

Maala Index 2020 Questionnaire

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THRESHOLD CONDITIONS FOR THE RANKING AND GENERAL INSTRUCTIONS

The Maala 2020 Index will include companies that meet at least one of the following conditions (will be published according to the relevant yearbooks):

- Companies traded in the security universe of the Tel Aviv Stock Exchange (TASE) on the record date, December 15, 2019, with an annual turnover of over NIS 320 million.
- Companies ranked in Dun & Bradstreet's Dun's 100 ranking for the past year or in BDI Code's ranking of leading companies in the Israeli economy.
- Companies declaring for the purpose of participation in the Index that their sales turnover or equity in Israel in 2018 was over NIS 320 million.
- Companies that participated in the Maala 2019 Index.
- Maala Index reserves the right to inspect, intervene and decide with respect to the participation of a company in the ranking in exceptional cases, as it deems appropriate.
- Unless stated otherwise, please refer to 2019 data when completing the questionnaire.

MAALA INDICES

All public companies in the Maala ranking that are in the security universe serving for TASE's real-time quoted share indices form the TA-Maala SRI Index on TASE, subject to calculation of the Index by TASE.

THE PUBLIC COMMITTEE FOR ESTABLISHING 2020-2022 CRITERIA

■ **Committee chair: Amnon Neubach, TASE Chairman**

■ **Heads of the sub-committees**

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■ **Committee partners from the ranked companies**

Zvi Baida – Shufersal | Ronit Karpol – Western Digital Israel | Oren Helman – Israel Electric Corporation | Amit Zimmer – Rafael | Merav Ratan – Harel

■ **Partner entities**

- ◆ Examination, analysis and scoring in environmental areas | Greeneye
- ◆ Review and audit of the ranking process | Ernst & Young Israel
- ◆ Calculation and determination of the Maala Index on the Stock Exchange | TASE

SCORING SUMMARY

SPHERE REVIEWED	TOTAL POINTS
A. Ethics and core values	15
B. Employees	14
C. Diversity and inclusion	9
D. Responsible procurement	10
E. Community contribution	10
F. Social involvement of employees	8
G. Environment (according to environmental impact)	15 20 25
H. Corporate governance	9
I. Social and environmental management and reporting	5
Total	100 points
Total including bonus points	106 points

► New criteria are marked (N). Revised criteria are marked (R).

A. ORGANIZATIONAL ETHICS AND CORE VALUES

The code of ethics/code of conduct and its annexes are documents that outline the company's values, principles and guidelines that govern various aspects in the course of the company's business. The code of ethics should combine aspirations and vision with clear, focused standards that define do's and don'ts for the practical application of the code of ethics and to guide the company and its employees in all their actions. Although the code of ethics is voluntary, it is generally considered important and a meaningful part of the organizational culture, its reputation and compliance. The Ethics section in the Maala ranking examines whether the company's code of ethics is current and relevant to the company's business, the processes for its implementation and its effectiveness, receipt of feedback, and stakeholder dialogue on the subject.

Current code of ethics that is aligned with the organization's characteristics

- Is there a code of ethics that is publicly posted on the company's website and available to stakeholders? [Threshold question]
 - Yes
 - No

- (R) 2. a. Does the code of ethics refer, inter alia, to the foundational values of Israeli society, including a commitment to the protection of human dignity and rights?

- Yes
- No

- b. Which of the following subjects are addressed in the company's written and published code of ethics?

- Integrity and trust
- Protection of customer privacy**
- Protection of employee privacy**
- Anti-discrimination and equal opportunity
- Interpersonal relations between company employees
- Prevention of harassment (including racial, religious and sexual harassment, harassment based on gender identity and sexual identity)
- Guidelines on accepting gifts and other benefits
- Confidential and inside information
- Bribery and corruption
- Conflict of interest
- Political activity

(N)

(N)

-
- Transparency in personal dealings with customers and stakeholders
 - Fair competition, including gathering information about competitors
 - Relations with suppliers
 - Relations with shareholders and debt holders
 - Government relations
 - Community relations
 - Environmental responsibility
 - Employee well-being
 - Customer interests
 - Avoidance of abuse of company power
 - Validity, credibility and truth in the company's reports**
 - The employee's personal responsibility with respect to requests by supervisors (e.g. in the ethical context, an employee may, and is even expected to, report ethical failures despite instructions to the contrary by supervisors)**
 - Other: _____

(N)
(N)

- (N) 3. Is the company's code of ethics tailored to the business sector and the unique features of its activity? (One point)
 - Yes. Please specify unique features that reflect this:_____
 - No
- (R) 4. Was the code of ethics reviewed and examined in the past two years in order to assess its relevancy and currency, including employee input (or alternatively, written and updated in past two years) in a process that included discussion and approval by management and/or the board of directors? (One point)
 - Yes
 - No
5. If the company is part of a holding group and/or maintains business relationships with subsidiaries, sister companies and the like: Does the code of ethics also include specific reference to ethical aspects in reciprocity between the companies within the framework of the business relationship? (If regulation applies thereto, mark N/A) (Half a point)
 - Yes
 - No

N/A

6. Has the company examined whether current international guidelines for businesses with respect to the protection of human rights **are relevant to it, and to what extent?** (Half a point)

International frameworks for the protection of human rights in the context of business operations are based on a number of international charters, the prominent ones being:

1. OECD Guidelines for Multinational Businesses
2. UN Guiding Principles on Business and Human Rights

Most of the activity of business firms in this field is based on the management of risks and their impacts on human rights in light of these international charters. Human rights include, among other things, the right to an adequate standard of living, decent working conditions, freedom of expression and occupation, etc. A business firm is required to include a commitment to the protection of human rights in company policy and to make good on its commitment in its business operations. The Ruggie Report on human rights recommends that business firms perform a due diligence process with regard to human rights to identify, mitigate and remedy the potential harm they cause as a result of their operations.

Yes
 No

Ongoing, effective implementation

7. Does the company have a mechanism (such as an ethics officer, ethics committee, etc.) which has overall practical and everyday responsibility for the implementation, assimilation, enforcement and control over the code of ethics and for reporting to management/the board of directors on the degree of its effectiveness? (Half a point)

Yes
 No

8. Please indicate which metrics and objectives the company uses for the assimilation of the company's ethics program (marking at least three items counts for one point; marking two items – half a point):

- 8.1 The percentage of employees who passed an ethics exam.
- 8.2 The percentage of employees who underwent ethics training.
- 8.3 The percentage of units/departments that underwent ethics training.
- 8.4 Number of calls to the anonymous hotline.
- 8.5 Number of inquiries to the ethics officer.

8.6 Number of inquiries that required significant handling (characterization of the inquiries by area, subject, department, etc.).

