

**WIDE CIRCULATION DRAFT**

**BUREAU OF INDIAN STANDARDS**  
**(DRAFT FOR COMMENTS ONLY)**

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**Sustainability Reporting and Disclosure Requirements —  
Part 3 – General Disclosures**

**ICS 03.100.02**

<b>Social Responsibility Committee, MSD 10</b>	<b>Sectional</b>	<b>Last Date for receipt of Comments is December 2024</b>
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**Foreword**

This Indian Standard was adopted by the Bureau of Indian Standards, after the draft finalized by the Social Responsibility Sectional Committee had been approved by the Management and Systems Division Council. This standard specifies the requirements for Sustainability Reporting and Disclosures.

This standard provides requirements on various aspects of Sustainability Reporting, especially covering topics concerned with the title of the standard. This is the first time such standards have been attempted by any organization in the country.

This standard (Part 3) is a part of IS xxxx under the general title ‘Sustainability Reporting and Disclosure Requirement’. Other parts in this series are:

Part 1	Glossary and acronyms
Part 2	General requirements
Part 4	Climate change and pollution
Part 5	Water and marine resources
Part 6	Biodiversity and ecosystems
Part 7	Resource use and circular economy
Part 8	Own workforce
Part 9	Stakeholders engagements
Part 10	Worker in the value chain
Part 11	Affected communities
Part 12	Consumers and end-users
Part 13	Business conduct
Part 14	Governance and internal controls
Part 15	Performance indicators and impact assessment for SDGs

The Bureau of Indian Standards (BIS) with the sole directive to formulate National Standards to assess and certify products, systems and services in the country, undertook the responsibility to devise Indian Standard on ‘Sustainability Reporting and Disclosures’. BIS further realized

the need to make criteria based standards for Sustainability Reporting and Disclosures, which will act as strengthened framework for organizations to report their disclosures on ESG across environmental, social and governance issues. xxxx

The composition of the Committee responsible for the formulation of this standard is given in Annex .....

## **Introduction**

Introduction given in Part 1 of this standard shall apply (IS \_\_\_\_\_ (Part 1) : XXXX – Sustainability Reporting and Disclosure Requirement – Glossary and acronyms)

**Draft**  
**Sustainability Reporting and Disclosure Requirements —**  
**Part 3 – General Disclosures**

## **1 Scope**

This document sets out the general disclosures requirements that apply to all organizations of all types and sizes regardless of their sectors of activities. This document provides requirements for organizations to provide information about their operations, reporting practices, activities and workers.

### **NOTES:**

- 1) Regardless of requirements given in this standard, the organizations shall also comply the disclosures requirements given by the regulator.
- 2) For any dispute arising out of the declarations made by an organization, the provisions of the regulations and the decision of the regulator shall be final.
- 3) This document is complementary and interoperable with existing voluntary and regulatory frameworks.

## **2 Normative references**

There are no normative references in this document.

## **3 Terms and definitions**

The terms and definitions given in Part 1 of this standard (IS XXXX (Part 1):2024 – Sustainability reporting and disclosure requirements – Glossary and acronyms) shall apply.

## **4 Organization and context of the disclosure**

### **4.1 General**

The organization shall determine the area of its operation along with the following details. The area of its operation may contain number of location where plants/offices of the organization are situated:

- i) Name of the organization along with its legal status
- ii) Year of incorporation
- iii) Registered office and corporate address
- iv) Name and contact details (Email, Telephone/Mobile of the contact person)
- v) Reporting period and reporting boundary – whether the disclosures are as per this document or any other framework
- vi) Name of assurance provider
- vii) Type of assurance obtained

NOTE – Annex A gives the detailed format for declarations as per SEBI's BRSR Core, which may be followed in case of declarations to be made as per requirements of format of BRSR Core.

### **4.2 Understanding the needs of interested parties**

The organization shall also identify and understand the needs of the interested parties while deciding and declaring sustainability information. The needs of the interested parties shall be in addition to the requirements of the organization while declaring sustainability information

Note: Interested party is a person or organization that can affect, be affected by, or perceive itself to be affected by actions of the organization. Not all interested parties are stakeholders.

### **4.3 Determining the scope of the sustainability information**

The sustainability information shall be meaningful, relevant and credible. It shall also be truthful, plausible, accurate and not misleading. The sustainability information can be described using defined units of measurements (metrics), qualitative data and information, or performance indicators. Sustainability information can also be aggregated and categorized.

The organization can describe the declared sustainability information by existing normative documents, such as standards, regulations, etc.

