



## **Alcoa – Corporate Social Responsibility Program**

# Introduction to Alcoa CSR Program

Alcoa is pleased to share with its partners a new step in our Corporate Social Responsibility (CSR) journey and the role that you, as a key partner, play in our procurement initiative to monitor social and environmental performance in our supply chain.

At Alcoa we are committed to conducting business in an ethical, social and sustainable manner and employing risk management practices is fundamental to maintaining our reputation and averting financial impacts.

We believe that a sustainable supply chain, long term value creation and risk mitigation are priorities for our partners as well and, for this reason, we are requesting your participation in a program to drive sustainable procurement practices.

We trust you will perform well in the sustainability assessment, which will provide insights on how to improve your sustainability approach and score. Based on your score, you will receive a CSR recognition level, which is useful as a communications tool to illustrate your commitment to sustainability.

We believe in a common sustainable future, and we thank you for your cooperation and your commitment to continuously improve sustainability across our value chain.

## Why EcoVadis

Alcoa has selected EcoVadis to simplify collaboration with our trading partners in order to assess sustainability / Corporate Social Responsibility (CSR) performance worldwide.

We rely on EcoVadis' CSR expertise to produce ratings and detailed scorecards that **make it easy** for both of us to understand your CSR performance, and to work together if any improvements are needed.

As an internationally recognized standard, EcoVadis ratings provide **global benchmarks**, which are essential for measuring and improving the performance of our global value chain. The EcoVadis Rating is based on an evidence-based assessment, adapted to hundreds of business categories, takes into account relevant industry labels and certifications as well as local laws in 160 countries, and is aligned with global standards like the UN Global Compact.

Best of all, you can **share the results** of the assessment (your scorecard) with multiple customers and save a lot of time and effort.



Download a [sample CSR Scorecard here](#)

# What Are The Benefits Of An EcoVadis Assessment?



Meet Alcoa expectations, **efficiently and confidentially**: The EcoVadis Sustainability Rating is adapted to your industry, country and size, and runs on a secure, ISO27001-certified platform. (No more emailing spreadsheets!)



Demonstrate and improve your company's CSR/sustainability performance with an **internationally recognized rating, scorecard**, global benchmarks and feedback to guide improvements, used by more than 60 000 companies.



**Valorize your current work**: The assessment takes into account your relevant certifications (e.g. ISO, industry standards, etc.), labels, policies, procedures and reporting, combined with a 360 degree monitor of news and intelligence.

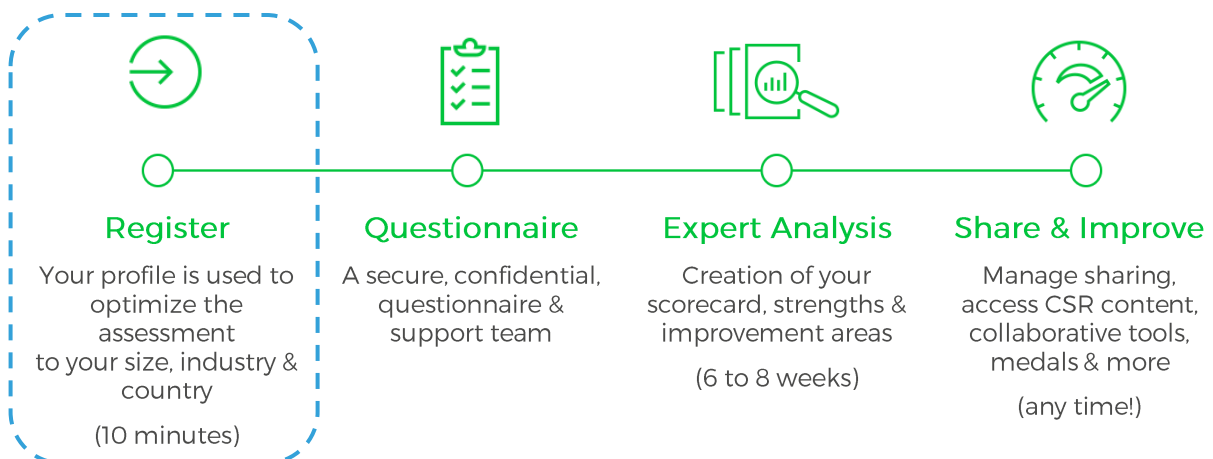


Save time and effort with all your stakeholders: You can **share the results** (your Scorecard) with multiple customers. Optional recognition medals and extended reports let you communicate your sustainability success to the world!

## How It Works And What You Need to Do Next:

The steps to complete your assessment are outlined below. EcoVadis will contact you to help you register and collect your data. They need this to make sure the questionnaire you receive is tailored to your industry sector, size, and country. At the end of the analysis and rating process by EcoVadis' CSR experts, we will both receive the results in the form of a detailed scorecard with actionable, detailed insights on your CSR performance.

You can count on the EcoVadis team to support you every step of the way, in 10 languages at <http://support.ecovadis.com>



**Your next step:** You will receive an email from EcoVadis – please be sure you respond to it and complete the steps that follow.