8.7 Other: _____

8.8 No metrics and objectives.

N 9. Scope of coverage and method of executing the training program on the code of ethics:

ethics: (Reporting at least 75% of employees trained counts for one point. Reporting at least 75% of suppliers or business partners who signed the code of ethics or underwent training counts for one point).

a. Please specify the percentages covered by the training program accordingly: (two points)

	Percentage who have signed the code of ethics in the past two years	Percentage who received training on the code of ethics in the past two years
Employees	%	%
Suppliers & subcontractors	%	%
Business partners	%	%

b. Please describe the method of executing the training program on the code of ethics (informational question):

10. Please indicate which internal communication activities are performed in the company in a manner that supports an ongoing conversation regarding ethical aspects of the company's conduct and management's commitment to the subject (marking at least three sections counts for one point; marking two sections – half a point):

10.1 Reference to ethical dilemmas and issues in the company's activity in employee publications.

10.2 Reference to ethical dilemmas and issues in employee meetings with management and mid-level managers.

10.3 Integration of ethical aspects in the company into orientation days for new employees.

10.4 Integration of conversations, lectures and discussions on ethical aspects of the company's conduct into company events.

10.5 Internal portal, blog or forum, which includes case studies describing how the issue was addressed by the company.

10.6 Games/interactive questionnaires referring to ethical aspects of business conduct.

10.7 Enrichment lectures on the subject.

11. Does the company have a procedure or mechanism in place that ensures confidentiality, which enables employees to consult and/or report unethical conduct in the company without

fear of reprisal (examples: telephone number of an anonymous hotline, website, e-mail, ombudsman, open door, other)? (Half a point)

- Yes
- No

12. Are ethical aspects included in employee and manager evaluations, feedback and promotions? (Half a point)

- Yes
- No

13. Does the company have a compliance/ethics program or policy/procedures designed to effectively assimilate ethical conduct and prevent bribery and corruption, which are accessible to all directors/managers/employees/advisers/business partners in the following areas? (Marking at least two sections counts for half a point)

(We recognize that some sections may not be applicable to some companies).

- 13.1 Receiving and giving gifts and benefits.
 - 13.2 Hospitality, cultural/leisure events and expenses (what expenses are allowed, how to record them, receipts).
 - 13.3 Inviting customers on overseas business trips, what kind of expenses they may be reimbursed (e.g. existence of an itinerary for business purposes, restriction on flight class, restriction on hotel costs, restriction on per diem against invoices only, approval from the immediate supervisor of the customer who is travelling abroad, meetings with customers overseas, etc.).
 - 13.4 Donations and sponsorships (documentation method, investigation of conflicts of interest, etc.).
 - 13.5 Background and credibility checks of suppliers/advisers and business partners, mainly those involved in the sales processes of the organization or representing the organization in dealings with government authorities.
 - 13.6 Guiding sub-agents in overseas operations.
14. Does the company have a formal charter/policy/principles or any other relevant document that is publicly available online, which provides guidelines for work with the company's customers/consumers and makes reference, inter alia, to ethical aspects in the relationship

between the company and its customers, arising from the values defined in the company's code of ethics? (Half a point)

- Yes
- No

15. Do the tutorials, training programs and sales and service processes include, inter alia, reference to ethical aspects in typical service and sales situations in the company and the business sector in which it operates? (Half a point)

- Yes
- No

16. Does the company have a formal charter/policy/principles or any other relevant document that makes reference, inter alia, to ethical aspects in the relationship between the company and its shareholders and debt holders arising from the values defined in the company's code of ethics, which also guides conduct toward representatives of investors and debt holders? (Half a point)

- Yes
- No
- Irrelevant

N 17. **Protection of privacy.** *Large organizations that serve numerous stakeholders and are active globally need to invest in safeguarding the data and information in their possession. An inefficient database and inefficient data protection, imprecise management of personal information, etc. are liable to expose companies to numerous risks in the event of information leakage or use of information for purposes other than those for which it was gathered. To avoid legal costs, damage to reputation, etc., companies are required to set an official policy and perform a number of actions to protect privacy and data.*

Please specify the actions performed by the company to protect stakeholder privacy and the confidentiality of their information. (Marking at least one section counts for half a point)

- 17.1 Definition of a privacy protection policy and procedures for addressing violations.
- 17.2 Annual training for all employees on privacy protection.
- 17.3 Establishment of a dedicated support center for the subject for the company's employees and stakeholders (to provide a response to issues and questions, clarifications, submission of complaints, etc.).

Stakeholder feedback and dialogue on ethical aspects of the company's conduct

18. Has the company performed surveys/audits among various stakeholder groups in the past two years to ascertain, among other things, their attitudes to ethical aspects of the company's conduct? Please specify among which stakeholders these audits were performed. (Marking one item counts for one point; marking two items – two points, three items – three and a half points)

- Employees
- Customers/consumers
- Suppliers and subcontractors
- Business partners
- Representatives of investors and debt holders (companies may report on the analysis of inquiries/queries on the subject rather than on a proactive examination)

(N) 19. **Were the findings of the above surveys discussed, inter alia, in the biannual review of the code of ethics?** (Half a point)

- Yes
- No

(N) 20. **Has the company voluntarily undertaken/joined initiatives/plans/regulatory contracts established by a government ministry or body, which reflect corporate social responsibility?**

The term "regulatory contract" refers to an agreement between an administrative regulatory body and a private/business entity pertaining to mutual understandings and the exchange of considerations, part or all of which relate to the regulation of the activity of that entity. The regulatory contract is characterized by the grant of regulatory relief by a regulatory authority in return for the undertaking of voluntary commitments by a private/business entity.

- Yes, please specify _____
- No

Regulatory compliance

(N) 21. **Were any criminal proceedings and/or administrative enforcement proceedings conducted against the company and/or its officers (in the past year through to the reporting date) and/or were any fines imposed on the company by a regulatory authority (such as the Securities Authority, Privacy Protection Authority, Money Laundering Authority, Ministry of Finance, etc.)?** (If section 3 is marked, one point will be deducted; if section 4 is marked, one and a half points will be deducted)

- 21.1 No legal or administrative proceedings charging or convicting the company of the matter were conducted.
- 21.2 Yes: Legal or administrative proceedings are being conducted against the company but no decision has yet been awarded. Please provide details as well as reference to the company's public reports in this context: _____
_____.
- 21.3 Yes: Fines were imposed on the company in respect of the matter. Please provide details as well as reference to the company's public reports in this context: _____
_____.
- 21.4 Yes: Judgments charging or convicting the company were given. Please provide details as well as reference to the company's public reports in this context: _____
_____.

B. EMPLOYEES

22. Were any proceedings instituted against the company pertaining to violations of protective labor laws in the past four years? If the answer is yes, please provide details: (Sections 1 & 2 – zero points; sections 3 & 4 – deduct one point; section 5 – deduct one and a half points)

22.1 No legal or administrative proceedings charging or convicting the company of the matter were conducted.

22.2 Legal or administrative proceedings are being conducted against the company but no decision has yet been awarded.

22.3 Fines were imposed on the company in respect of the matter. Please specify:

22.4 Financial sanctions were imposed on the company in respect of the matter under the Law for Increased Enforcement of Labor Laws. Please specify whether this is an ongoing violation, repeat violation or a violation with aggravating circumstances. Please provide details: _____.