### **4.4 Reporting period and reporting frequencies**

**4.4.1** The organization shall:

- i) specify the reporting period for, and the frequency of, its sustainability declaration
- ii) specify the date of sustainability declaration
- iii) nominate a person as contact point for questions about the declaration and declared information

The organization shall maintain the above information for past periods also for auditing purpose or as required by the regulator. In case any error is observed, in the previous periods' declaration, the organization shall:

- identify the nature of error
- re-disclose previous period's sustainability information after correction of error, with appropriate reasons
- if correction of error is not possible/practicable, the circumstances under which the error occurred.

### **4.4.2 Content and structure of sustainability statement**

The organization shall report their sustainability information after taking into consideration their most material impacts on the economy, environment and society, including impacts on their human rights. The organization shall conduct materiality and double materiality assessment, as applicable, and shall report this assessment in sustainability statement.

In order to prepare a report in accordance with IS XXXX series of standards, the organization shall follow and disclose all the standard in the series. As detailed in the Notes under clause 1 Scope, the organization shall also comply the disclosure requirement given by the regulator. However, by following IS XXXX series of standards, the organization will also comply with requirements by the regulator.

### **4.5 Operations**

#### **4.5.1 General**

The organization shall disclose its business model(s) and value chain, including:

- i) the organization's activities, products, services, and markets served

- ii) the organization's supply chain (upstream and downstream)
- iii) the entities downstream from the organization and their activities

in order to provide understanding of its exposure to impacts, risks and opportunities.

The organization shall also identify and report 'critical' suppliers / value chain partners, including stakeholders.

#### **4.5.2 Products/services**

The organization shall declare the sectors and other details of business activities which constitutes major portion of its turnover. Details of products/services sold by organization shall be maintained and specifically declared.

#### **4.5.3 Market served and customers**

The organization shall declare the details of its markets being served by it and shall declare the contribution of exports, if any, in total turnover. Revenue breakup by countries shall be provided.

The organization shall provide information on the types and groups of customers targeted for its products and services.

#### **4.5.4 Holding subsidiaries /associated companies**

The organization shall declare the information about its holdings/subsidiaries/ associated companies/joint ventures and affiliates, including its interest in these holdings/subsidiaries/ associated companies/joint ventures and affiliates.

The organization shall also declare other business relationships, if any. It includes relationship that the organization has with entities that are not described as of its major business activities.

### **4.6 CSR Details**

The organization shall, in accordance with relevant laws and regulations, declare its turnover and net worth in monetary terms, if CSR is applicable to it.

## **5 Leadership**

The leadership shall motivate groups of people towards a common goal. The leadership shall provide mission and vision to the organization and motivate each employee to fulfil his / her responsibility towards the organization. Leadership shall ensure that appropriate resources that available to fulfil ESG related goals and tasks.

### **5.1 Leadership and Commitment**

The organization shall disclose its commitments and declare its responsible business conduct.

The organization shall disclose its business policy commitments and report the level at which each of the policy commitments was approved within the organization. Also report to the extent to which the policy commitments apply to the organization's activities and to its business

relationships. Such policy commitments shall be communicated to workers, business partners, and other relevant interested parties.

Any complaint or grievances on responsible business conduct shall be reported by the organization for each community, investors, shareholders, employees and workers, customers and value chain partners, etc.

## **5.2 ESG Communication**

Communicating ESG significantly influence organizations strategic success. The organization shall involve all stakeholders, both internally and externally, in all key-ESG issues and decisions.

The organization shall report on strategies and objectives of ESG.

The organization shall endeavour to create awareness about ESG and sustainability information through training, workshops and different capacity building programmes, etc.

The organization shall report ESG statistics, ESG performance, goals, initiatives, and progress. Such reports may be in the form of dashboards, key performance indicators (KPIs), and other data visualization.

## **5.3 Compliance of laws and regulations**

The organization shall follow all relevant laws and regulations applicable to its business activities and foster a culture within the organization to comply legal requirements.

The organization shall:

- i) Report the total number of significant instances of non-compliance with laws and regulations during the reporting period, and a breakdown of this total by:
  - Instances for which fines were incurred
  - Instances for which non-monetary sanctions were incurred
- ii) Report the total number and the monetary value of fines for instances of non-compliance with laws and regulations that were paid during the reporting period, and a breakdown of this total by:
  - Fines for instances of non-compliance with laws and regulations that occurred in the current reporting period;
  - Fines for instances of non-compliance with laws and regulations that occurred in previous reporting periods
- iii) Describe the significant instances of non-compliance
- iv) Describe how it has determined and addressed significant instances of non-compliance

## **6 Impacts, risks and opportunities**

The organization shall identify risks and opportunities and their impact on ESG.

