



REFINITIV CONTRIBUTOR TOOL MINORITY GROUP DATA SURVEY



Following heightened international focus on social injustice and racial inequality, Fortune and Refinitiv have joined forces to help businesses across all industries address one of the most challenging areas of our time – building a truly inclusive workplace.

THE GOAL:

Make diversity disclosure a critical metric for stakeholder-driven businesses.

THE PROJECT:

Fortune will leverage Refinitiv diversity and inclusion (D&I) data to create a benchmark to identify the most progressive companies in minority group inclusion. This metric will be reflected in the Fortune 500 list starting in 2021 as well as across Fortune 1000 company pages in order to track progress over time.

Please contribute your minority group data via our ESG Data Contributor tool. To support better trend analysis, we ask for three years of data to be submitted. While not mandatory, it will give your company the best chance of obtaining an accurate assessment of minority group efforts, commitments and performance.

By contributing your ESG data you can gain a competitive advantage by ensuring the investment world has access to the most timely ESG data on your company.

Minority group data fields

NEW

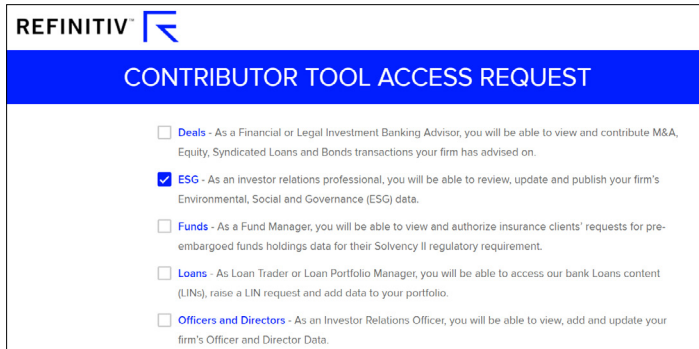
- Minorities Employees Percentage (Asian, Black or African American, Hispanic or Latino, White, Other)
- Minorities Managers Percentage (Asian, Black or African American, Hispanic or Latino, White, Other)
- Minorities Board Percentage (Asian, Black or African American, Hispanic or Latino, White, Other)
- Minorities Salary Gap

- Women Employees
- New Women Employees
- Women Managers
- Gender Pay Gap Percentage
- Employees With Disabilities
- Employee Resource Groups
- Policy Diversity and Opportunity
- Targets Diversity and Opportunity
- Day Care Services
- Policy Board Diversity

TO REQUEST ACCESS:

Step 1: Go to <https://contribute.refinitiv.com/Deals/Account/Registration>

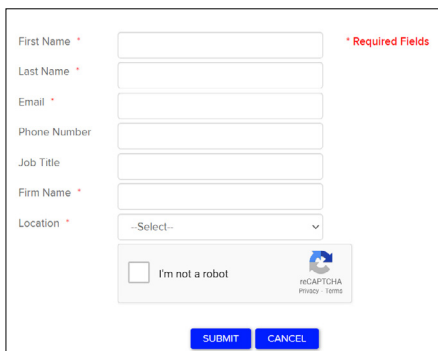
Step 2: Select check box for **ESG** (second box)



The screenshot shows the 'REFINITIV CONTRIBUTOR TOOL ACCESS REQUEST' form. It features a blue header with the REFINITIV logo and the title 'CONTRIBUTOR TOOL ACCESS REQUEST'. Below the header, there are five radio button options for selecting access types:

- Deals** - As a Financial or Legal Investment Banking Advisor, you will be able to view and contribute M&A, Equity, Syndicated Loans and Bonds transactions your firm has advised on.
- ESG** - As an investor relations professional, you will be able to review, update and publish your firm's Environmental, Social and Governance (ESG) data.
- Funds** - As a Fund Manager, you will be able to view and authorize insurance clients' requests for pre-embargoed funds holdings data for their Solvency II regulatory requirement.
- Loans** - As Loan Trader or Loan Portfolio Manager, you will be able to access our bank Loans content (LINs), raise a LIN request and add data to your portfolio.
- Officers and Directors** - As an Investor Relations Officer, you will be able to view, add and update your firm's Officer and Director Data.

Step 3: Complete the required fields below and click **SUBMIT**. The team will process your access request and you will receive your login credentials by email. Please allow a minimum of 24 hours for access to be granted (our team is based in Asia and is available Monday to Friday).