22.5 Judgments were awarded, charging or convicting the company.

2016	2017	2018	2019

23. When inducting new employees, does the company provide a full and clear explanation of their rights and terms of employment in their own language, with reference to the following areas? (Half a point)

- Job requirements
 - Direct supervisor
 - Salary components and conditions
 - Social rights including pension contributions
 - Other, please specify: _____
- Yes
- No



24. Employee surveys

a. Has the company performed employee surveys in the past two years to ascertain the employees' perceptions of and satisfaction with the organization, and announced the survey results to employees (on the platform chosen by the company, in full or summarized form)? (Half a point)

Yes. The percentage of company employees who participated in the survey is ____

No

- (N) b. In recent years, awareness has grown of the need to create a work environment that encourages equal opportunity based on gender and diverse perceptions among employees of different age groups. **Are the survey results also examined according to different characteristics such as men/women, age groups and others?** (Informational question)

Yes. Please specify the characteristics examined: _____
 No

- (N) c. After an analysis of the survey results according to the characteristics enumerated in section b, were issues needing to be addressed identified in terms of the management of labor relations in the company?

Please provide details: _____

25. Is there a workers' union at the company?

Yes
 No

- a. If the answer is yes – are there procedures and guidelines for senior managers, middle managers and HR managers regarding the employer's latitude in an environment in which a workers' committee operates? (Marking "yes" counts for half a point)

Yes
 No

- b. If the answer is no – are there procedures and guidelines for senior and mid-level managers with regard to case law and the legislation that regulate the employer's latitude in relation to a workers' organization during the various stages of the process? (Marking "yes" counts for half a point)

Yes
 No

Safe and supportive work environment

26. Sexual harassment harms human dignity, the victim's self esteem, privacy and right to equality. The implications of sexual harassment in the workplace reverberate throughout the organization.

Has the company appointed a sexual harassment prevention officer who has been trained for the job? (Threshold question)

- Yes
- No

If the answer is yes, what actions does the company take to ensure a safe work environment that is free from sexual harassment? (Marking at least five sections counts for half a point)

- 26.1 Establishment of regulations for the prevention and handling of sexual harassment in the organization, taking the organization's unique features into account.
- 26.2 Appointment of sexual harassment prevention custodians in alignment with the needs of large, decentralized organizations.
- 26.3 All company employees have attended a training session of at least one hour on the prohibition and prevention of sexual harassment in the past year.
- 26.4 Said training includes highlights for managers in the organization with regard to their responsibility to play an active, leading role in the prevention of sexual harassment.
- 26.5 Regular communications to employees and managers.
- 26.6 Hotline for complaints.
- 26.7 Hotline for complaints in additional languages, as required by the makeup of the organization's workforce.
- 26.8 Inclusion of the subject in orientation days and training for new hires, plus a written notice describing the measures in place for the prevention of sexual harassment.
- 26.9 Annual management discussion on the subject.
- 26.10 Publication of the procedure for investigating complaints.
- 26.11 Mechanism for submitting complaints by outsourced employees and service providers working in the company's facilities, who are not company employees.
- 26.12 Other, please specify: _____

* For more information, see the [Voluntary Code for the Prevention of Sexual Harassment in Workplaces by the Association of Rape Crisis Centers in Israel and the Standards Institution of Israel](#)

27. *Workplace bullying is harassing and humiliating behavior that is not physical in nature, which is repeatedly directed at employees and creates a hostile work environment.*

What actions does the company take to ensure a respectful organizational culture for all employees, particularly with regard to treatment by supervisors, which are designed to mitigate workplace bullying? (Marking at least two sections counts for half a point)

- 27.1 Establishment of regulations for the prevention and handling of workplace bullying, taking the organization's unique features into account.
- 27.2 Appointment of a workplace bullying prevention officer.



-
- 27.3 All company employees have attended a training session or lecture on the prohibition and prevention of workplace bullying in the past two years.
 - 27.4 Said training includes highlights for managers in the organization with regard to their responsibility to play an active, leading role in the prevention of workplace bullying.
 - 27.5 Regular communications to employees and managers.
 - 27.6 Hotline for complaints.
 - 27.7 Hotline for complaints in additional languages, as required by the makeup of the organization's workforce.
 - 27.8 Inclusion of the subject in orientation days and training for new hires as to the measures in place for the prevention of workplace bullying.
 - 27.9 Publication of the procedure for investigating complaints.
 - 27.10 Mechanism for submitting complaints by outsourced employees and service providers working in the company's facilities, who are not company employees.
 - 27.11 Other, please specify: _____

(N) 28. Please indicate how the company addresses workplace safety. (Marking at least three sections counts for half a point)

- 28.1 De facto appointment of a workplace safety officer as required by the Labor Inspection Law, 1954.
- 28.2 Display of the organization's safety policy.
- 28.3 Definition of a plan containing safety objectives, such as the OSHA Index [which normalizes the number of workplace accidents versus the number of hours worked, the number of safety officers per each 100 employees, the percentage of safety custodians, etc.].
- 28.4 The company's investment in safety related projects.
- 28.5 Performance of internal safety audits.
- 28.6 Existence of a safety committee, of which at least half the members are employees.
- 28.7 Other.

(N) 29. Job effectiveness, family and leisure: Which of the following actions by the company are grounded in formal company procedures and/or policy? (Marking at least three sections counts for half a point)

- 29.1 Recommending one day a week when employees leave work early.
- 29.2 Providing the option of flexible working hours.
- 29.3 Defining one or two days each week when meetings are not held in the afternoon, or a procedure requiring that advance notice be given when meetings are scheduled in the afternoon.

29.4 Partial, coordinated recognition of work from home arrangements according to defined criteria and approved by the competent party.

29.5 Formal option for a gradual return from parental leave for parents who are interested.

29.6 Training supervisors and employees on family support principles.

29.7 The option of work based on a weekly, monthly or yearly working hours bank.

29.8 Definition of a “parent job”.

29.9 The option of taking paid/unpaid leave during school and kindergarten vacations and/or during university exam periods.

(N) 29.10 **Periodic review of the percentage of employees who worked more than 50 hours per week.**

(N) 29.11 **Measurement and formal encouragement of employees to use their leave balance.**

30. **Employee road safety: Please mark actions taken by the company.** (Marking at least three sections counts for half a point)

30.1 Mapping the safety condition of company vehicles, including leased vehicles (accidents, fines, near misses...).

30.2 Definition of a work plan for road safety, including metrics and objectives.

30.3 Holding theoretical and/or practical training on the subject once in two years.

30.4 Regular communications on the subject.

30.5 Monitoring driving behaviors (according to automotive black box data).

30.6 Rewards for employees who drive safely.

30.7 Other (such as reduction of mileage, employee simulator training, etc.).

30.8 Please specify: _____.

31. **Workplace health promotion: Please mark actions taken by the company.** (Marking at least three sections counts for half a point)

31.1 Employee health assessment: Tests/assistance in funding screening tests (such as weight, blood pressure measurement, cholesterol, etc.).

31.2 Activity to raise awareness regarding vaccinations and/or giving vaccinations to employees at the workplace (e.g. flu shots).

31.3 Encouragement of physical activity, such as infrastructure (gym) and the option of working out while at work, arrangements (contribution to payment) for sports clubs outside the workplace.

31.4 Encouragement of physical activity, such as sports days, sports teams and group training on the subject.

- 31.5 Encouragement of smoking cessation, such as awareness raising activity, help with cessation courses.
- 31.6 Encouragement of a healthy diet, such as adapting the menu at the workplace, vending machine offerings, courses and advice on healthy nutrition.
- 31.7 Ergonomics at workstations, such as ergonomic adaptation of workstations to the employees' needs, suggesting alternatives for people with specific needs.
- N** 31.8 Provision of tools and help in coping with personal emotional states (stress, depression, etc.): Training, subsidization of treatment, etc.

