STRETCH	CORE	STRETCH
<b>Strategy and sustainability management</b>	1.1	1.6	1.1	1.3	1.1	1.3
	1.2		1.2	1.4	1.2	1.4
	1.3			1.5		1.5
	1.4			1.6		1.6
	1.5					
<b>Workforce</b>	2.1	2.7	2.4	2.1	2.5	2.1
	2.2		2.5	2.2		2.2
	2.3			2.3		2.3
	2.4			2.6		2.4
	2.5			2.7		2.6
	2.6					2.7
<b>Community</b>	3.1	3.6	3.3	3.1	3.3	3.1
	3.2	3.7		3.2		3.2
	3.3	3.8		3.4		3.4
	3.4			3.5		3.5
	3.5			3.6		3.6
				3.7		3.7
			3.8		3.8	
<b>Energy management</b>	4.1	4.3	4.2	4.1	4.4	4.1
	4.2	4.6	4.4	4.3		4.2
	4.4			4.5		4.3
	4.5			4.6		4.5
						4.6
<b>Water management</b>	5.1	5.3	5.2	5.1	5.4	5.1
	5.2	5.6	5.4	5.3		5.2
	5.4			5.5		5.3
	5.5			5.6		5.5
						5.6
<b>Waste and material productivity</b>	6.1	6.3	6.2	6.1	6.4	6.1
	6.2	6.7	6.4	6.3	6.5	6.2
	6.4		6.5	6.6		6.3
	6.5			6.7		6.6
	6.6					6.7
<b>Climate change</b>	7.1	7.7	7.2	7.1	7.4	7.1
	7.2		7.4	7.3		7.2
	7.3			7.5		7.3
	7.4			7.6		7.5
	7.5			7.7		7.6
	7.6					7.7
<b>Supply chain management</b>	8.1	8.4	None	8.1 – 8.5	None	8.1 – 8.5
	8.2	8.5				
	8.3					
<b>Land use and biodiversity</b>	9.1	9.6	None	9.1 – 9.6	None	9.1 – 9.6
	9.2					
	9.3					
	9.4					
	9.5					
<b>Business responsibility and ethics</b>	10.1	None	10.1	10.2	10.1	10.2
	10.2		10.5	10.3		10.3
	10.3			10.4		10.4
	10.4					10.5
	10.5					
<b>Stakeholder engagement and materiality</b>	11.1	11.5	None	11.1 – 11.5	None	11.1 – 11.5
	11.2					
	11.3					
	11.4					
<b>UN Sustainable Development Goals</b>	12.1	None	None	12.1 – 12.5	None	12.1 – 12.5
	12.2					
	12.3					
	12.4					
	12.5					