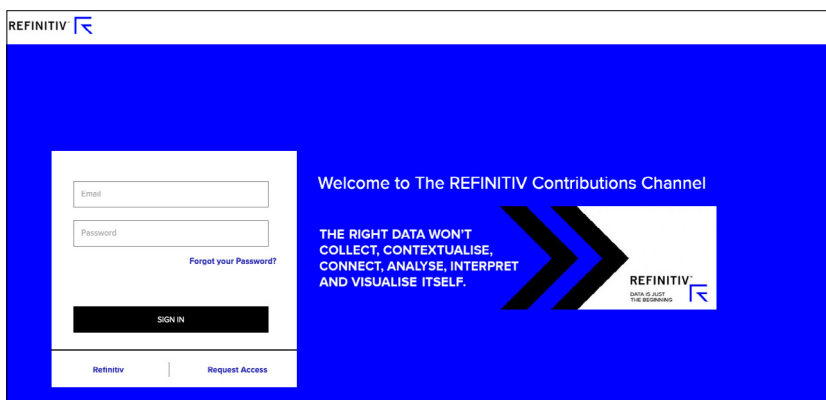


The screenshot shows a registration form with the following fields:

- First Name *
- Last Name *
- Email *
- Phone Number
- Job Title
- Firm Name *
- Location * (dropdown menu with "--Select--")

Below the fields is a CAPTCHA section with the text "I'm not a robot" and a CAPTCHA icon. At the bottom, there are "SUBMIT" and "CANCEL" buttons. A red asterisk and the text "* Required Fields" are positioned to the right of the form fields.

Step 4: Once you have received your login credentials, visit www.contribute.refinitiv.com and **login**.



The screenshot shows the REFINITIV login page. It features a blue background with the REFINITIV logo in the top left corner. On the left side, there is a white login box with the following elements:

- Email input field
- Password input field
- Link: "Forgot your Password?"
- SIGN IN button

At the bottom of the login box, there are links for "Refinitiv" and "Request Access". On the right side of the page, there is a welcome message: "Welcome to The REFINITIV Contributions Channel". Below this, there is a graphic with the text: "THE RIGHT DATA WON'T COLLECT, CONTEXTUALISE, CONNECT, ANALYSE, INTERPRET AND VISUALISE ITSELF." and the REFINITIV logo with the tagline "DATA IS JUST THE BEGINNING".

TO SUBMIT YOUR DATA:

Step 1: Once you have logged into the Refinitiv ESG Contributor Tool, the Minority Group Data Survey (see below) will pop up. Please follow the survey instructions provided and contribute your company data.

Discover more information about the ESG Contributor Tool by the free-to-view video tutorial (we only require your full name and corporate email address to access it).

MINORITY GROUP DATA SURVEY

In the wake of the public outcry around social injustice and racial inequality, Fortune and Refinitiv have joined forces to help businesses across all industries address one of the most challenging areas of our time – building a truly inclusive workplace. The goal: make diversity disclosure a critical metric for stakeholder-driven businesses. The project: Fortune will leverage Refinitiv D&I data and use this as a benchmark to identify the most progressive companies in Minority group Inclusion. This metric will be reflected in the Fortune 500 list starting in 2021 as well as across Fortune 1000 company pages to track progress over time. Your role: Refinitiv are running a survey of all Fortune 500 companies and ask that you provide details of your minority group data via our ESG Data Contributor tool. To support better trend analysis, we ask for 3 years of data to be submitted and whilst not mandatory, it will give your company the best chance of obtaining an accurate assessment of minority group efforts, commitments and performance.

TUTORIAL USER GUIDE FAQ **SUBMIT** Reports

Survey Instructions: Click the pencil icon in the right column to edit any measure. Enter the required fields in the pop-up and click Save. The bottom three measures each have 5 measure components listed below them. To enter data for the components double click on the respective cell. When finished with your edits please remember to click the Submit button in the upper right corner. Press F5 to refresh or come back to this screen.

Contact us: ESGContributorTool-OPSTeam@refinitiv.com

FISCAL YEAR	2019	2018	2017
PERIOD END DATE	31-DEC-2019	31-DEC-2018	31-DEC-2017
REPORTING CURRENCY			
Women Employees	59.43	61.56	62.06
New Women Employees			
Women Managers	36.42	36.65	36.06

Step 2: Once your data is submitted, you will be asked to provide your feedback.

SUBMIT REQUEST

Thank you for your contribution. You will receive an email once your request has been processed or you can check the status of your submission in the Submit tab. You may also review and submit data for additional ESG measures via the Environmental, Social and Governance tabs.

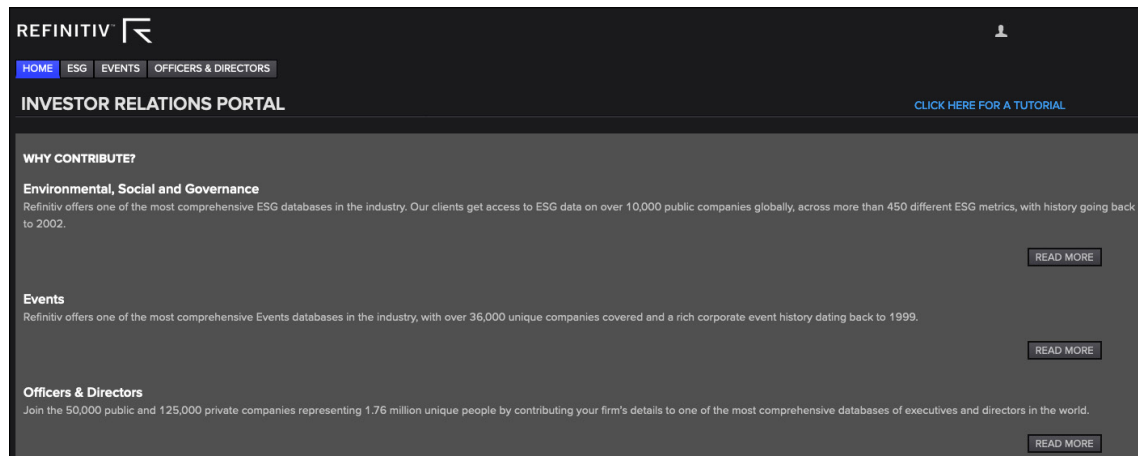
On a scale of 1 to 5 please rate your experience with this tool, and provide any additional feedback below.