N 32. **Advancement of personal and economic well-being: Actions taken by the company**

- a. **Basic** (marking at least two sections counts for one point)

Action	% of employees entitled to the benefit*	% of employees granted the benefit in the past year
32.1 Operating/subsidizing summer camps for employees' children		
32.2 Financing/subsidizing health insurance		
32.3 Granting loans under convenient terms		
32.4 Increased minimum wage		
32.5 Support for life events (weddings of employees and/or their children, etc.)		
32.6 Availability of social services		
32.7 Advice on personal and family financial planning		
32.8 Availability/affordability of psychological services		
32.9 Emergency assistance fund for employee crisis situations (family-related, medical, etc.)		
32.10 Gift cards for the holidays on a differential basis		
32.11 Help in improving living conditions		
32.12 Advanced study fund		
32.13 Employment programs for employees' children		
32.14 Allotment of shares/options		
32.15 Subsidization of tutoring for employees' children		

32.16	Contribution to funding daycare for employees' children		
32.17	Contribution to university fees for employees' children		
32.18	Differential subsidization of company vacations		
32.19	Bonuses and grants		
32.20	Parenting courses		
32.21	Support groups for employees who are caregivers for immediate family members		
32.22	Increased entitlement to sick leave (beyond legal requirements) for employees who are caregivers for immediate family members		
32.23	Flexible work hours for employees who are caregivers for immediate family members		
32.24	Activities to support employees who are parents of special needs children (availability of information, help in realizing rights, flexible work hours, increased sick leave quota, etc.)		

- b. Advanced (marking at least six sections counts for two points; marking five sections – one and a half points; four sections – one point)

* New employees who have not yet accrued enough seniority to be eligible for these benefits may be excluded.

- N 33. Employee dismissals (with emphasis on organizational streamlining, cutbacks, changes in job requirements, etc.): What actions does the company take/fund?
(Marking at least two sections counts for one point)

Action	% of employees entitled to the benefit out of the total workforce	% of employees who were granted the benefit in the past year out of all those dismissed/retired
33.1 Funding for professional training		
33.2 Provision of career advice		
33.3 Funding for outplacement		
33.4 Continued payment of salary for an additional period beyond that prescribed by law		Please specify the period: Average: _____ Median: _____
33.5 Other: _____		

Employee development and preparation for the future of work and prolonged working life

- (N) 34. **Training and development metrics – the importance of on-the-job training and professional development opportunities supported by the employer.** (Informational question)

Subject	Performance in the past year	Organizational target
Average number of training hours per employee (all company employees)		
Average number of training hours for low wage earners in the organization (or for employees who are not defined as management level)		
Percentage of positions in the organization staffed by candidates who are low wage earners (or those not defined as management level)		

- (N) 35. **Please provide two examples of employee development programs/initiatives that were developed with the aim of improving employee skills. If possible, please provide details on programs designed for employees nearing retirement and/or in professions characterized by burnout at a young age, and on the business impact and the impact in terms of employee skills.** (Informational question)

Program name	Heads of the program	Contribution to the business	Contribution to the employee	% of employees participating in the program in the past year	% of employees expected to participate in the program (multiyear)

- (N) 36. **Does the company review metrics that reflect the contribution of employee development and training programs to the company? For example, employee retention rate, level of satisfaction, etc.?** (Informational question)

- Yes, please specify: _____
- No

(N) 37. What is the employee turnover rate in the past 4 years? (Informational question)

Employee level	2016	2017	2018	2019
Management level	%	%	%	%
Junior level (or those not defined as management level)	%	%	%	%

(N) 38. Assistance for employees facing retirement and post-retirement. Please specify which of the following processes the company has put in place: (Marking at least four sections counts for one point)

Action	% of employees entitled to the benefit out of the total workforce	% of retirees who were granted the benefit in the past year out of all retirees
38.1 Funding of retirement planning courses		
38.2 Advice on the realization of National Insurance rights, pension rights and taxation aspects		
38.3 Introductions to volunteer organizations, study and leisure organizations, psychological aspects and coping methods in the event of a crisis following retirement, etc.		
38.4 Leisure activities for retirees/invitation to participate in the company's leisure activities		
38.5 Establishment/support of a retirees and pensioners forum		
38.6 Encouragement of contacts between retirees and employees		
38.7 Continued entitlement to the organization's well-being benefits		
38.8 Courses and training to develop skills and capabilities, such as digital training		

(N) 39. a. Option of continued employment after retirement age (67 for men and women alike).

Since life expectancy has increased, a new class of 65-80 year-olds has been created, whose members have retired at the retirement age prescribed by law, despite their possessing physical and cognitive capabilities allowing them to work. Additionally, an intermediate class may possibly be formed, whose members have reached retirement age and indeed are incapable of performing their prior jobs, but still possess sufficient competencies to perform work of a different kind. However, due to the lack of awareness and lack of employment sources designed for this group – this potential remains unrealized. The older population presently suffers from exclusion from the general labor force due to ageism and preference for young people. All of this leads to the loss of an experienced, motivated workforce, to forgoing a workforce that is likely to contribute to the general development and growth of the economy, to a greater economic burden on society, to increased chances of loneliness and depression and harm to health.

Source: "Aging as Opportunity", January 2018, Prime Minister's Office Roundtable

(N) **Please specify:**

(Marking at least three sections counts for one and a half points; marking two sections – one point)

Action	% of employees entitled to the benefit out of the total workforce	% of retirees who were granted the benefit in the past year out of all retirees	
		Men	Women
39.1 Individual planning process with the employee prior to retirement and building a plan for continued employment			
39.2 The option of gradual retirement with the extension of employment for a defined period after retirement age			
39.3 The option to continue working after retirement age in a different employment format, such as part-time employment, freelancer, consultant, job sharing, split shifts, etc.)			
39.4 Structuring employment options and jobs tailored to retirement age employees (from within or outside the organization), including, inter alia, adjustments such as job scope, flexibility, etc.			
39.5 Executive training on the management of older employees (please make reference to the percentage of managers who have undergone such training)			

39.6	The option of retirement based on the employee's functional capacity and desires rather than on the basis of age			
39.7	Professional retraining or preparation for self-employment			

- (N) 39. b. With regard to the continued employment of women aged 62-67, does the company have plans in place to encourage women to continue working in the organization during this period?

Yes, please specify: _____
 No

- (N) 40. Skilling, upskilling, reskilling – preparations for changes in work patterns, job descriptions and required skills

We are at the height of a technological revolution which is radically transforming the way we live, communicate with each other and work. The changes are rapid, vast, complex and multidimensional. Technological change accompanies other changes that are impacting the job market – demographic changes that include an increase in life expectancy and far-reaching intergenerational differences. It is still hard to predict the implications of this change, although the first signs and implications are discernible in the labor market – new professions that are emerging and professions that are becoming obsolete, new skills that are becoming necessary, an increase in freelancers, etc. It is already clear that a change of this magnitude requires integrated, comprehensive preparation and organization that will encompass the public sector, business sector, private sector and academia.