Note: Risks and opportunities based approach to ESG supports effective execution of planning in long term.

The organization shall identify issue material to its business conduct and indicate if such an issue is a risk or an opportunity for the ESG impact. In case of significant risk, the organization shall report what action or approach has been adopted by it to adapt or mitigate the risk.

## **7 Stakeholders**

The organization shall identify the stakeholders that are affected or could be affected by the organization's activities. The stakeholder identification and engagement shall be done in relation to the interest that could actually or potentially be the basis for a claim.

### **7.1 Stakeholder identification**

Stakeholder identification shall ensure that those identified as having interests are representatives and credible advocates for the interests being pursued. The stakeholders may include communities, investors, shareholders, employees and workers, shareholders, customers, supplier, trade unions and vulnerable groups, etc.

The organization shall identify such stakeholders

### **7.2 Stakeholder engagement**

The organization shall determine the process(es) for engaging with stakeholders, including, the categories of stakeholders it engages with, and how they are identified, the purpose of the stakeholder engagement, and how the organization seeks to ensure meaningful engagement with stakeholders.

### **7.3 Employees and workers**

The organization shall identify and disclose all employees and workers working with it. The employees and workers shall be segregated region and gender wise, also if they are permanent or other than permanent employees and workers.

Turnover rate of permanent employees, gender wise, shall be disclosed. Such a data shall be available for previous years also.

Note: The term 'employees' consists of 'permanent/ non-permanent' employees.

#### **7.3.1 Differently abled employees and workers**

The organization shall disclose differently abled employees and workers, both males and females, permanent and other than permanent.

#### **7.3.2 Representation of women**

The organization shall disclose the total number of women employees in key management posts and in Board of Directors

## **8 Key Performance Indicators (KPIs) framework**

### **8.1 General**



Each of the E, S and G of ESG shall have separate set of indicators which have been built for an overall ESG measurement framework.

The organization shall identify Key Performance Indicators (KPIs) to understand and report on their status, set goals, make informed decision, attract investment, manage risks, engage their staff and their stakeholders, and drive positive change within and outside their organization in line with ESG Principles.

The organization shall report annually on the Key Performance Indicators (KPI). Reports shall include both absolute figures and intensity metrics (e.g., per unit cost of production/ services).

## **8.2 Rationale**

The identification and reporting on the KPIs is of utmost importance in disclosure of ESG and sustainability information. The organization shall identify KPIs on the basis of following:

- i) Quantifiable and reportable – The organization shall identify KPI data in format which can be quantified and reported
- ii) Decision-making and planning – The KPI should help the organization to identify the areas where they can improve sustainability social equity and governance practices.
- iii) Stakeholder engagement – The KPI should help the organizations to engage stakeholders in collaborative efforts to address shared ESG priorities.
- iv) Propelling growth and investment- The KPI should be data driven and may showcase the commitment of an organization to sustainable development which can lead to increased investment, economic growth, and job creation
- v) Risk and opportunity – The KPI should help the organization to identify and manage risks and opportunities associated with ESG factors.

**ANNEX A**  
**(Clause 4.1)**

Format for new KPIs as per BRSR Core are as follows:

**SECTION A: GENERAL DISCLOSURES**

**I. Details of the listed entity**

1. Corporate Identity Number (CIN) of the Listed Entity
2. Name of the Listed Entity
3. Year of incorporation
4. Registered office address
5. Corporate address
6. E-mail
7. Telephone
8. Website
9. Financial year for which reporting is being done
10. Name of the Stock Exchange(s) where shares are listed
11. Paid-up Capital
12. Name and contact details (telephone, email address) of the person who may be contacted in case of any queries on the BRSR report
13. Reporting boundary - Are the disclosures under this report made on a standalone basis (i.e. only for the entity) or on a consolidated basis (i.e. for the entity and all the entities which form a part of its consolidated financial statements, taken together).
14. Name of assurance provider
15. Type of assurance obtained

**II. Products/services**

16. Details of business activities (*accounting for 90% of the turnover*):

S. No.	Description of Main Activity	Description of Business Activity	% of Turnover of the entity

17. Products/Services sold by the entity (*accounting for 90% of the entity's Turnover*):

S. No.	Product/Service	NIC Code	% of total Turnover contributed

**III. Operations**

18. Number of locations where plants and/or operations/offices of the entity are situated:

Location	Number of plants	Number of offices	Total
National			

<b>International</b>			
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19. Markets served by the entity:

a. Number of locations

<b>Locations</b>	<b>Number</b>
National (No. of States)	
International (No. of Countries)	

b. What is the contribution of exports as a percentage of the total turnover of the entity?