1 2 3 4 5

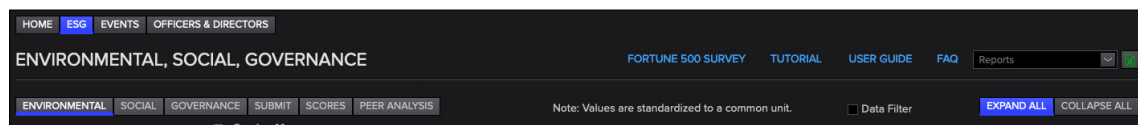
ADDITIONAL COMMENTS

OK

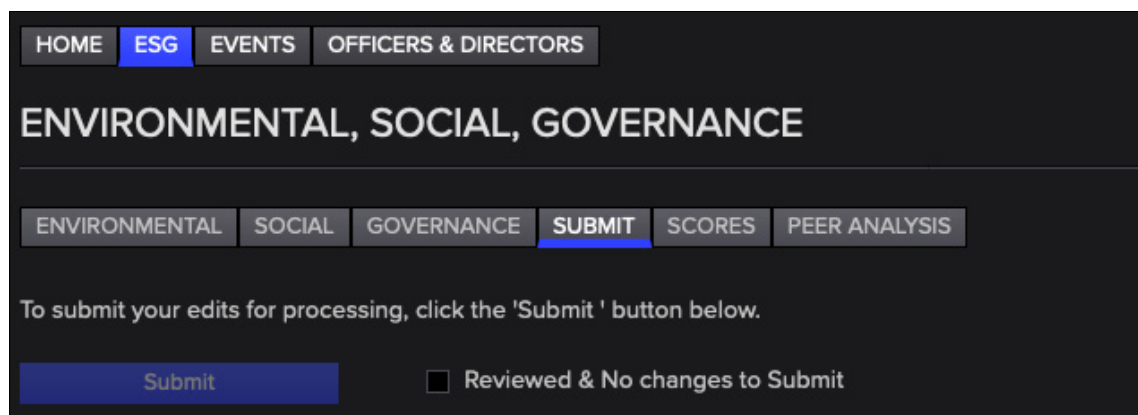
Step 3: You will then proceed to the main section of the Refinitiv ESG Contributor Tool which will give you an opportunity to contribute data for other ESG metrics or you can logout and submit later. Press F5 to go back to the Minority Group Data Survey.



Step 4: If you are on the main section of the Refinitiv ESG Contributor Tool, click on the FORTUNE 500 SURVEY tab to return back to Minority Group Data Survey.



Step 5: The data you've submitted is then reviewed by Refinitiv. You will only be able to see the data you have personally contributed under the SUBMIT tab in main section of ESG Contributor Tool. The data will be refreshed on the Minority Group Data Screen, Environmental, Social and Governance tabs once this data is available on Refinitiv Eikon and Refinitiv Workspace.



Step 6: By Clicking on the Scores tab you will be able to view Scores of your company. For more details on the scoring methodology click on the hyperlink on the right-hand corner.

	2019	2018	2017
FISCAL YEAR	2019	2018	2017
PERIOD END DATE	31-MAR-2019	30-JUN-2018	30-JUN-2017
REPORTING CURRENCY	INR	USD	USD
ESG Combined Score		C+	C+
ESG Score		A+	A+
Environment Pillar Score		A	A
Resource Use Score		A+	A+
Emissions Score		A	A
Environmental Innovation Score		A-	A-
Social Pillar Score		A+	A+
Workforce Score		A+	A+
Human Rights Score		A+	A+

Step 7: Once you submit your data, Refinitiv is happy to open up the Peer Analysis tab to view scores of your peer companies of your respective industry group based on the number of KPIs submitted.

Rank	Peers	Headquarters	Industry Group	Market Cap (Millions)	ESG Combined Score
<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>

If you have any questions, please contact us: ESGContributorTool-OPSTeam@refinitiv.com

Refinitiv is one of the world's largest providers of financial markets data and infrastructure, serving over 40,000 institutions in approximately 190 countries. It provides leading data and insights, trading platforms, and open data and technology platforms that connect a thriving global financial markets community – driving performance in trading, investment, wealth management, regulatory compliance, market data management, enterprise risk and fighting financial crime.

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