Source: JDC-Tevet

Please specify: (Marking at least three sections counts for two and a half points; marking two sections – two points; one section – one and a half points)

Action	% of entitled employees in the entire organization	% of entitled employees at low pay grades (or not defined as management level)	% of participating employees in the past year	% of employees at low pay grades (or not defined as management level) participating in past year	% of employees over age 50 participating in the past year
40.1 Building a career path					
40.2 Training to identify and develop personal skills					
40.3 Reskilling					
40.4 Offer of recareering paths					
40.5 Mentoring programs					

40.6	Scholarships (academic & vocational)					
40.7	Volunteering opportunities planned to contribute to the development of personal skills					
40.8	Language courses					
40.9	Digital training					

(N) 41. **Support of pension planning. Please specify:** (Marking at least two sections counts for one point).

Action	% of entitled employees	% of employees participating in the past year
41.1 Increasing awareness of pension savings among all employees (e.g. lectures, information leaflets, explanatory meetings, etc.)		
41.2 Advice on pension planning		
41.3 Training and tools for pension planning		
41.4 Dedicated page on the organizational portal		
41.5 Training content experts on the subject within the organization (HR people or other relevant parties)		
41.6 Other: _____		

Alignment with the UN's Sustainable Development Goals (SDG):

The criteria included in this chapter are aligned with the following goals:

Goal 3: Good Health and Well-Being (ensure healthy lives and promote well-being for all at all ages)

Goal 4: Quality Education (ensure inclusive and equitable quality education and promote lifelong learning opportunities for all)

Goal 8: Decent Work and Economic Growth (promote sustained, inclusive and sustainable economic growth, full and productive employment and decent work for all)

Goal 10: Reduced Inequalities

C. DIVERSITY AND INCLUSION

- (N) 42. Please specify the total percentages of employees according to age groups: (Informational question):

Age group	% of employees in the entire company	% of male employees	% of female employees
Up to age 29			
30-34			
35-44			
45-54			
55-66			
67-74			
75+			
Total			

43. What percentage of women is employed by the company in the top 10% of wage earners in the company? (One point) ____%

44. Has a target been set for the percentage of women in senior management positions? (Half a point)

No

Yes, ____%

Please specify how this target was determined: _____

- (N) 45. Are there internal plans and/or procedures for the retention, promotion and development of women, which are aimed to raise the percentage of women in the senior management echelons in the company? (Marking "yes" counts for half a point)

No

Yes, please specify:

Name of the plan	Summary of the plan	Number of female employees who participated in the plan in the past year	Targets/results

46. Were differences in compensation levels between men and women examined at management and employee levels (reference is to gaps between men and women on the same level, similar job scope, etc.)?

No

Yes

If the answer is yes, what resulting gaps were found? (Marking section "a" counts for one point; marking section "b" – half a point)

- a. Up to 10%
- b. 10% - 35%
- c. 35% or more

47. Have targets been set for increasing diversity in the workforce? (Half a point)

No

Yes, please specify in the following table:

	Israeli Arabs	Ultra-Orthodox Jews	People with disabilities	Seniors [45+]	Ethiopian immigrants
Target for recruitment in the coming year	%	%	%	%	%
Multiyear workforce target	%	%	%	%	%
Describe how the target was determined for each group and specify the target year for achievement (free text)					

48. Please specify employee percentages according to the following columns. If the exact figures are unavailable, estimates from relevant people in the organization may be given.

(Relative question – up to 3.5 points arising from the 2 population groups that deliver the highest score)

N

N

	Israeli Arabs	Ultra-Orthodox Jews	People with disabilities	Employees aged 45-60	Employees aged 60+	Ethiopian immigrants
Percentage of employees in this group out of all employees in the company	%	%	% (Points awarded for reporting at least 3%)	Do not complete	Do not complete	%
Number of employees in this group in the company				Do not complete	Do not complete	
Percentage of employees in this group hired in the past year out of total employees hired in the past year	%	%	%	%	%	%
Number of employees in this group hired in the past year						

49. Did the company's performance in integrating employees in the past year from at least one of the population groups in the above table increase by at least 10% in relation to its performance in the previous year? (Half a point)

Yes

No

If the answer is yes, in which population group was the increase? _____

50. Please provide information on the percentage that the following population groups form of management levels and head office positions in the company (according to the company's definitions and echelons): (Reporting on at least one population group counts for half a point)

Population group	Percentage of management levels
Israeli Arabs	%
Ultra-Orthodox Jews	%
People with disabilities	%
Adults (age 45+)	Do not complete
Ethiopian immigrants	%

51. Please indicate which activities have been undertaken by the company to promote a multicultural work environment. (Marking at least five sections counts for one point; marking three or four sections – half a point).

- 51.1 The position and responsibilities of a diversity referent/officer have been defined on the HR team or in another unit.
- 51.2 Managers and employees undergo training on diversity and a multicultural work environment (including the LGBT community).
- 51.3 The holiday and vacation calendar includes reference to holidays and festivals of members of different religions.
- 51.4 Working relationships are maintained with business or nonprofit organizations that specialize in the recruitment and placement of employees from underemployed populations, including Israeli Arabs, Ultra-Orthodox Jews, people with disabilities, the 60+ age group, Ethiopian immigrants, new immigrants, etc.
- 51.5 The company makes reference to its commitment to the subject in its publications.
- 51.6 Screening, induction and integration processes have been adapted, including screening tests, making reference to groups, gender, age and origin.
- 51.7 The company has collaborations with academic training institutions and others that specialize in this field.

-
- (N) 51.8 Collaborations with LGBT community organizations on subjects such as training employees and managers on maintaining a safe, inclusive and accepting environment.
- (N) 51.9 Inclusion of messages that emphasize a multicultural, safe, inclusive and accepting work environment in the company's internal and external publications.
- (N) 51.10 Reference to the variety of family structures in Israel today.
- N 52. Please describe two programs/initiatives/collaborations developed with the aim of integrating and/or retaining and/or promoting employees belonging to diverse, underemployed population groups, which address employees and/or people who experience difficulty in integrating into the labor market. If possible, please describe the business impact and the impact in terms of the employees' skills.

Program name	Program summary	Contribution to the business	Contribution to the employee/participant	Number of employees/people participating in the program in the past year	Number of employees/people expected to participate in the program (multiyear)

53. Please indicate which activities have been undertaken by the company to ensure that the company and its facilities/services/products are accessible. (Marking at least four sections counts for one point; marking three sections – half a point):
- 53.1 An accessibility survey applying to the company's facilities and properties was performed and a work plan prepared.
- 53.2 The company's facilities and properties have been made accessible according to the schedules in the accessibility legislation.
- 53.3 Employees have undergone training in "accessible service" as required under the Service Accessibility Regulations.
- 53.4 Switchboards and call centers have been made accessible.
- 53.5 The company's automatic and technological devices are accessible.

-
- 53.6 The company publicly announces the accessibility arrangements of its properties and services.
 - 53.7 An accessibility coordinator has been appointed and trained for the job.
 - 53.8 The company's procedures have been adapted as per the requirements of the Service Accessibility Regulations.
 - 53.9 The company ensures that its events, conferences and trade fairs are accessible.
 - 53.10 Sponsorships are conditional on the existence of accessibility arrangements.
 - 53.11 The company's suppliers are required to comply with the requirements of the Accessibility Regulations.