c. A brief on types of customers

#### **IV. Employees**

20. Details as at the end of Financial Year:

a. Employees and workers (including differently abled):

<b>S. No.</b>	<b>Particulars</b>	<b>Total (A)</b>	<b>Male</b>		<b>Female</b>	
			<b>No. (B)</b>	<b>% (B / A)</b>	<b>No. (C)</b>	<b>% (C / A)</b>
<b><u>EMPLOYEES</u></b>						
1.	Permanent (D)					
2.	Other than Permanent (E)					
3.	<b>Total employees (D + E)</b>					
<b><u>WORKERS</u></b>						
4.	Permanent (F)					
5.	Other than Permanent (G)					

<b>S. No.</b>	<b>Particulars</b>	<b>Total (A)</b>	<b>Male</b>		<b>Female</b>	
			<b>No. (B)</b>	<b>% (B / A)</b>	<b>No. (C)</b>	<b>% (C / A)</b>
6.	<b>Total workers (F + G)</b>					

b. Differently abled Employees and workers:

<b>S. No</b>	<b>Particulars</b>	<b>Total (A)</b>	<b>Male</b>		<b>Female</b>	
			<b>No. (B)</b>	<b>% (B / A)</b>	<b>No. (C)</b>	<b>% (C / A)</b>
<b><u>DIFFERENTLY ABLED EMPLOYEES</u></b>						
1.	Permanent (D)					
2.	Other than Permanent (E)					

3.	<b>Total differently abled employees (D + E)</b>					
<b><u>DIFFERENTLY ABLED WORKERS</u></b>						
4.	Permanent (F)					
5.	Other than permanent (G)					
6.	<b>Total differently abled workers (F + G)</b>					

21. Participation/Inclusion/Representation of women

	Total (A)	No. and percentage of Females	
		No. (B)	% (B / A)
Board of Directors			
Key Management Personnel			

22. Turnover rate for permanent employees and workers  
(Disclose trends for the past 3 years)

	FY ____ (Turnover rate in current FY)			FY ____ (Turnover rate in previous FY)			FY ____ (Turnover rate in the year prior to the previous FY)		
	Male	Female	Total	Male	Female	Total	Male	Female	Total
<b>Permanent Employees</b>									
<b>Permanent Workers</b>									

V. Holding, Subsidiary and Associate Companies (including joint ventures)

23. (a) Names of holding / subsidiary / associate companies / joint ventures

S. No.	Name of the holding / subsidiary / associate companies / joint ventures (A)	Indicate whether holding/ Subsidiary/ Associate/ Joint Venture	% of shares held by listed entity	Does the entity indicated at column A, participate in the Business Responsibility initiatives of the listed entity? (Yes/No)

**VI. CSR Details**

24. (i) Whether CSR is applicable as per section 135 of Companies Act, 2013:  
**(Yes/No)**  
(ii) Turnover (in Rs.)  
(iii) Net worth (in Rs.)

**VII. Transparency and Disclosures Compliances**

25. Complaints/Grievances on any of the principles (Principles 1 to 9) under the National Guidelines on Responsible Business Conduct:

Stakeholder group from whom complaint is received	Grievance Redressal Mechanism in Place (Yes/No) <i>(If Yes, then provide web-link for grievance redress policy)</i>	FY ____ Current Financial Year			FY ____ Previous Financial Year		
		Number of complaints filed during the year	Number of complaints pending resolution at close of the year	Remarks	Number of complaints filed during the year	Number of complaints pending resolution at close of the year	Remarks
Communities							
Investors (other than shareholders)							

Stakeholder group from whom complaint is received	Grievance Redressal Mechanism in Place (Yes/No) <i>(If Yes, then provide web-link for grievance redress policy)</i>	FY ____ Current Financial Year			FY ____ Previous Financial Year		
		Number of complaints filed during the year	Number of complaints pending resolution at close of the year	Remarks	Number of complaints filed during the year	Number of complaints pending resolution at close of the year	Remarks
Shareholders							

Employees and workers							
Customers							
Value Chain Partners							
Other (please specify)							

26. Overview of the entity’s material responsible business conduct issues

Please indicate material responsible business conduct and sustainability issues pertaining to environmental and social matters that present a risk or an opportunity to your business, rationale for identifying the same, approach to adapt or mitigate the risk along-with its financial implications, as per the following format

<b>Sl. No.</b>	<b>Material issue identified</b>	<b>Indicate whether risk or opportunity (R/O)</b>	<b>Rationale for identifying the risk / opportunity</b>	<b>In case of risk, approach to adapt or mitigate</b>	<b>Financial implications of the risk or opportunity (Indicate positive or negative implications)</b>