# Frequently Asked Questions

## Why has my company been selected to participate?

Our sustainability approach covers the entire life cycle of a product, making it critically important for our suppliers and those who serve them to conduct business in a responsible, ethical and sustainable manner. We have selected our key suppliers that posed the greatest sustainability risk to our company or are positioned in our top spend levels. These suppliers contributed the most to our carbon footprint, possessed preferred status, were sole sources of supply, were located in emerging or high-risk countries or provided regulated commodities.

## Where do I find support?

EcoVadis provides support in 10 languages. Access the web-based knowledge center and contact options including chat, email, and phone at: <http://support.ecovadis.com>

## What happens if I don't want to participate?

Our suppliers are important partners in our sustainability journey and we expect the highest levels of engagement in sustainability. We count on cooperation and commitment to continuously improve, and EcoVadis was our selected solution to bring transparency to this process. Situations where our suppliers are not open to engage with the assessment will be individually evaluated by our leadership and may result in loss of future or current business opportunities.

## Why do I have to pay for this service?

To ensure the confidentiality and control of your data, you must subscribe directly with EcoVadis for your assessment. You will also own the results. The annual subscription fee covers: The expert analysis and creation of your sustainability/CSR scorecard with benchmarks, strengths and improvement areas, performed by the EcoVadis sustainability analyst team (one per year); access to the online sustainability/CSR platform where you can manage sharing of your sustainability/CSR scorecard, use the Corrective Action Plan module and all the additional content and tools to support your improvement. See <https://www.ecovadis.com/plans-pricing/> for more information.

## I am not the person in charge of CSR and sustainability in my company.

In the registration system you can indicate the relevant contact in your company: EcoVadis will contact this person for the assessment. Please also inform your main contact (e.g. buyer).

## Will my information be kept confidential?

Your documents will be kept confidential and will not be shared or distributed without your authorization. Upon completion of the assessment, your rating and scorecard are visible to Alcoa. Any future sharing requests will be processed according to EcoVadis Terms and Conditions. You can decline or revoke sharing to any requestor via the EcoVadis platform. If you are eligible for an EcoVadis Recognition medal (where relevant), it may be displayed on the EcoVadis network according to their [Terms and Conditions](#). Please see the [EcoVadis Trust Center](#) to view their certifications and commitments to information security and data privacy.

## How will Alcoa use my EcoVadis scores and assessment results?

Your data is confidential and will be used only by the EcoVadis service, and your Scorecard will be available only to the customers you approve. Your performance results will be systematically integrated into our Sourcing Process and in our Supplier Relationship Management (SRM). If you already are an EcoVadis CSR registered user, we ask that you grant Alcoa access to your report.

## What technical resources do I need?

No software installation is required: EcoVadis uses a web-based solution delivered on a secure platform, and includes updates and technical support. All you need is an internet connection, and to provide the documentation requested in the questionnaire phase.

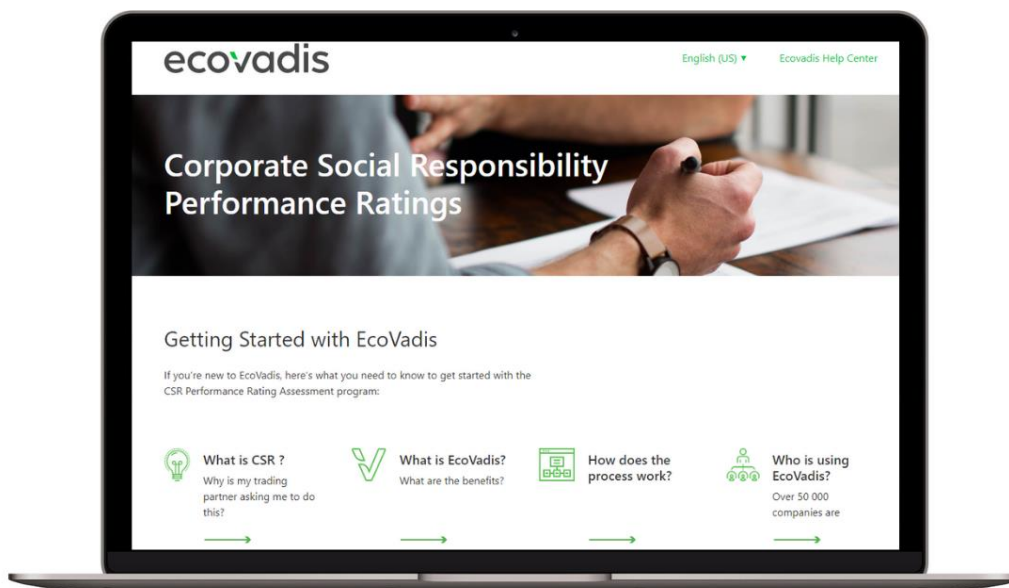
## More Information

### Getting Started With EcoVadis

Watch the overview video, as well as interviews of companies of all sizes on why and how they are using their Sustainability Rating:

<https://resources.ecovadis.com/suppliers-getting-started-with-ecovadis-kit>

Learn more with this online resource guide (available in 10 languages):



Visit <http://help.ecovadis.com/get-started/?l=en> to view the guide

### Help Center

[Help Center, English](#)

[Centre d'aide, français](#)

[Hilfebereich, Deutsche](#)

[Centro de Ayuda, Español \(España\)](#)

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[Trung Tâm Hỗ Trợ EcoVadis](#)

[Centro de Ajuda, Português do Brasil](#)

[Help Center, Nederlands](#)