Alignment with the UN's Sustainable Development Goals (SDG):

The criteria included in this chapter are aligned with the following goals:

Goal 5: Gender Equality (achieve gender equality and empower all women and girls)

Goal 8: Decent Work and Economic Growth (promote sustained, inclusive and sustainable economic growth, full and productive employment and decent work for all)

D. RESPONSIBLE PROCUREMENT

54. Procurement policy:

a. Does the company have a formal, recognized procurement policy that guides the company's procurement staff and buyers? (One point)

- Yes
- No

b. Are there processes in place for training and assimilation of the procurement policy? (Half a point)

- Yes
- No

c. Does the procurement policy include threshold conditions in the following areas? (Marking at least three items counts for half a point)

- Absence of criminal proceedings
- Existence of a business license and permits
- Proper employment conditions, including compliance with protective labor laws and protection of employee rights
- Anti-discrimination and equal opportunity employment
- Health and safety at work
- Prevention of conflicts of interest in agreements
- Maintaining employee mobility (with emphasis on non-Israeli employees)**
- Other _____

(N)

d. Does the procurement policy also include reference to the advancement of social and environmental issues such as: (Marking at least one item counts for one point)

- Procurement from small and medium-sized businesses
- Procurement from businesses owned by and/or granting preference to the employment of underemployed populations
- Businesses in outlying areas and/or regions local to the company sites
- “Made in Israel” procurement
- Social businesses
- Green procurement (enhanced environmental performance)
- Businesses with social labels (e.g. LGBT Label, Social Label, Green Label, etc.)**

(N)

Other: _____

55. a. Is there a formal payment **policy**, known to company suppliers, which is periodically monitored to ensure compliance with payment terms? (Yes/no question)

- Yes
 No

b. Please specify the payment policy applying to suppliers in Israel: (If sections 1-3 are marked – one point)

- N 1. Up to 30 days EOM
 N 2. 30-44 days EOM
 N 3. 45-59 days EOM
4. 60-90 days EOM
5. 90-120 days EOM
6. More than 120 days EOM

c. Does the payment policy include distinctions based on supplier characteristics (such as financial turnover, scope of engagement, etc.)? (Informational question)

- Yes, please specify: _____
 No

56. Has an inspection been made by the company in the past two years that verifies that most of its manpower/service contractors (with reference to the scope of engagement and materiality of the service) strictly comply with labor laws? (Marking at least three sections counts for two points; two sections – one and a half points; one section – one point)

Please indicate which actions are performed by the company:

- 56.1 An internal/external payroll entity reviews the payroll data of manpower/service employees (e.g. an accountant/payroll division).
- 56.2 Legal review or receipt of a legal opinion on compliance by manpower/service contractors with labor laws (if necessary).
- 56.3 General follow-up of the reputation of and lawsuits involving manpower/service contractors.
- 56.4 Review of convictions for past infringements of employee rights/request for the employer's history from the Ministry of Economy.
- 56.5 Random meetings/interviews with a cross-section of employees.
- 56.6 Identification and handling of infringements of employee rights.

-
- 56.7 Termination of the contract with manpower/service contractors which failed to comply with acceptable standards.
- 56.8 Sample inspections/periodic inspections/unannounced inspections.
- 56.9 Other: Please provide details _____.
- 56.10 There are no employees in the company who are employed through manpower/service contractors.
57. What proactive processes does the company carry out in order to prevent and detect bribery in agreements with third parties such as agents, brokers, consultants, distributors, representatives, suppliers and business partners (with reference to the scope of engagement and materiality to the company's business)? (Marking at least three sections counts for one point; marking two sections – half a point)
- 57.1 Documentation and recording of vetting processes prior to engagement in a contract.
- 57.2 Routine due diligence prior to contracting with a supplier/agent/marketer (which includes past and current legal claims, ownership structure, political contributions, transfer of payment to the bank where the company's main account is managed).
- 57.3 An inquiry as to whether the country in which the transaction is executed is included in one of the generally accepted global Corruption Perceptions Indices (Transparency International, World Bank Anti-Corruption Portal).
- 57.4 Obtaining recommendations in the field with respect to the supplier/business partner/agent during the contracting process.
- 57.5 Review of the economic structure of the transaction (e.g. inspection of the payment amount according to generally accepted cost indices in the sphere/sector).
- 57.6 Regular communications to the company's suppliers and subcontractors regarding the company's commitment to the prevention of bribery and its compliance/ethics program.
- 57.7 Procedure for performing additional examinations/additional signing authority for transactions in excess of a certain amount.
- 57.8 Not applicable to the company.
58. Is the procurement policy applied with the aim of advancing social and environmental issues? If so, how? (Marking at least three sections counts for three points; marking two sections – two points; one section – one point)

- (N) Yes, procurement processes inherently address one or more of the following subjects:

Social/environmental subject	As a percentage of total general procurement/other indices	As a percentage of procurement defined for this subject/other indices	Score on the company's procurement tenders
Small and medium-sized businesses			
Businesses owned by/granting preference to the employment of underemployed populations			
Businesses in outlying areas or in regions near the company's sites			
"Made in Israel" procurement			
Social businesses			
Green procurement (enhanced environmental performance)			
Businesses with social labels (e.g. "LGBT label", "Social Label", "Green Label", etc.)			
Other			

- Yes, procurement processes do not inherently address the subjects but preference is granted to a number of suppliers on the basis of one or more of these aspects (e.g. contracting with a supplier due to a social and/or environmental value offered by the supplier).
- No

- (N) 59. **Supplier capacity building. Please specify the company's major initiatives in developing the capabilities of its suppliers:** (Marking at least one item counts for one point)

N

Action/scope of influence	As a percentage of total procurement/ other indices	As a percentage of procurement defined for this subject/other indices	Please provide examples
Training and capacity building			
Recognition of outstanding suppliers			
Supplier conventions			
Supplier incentives			
Training on corporate social responsibility topics			
Encouragement to join the Maala Basic Index or report on CSR			

Alignment with the UN's Sustainable Development Goals (SDG):

The criteria included in this chapter are aligned with the following goals:

Goal 8: Decent Work and Economic Growth (promote sustained, inclusive and sustainable economic growth, full and productive employment and decent work for all)

Goal 9: Industry, Innovation and Infrastructure (build resilient infrastructure, promote inclusive and sustainable industrialization and foster innovation)

Goal 10: Reduced Inequalities

E. COMMUNITY CONTRIBUTION

60. Is the company a public company traded on the Tel Aviv Stock Exchange?

- Yes
- No
- Government-owned company

61. Contributions in the past year:

- 61.1 What is the organization's cash contribution (transfer of money to an entity other than the company for the purpose of furthering social or environmental goals, as stated in the audited consolidated financial statements of the company for the past year)? NIS _____ . Please indicate a whole number.
- 61.2 What is the organization's in-kind contribution – products, services or assets (supported by the report in the financial statements for the past year)? NIS _____ . Please indicate a whole number.
- 61.3 What is the organization's contribution in terms of the value of volunteer hours at the company's expense (the method of calculating the cost of volunteer hours is specified in an accompanying document)? NIS _____ . Please indicate a whole number.

(N)

Since there is a specific chapter that deals with employee volunteering and includes the score for the subject, the cost of employee volunteer hours may be reported up to a maximum of 10% of the total contribution in cash and in the form of products and services.

62. Please indicate the areas of focus for the company's contributions, stating the amount donated to each sphere (more than one sphere may be indicated). (Informational question – the information is gathered as part of a joint project by Maala and Tel Aviv University, the Institute for Law and Philanthropy, and is designed to map contributions by corporations, individuals and foundations in Israel. The information specific to each company will not be published and will not be disclosed to third parties)

- General education. Amount donated: _____
- Education in science and technology. Amount donated: _____
- Financial education. Amount donated: _____
- Development of entrepreneurship. Amount donated: _____
- Diversity in employment (training for the job market, etc.). Amount donated:

- Women (support, women's empowerment, etc.). Amount donated: _____

-
- New immigrants. Amount donated: _____
- Children and youth at risk. Amount donated: _____
- The elderly. Amount donated: _____
- Health and promotion of a healthy lifestyle. Amount donated: _____
- Sport. Amount donated: _____
- Social services and welfare (food packages and donations, reducing social gaps, etc.). Amount donated: _____
- The IDF and Security Services. Amount donated: _____
- Culture and art. Amount donated: _____
- Environment. Amount donated: _____
- LGBT community (organizations in the community). Amount donated: _____
- Other. Amount donated: _____

(N)

(R) 63. What is the *percentage of cash contributions allocated to spheres related to the company's core business?* ____% (Informational question)

64. What are the earnings before tax as stated in the audited consolidated financial statements of the company for the past year? NIS _____. Please indicate a whole number.

65. What is the sales turnover as appearing in the audited consolidated financial statements of the company for the past year? NIS _____. Please indicate a whole number.

66. Did the company increase its cash and in-kind contributions by 10% or more compared to the past year (in absolute terms or in relation to earnings/turnover)? (Bonus question – half a point)

- Yes
- No

(N) 67. *Employee donations:*

a. Is there a mechanism for encouraging donations that is offered to all employees (e.g. through the payroll system) and is tailored to the personal ability of each employee, including tax credits for the donation? (Informational question)

- Yes, please specify: _____
- No

b. Does the company have a matching program? (Informational question)

- Yes, please specify: _____
- No

(N) 68. **Key community investment programs:** Please provide information on up to three major community investment programs developed by the company in the past three years, according to the following parameters (joint projects with social and environmental organizations defined in the company's reports as sponsorships rather than donations may also be reported):

Project name	Key partners	Project goal	% of employees who participated in the project	Project start date & duration (years)	Interim results	Expected results	Social value	Business value	Contribution/ social sponsorship

(N) **Community contribution chapter – dedicated annex for government-owned companies**

69. Has the company formulated a social impact plan that is consistent with the company's goals, advancing them in a manner that contributes to public well-being?

- Yes
- No

70. Please state the company's goals and the chosen areas of social impact derived from these goals. _____

(N) 71. **Please provide information on three key programs which began or took place in the past year:**

Project name	Key partners	Project goal	Scope of financial investment	% of employees who participated in the project	Project start date & duration (years)	Interim results	Expected results	Social value	Business value

F. SOCIAL INVOLVEMENT OF EMPLOYEES

72 a. Does the company have a social investment policy and is this policy released to the public in the company's public reports and/or annual reports and/or on its corporate website?

- Yes
- No

b. How can the social investment policy be reviewed?

- On the internet, at the following address: _____
- The file _____ is attached hereto
- Send an e-mail to derug@maala.org.il

c. Is implementation of the social investment policy carried out by means of indices and quantitative targets? (One point)

- Yes – through internal systems
- Yes – through external entities such as "Matan", "Midot", etc.
- No

73. Out of all employees of the company:

- a. What percentage of employees volunteers in total? (Up to three points) _____ %
- b. What is the percentage of regular volunteers? _____ %
- c. What is the percentage of one-time volunteers? _____ %
- d. What are the total volunteer hours of the company's employees? (Up to three points)

- e. What is the average scope of hours for regular volunteering per employee?

- f. What is the average scope of hours of one-time volunteering per employee?

74. Please indicate how the company manages the volunteer and community investment program: (Marking at least five sections counts for one point; three to four sections – half a point)

- 74.1 The company forms long-term relationships with most of the volunteering sites and partner organizations.
- 74.2 The impact of volunteering on the organization is measured (e.g. business performance of employees who volunteer compared to others, satisfaction with the organization, employee cohesion, employee feedback, unit feedback, etc.).
- 74.3 The impact of volunteering on employees who volunteer is measured (e.g. satisfaction, sense of the volunteers' effectiveness, etc.).
- 74.4 The impact of volunteering activities and community investment programs on the target public is measured (e.g. through feedback or otherwise).
- 74.5 The company also helps employees volunteer during their leisure time.
- 74.6 A dedicated resource basket is allocated to the volunteer program (e.g. activity among the target public, budget, volunteer materials, support of the organizations that accept the volunteers, etc.).
- 74.7 The company has defined and published to employees a policy that specifies whether volunteering on account of work hours is possible and relevant guidelines (e.g. permissible scope of hours, expense reimbursement, insurance, etc.).
- 74.8 Employees are involved in the choice of volunteer programs.
- N 74.9 **Review of areas for investing in the community in connection with the Company's core business areas.**

Alignment with the UN's Sustainable Development Goals (SDG):

According to the ranking data throughout the years, the most common areas of contribution and social investment among companies in Israel are aligned with the following goals:

Goal 2: Zero Hunger (achieve nutrition security and improved nutrition)

Goal 3: Good Health and Well-Being (ensure healthy lives and promote well-being for all at all ages)

Goal 4: Quality Education (ensure inclusive and equitable quality education and promote lifelong learning opportunities for all)

G. ENVIRONMENTAL SUSTAINABILITY

Scores for the different environmental spheres vary according to the difference in the scope of environmental impact in the various industries:

- **Industry "A"** – chemistry, pharmaceuticals, construction, mining, energy, fuel, transportation, wood and paper products, semiconductors and chips, food and beverage, textiles, electronics manufacturer, plastics, other (according to consultation with and at the discretion of the environmental analysis team).
- **Industry "B"** – retail, telephony, the hotel industry, hardware, real estate venture companies, other (according to consultation with and at the discretion of the environmental analysis team).
- **Industry "C"** – computer software, personnel, management and consulting, real estate management companies (mall rentals, etc.), banks, investment companies, insurance, other (according to consultation with and at the discretion of the environmental analysis team).

Contact person for questions regarding environmental sustainability:

Name:

Position:

Telephone:

E-mail:

75. To which of the following industries does the company belong? (One industry only)

- Please mark the most applicable business area – the environmental analysis team may be consulted

Industry "A"	Industry "B"	Industry "C"
<input type="checkbox"/> 1. Chemistry	<input type="checkbox"/> 15. Retail	<input type="checkbox"/> 21. Computer software
<input type="checkbox"/> 2. Pharmaceuticals	<input type="checkbox"/> 16. Telephony	<input type="checkbox"/> 22. Personnel
<input type="checkbox"/> 3. Construction	<input type="checkbox"/> 17. Hotel industry	<input type="checkbox"/> 23. Management and consulting
<input type="checkbox"/> 4. Mining	<input type="checkbox"/> 18. Hardware	<input type="checkbox"/> 24. Real estate management [Mall rentals]
<input type="checkbox"/> 5. Energy	<input type="checkbox"/> 19. Real estate [venture and construction]	<input type="checkbox"/> 26. Banks
<input type="checkbox"/> 6. Fuel	<input type="checkbox"/> 20. Other [according to consultation with and at the discretion of the environmental analysis team]	<input type="checkbox"/> 27. Investment houses
<input type="checkbox"/> 7. Transportation		<input type="checkbox"/> 28. Insurance
<input type="checkbox"/> 8. Word and/or paper products		<input type="checkbox"/> 29. Other [according to consultation with and at the discretion of the environmental analysis team]
<input type="checkbox"/> 9. Semiconductors and chips		
<input type="checkbox"/> 10. Food and beverage		
<input type="checkbox"/> 11. Textiles		
<input type="checkbox"/> 12. Electronics		
<input type="checkbox"/> 13. Plastics		
<input type="checkbox"/> 14. Other [according to consultation with and at the discretion of the environmental analysis team]		

For questions that examine **environmental performance and targets**, the environmental analysis team will perform an evaluation of the company's environmental performance. Companies participating in the Maala Index for the first time may provide data pertaining to the past year only.

Environment – Industries “A” and “B”

76. Environmental management processes: Please refer to the following items:
- a. A materiality analysis of the company's major areas of environmental impact has been performed: (No score) Yes No
 - b. An environmental policy has been published, reflecting, among other things, the abovementioned materiality analysis (Industry “A” – one point; Industry “B” – half a point)
 Yes No
 - c. The position of Environmental Officer has been defined (Industry “A” – one point; Industry “B” – half a point): Yes No
 - d. There is a management system in place for the implementation of environmental policy: (One point) Yes No

- (N) 77. **Energy efficiency enhancement: Please specify the actions undertaken by the company.** (Marking at least four sections counts for one point, three sections – half a point)

Basic

- 77.1 A qualified Energy Officer has been defined as responsible for all aspects of energy efficiency enhancement.
- 77.2 There is an energy management system in at least one of the organization's buildings.
- 77.3 Certification (using certification processes) under ISO 50001 Energy Management.

Energy consumption in the production/operations process (production processes in the plant, infrastructure required to provide services, etc.)

- 77.4 Actions to enhance energy efficiency were mapped in order to reduce energy consumption in the various production/operations processes.
- 77.5 The expected potential reduction in energy consumption as a result of applying these actions has been assessed.
- 77.6 A techno-economic review has been performed to assess the economic advantageousness of the various actions.

Energy consumption other than in production/operations processes (energy consumption in offices or a manufacturing site, lighting systems, etc.)

- 77.7 Actions to enhance energy efficiency were mapped in order to reduce energy consumption.
- 77.8 The expected potential reduction in energy consumption as a result of applying these actions has been assessed.



77.9 A techno-economic review has been performed to assess the economic advantageousness of the various actions.

Load diversion according to hours of activity

77.10 A comprehensive review was performed to examine the diversion of energy consumption on the basis of TAOZ tariffs (*an electricity tariff that varies across seasons and the hours of the day according to demand hour clusters*) (for example, in a company that does not produce its own electricity, the possibility of transferring energy consuming processes to be executed at night was examined).

77.11 Implementation of conclusions and recommendations based on the review, according to techno-economic indicators.

Utilization of heat resources

A survey was performed to identify residual heat potential in production processes, which also includes a techno-economic review (e.g. cogeneration by heat producing systems on the plant's premises, utilizing heat emitted from smokestacks for heat exchange systems, etc.).

77.12 Exploitation of the potential for waste heat recovery.

Renewable energy

77.13 Review of the potential of installing renewable energy generation systems (rooftops, wind potential, etc.).

77.14 Techno-economic review to assess the advantageousness and possibilities for the execution of said projects.

77.15 Preparation of a plan for implementing renewable energy as a function of economic or bureaucratic milestones (threshold price for feasibility in terms of cost and returns, quotas and bureaucratic restrictions, if any).

78. Please provide information on proceedings relating to regulation and enforcement processes in the past year. (No score; violations will be awarded a negative score)

- a. Environmental incidents (not permitted under the business license), including offenses under the Energy Sources Regulations. Please refer also to significant incidents in the past year even if discussions are still ongoing as to their declaration as anomalous: Yes No
- b. Penalties and administrative proceedings: Yes No
- c. Criminal suits ending in a conviction: Yes No
- d. None.

Please provide details of the incident/s and how they were handled (if any occurred):

79. Scope of financial investment in environmental management in the past three years (including smart energy management and energy efficiency enhancement) (Industry "A" – one and a half points; Industry "B" – one point): NIS _____

Please describe the goals of the investment: _____

80. Reduction of environmental impacts (environmental analysis based on a structured methodology) (Industry "A" – up to six points; Industry "B" – up to five points)

Please specify two material environmental issues in the company's activity in the past year from the list below. For each, please specify the nature of the activity, the rationale for handling the issue, the scope of impact on production, distribution and sales processes and on use of the product, the potential for reducing environmental impact, and implementation status.

- Energy efficiency enhancement
- Energy efficient construction
- Environmental innovation in products
- Environmental impacts of the supply chain
- Water consumption
- Waste reduction and handling
- Production life cycle
- **Circular economy**
- Distribution system
- Consumer education on the use of the product
- Consumer education, including employees, on energy saving
- Product packaging
- Biological diversity. For more information on the subject – see the auxiliary reporting and management tool: [The Israeli Reporting Protocol for Biological Diversity in Businesses](#)
- Treatment of animals
- **Green construction**
- **Renewable energy**
- **Reducing carbon footprint**
- **Food rescue**
- **Sea and water pollution**



• Other: _____

• Other: _____

Subject A:

Subject B:

81. Were there processes of dialogue with environmental organizations and/or representatives of local communities about the company's impact on the environment and sustainability issues? Please provide details: (Half a point)

82. **Environmental performance and objectives – Industry “A”:** Performance – climate and air quality, waste reduction, water and wastewater (Industry “A” only. Scoring based on an environmental analysis, up to nine points)

Performance report – climate and air quality

- Companies that generate their own energy are required to specify the quantity of energy produced according to individual fuel sources (fuel oil, LPG, etc.) as well as the energy conservation potential, in addition to specifying general energy consumption. In this case, the score will be awarded for providing the report rather than on the basis of performance.
- Use of renewable and alternative energy does not include energy generated by the Israel Electric Corporation (only energy produced by the company or purchased from a private energy supplier). Please state the types of renewable/alternative energy used by the company in the Remarks column. Renewable energy includes the production of energy from renewable sources (solar, wind, geothermal energy, etc.). Alternative energy includes the production of energy from sources that are environmentally preferable to coal/fuel oil, or through the use of technologies that mitigate environmental impact (e.g. cogeneration).

- Annual mileage includes private vehicles, leased vehicles, transport vehicles, and any other vehicles to the maintenance costs of which the company contributes.
- The carbon footprint can be calculated by an expert consultant or by using a dedicated calculator (using an outside consultant is preferable). The calculation will include products manufactured or marketed by the company in Israel.
- You are requested to rank the 3 pollutants that are the most relevant to the company's operations. Please specify the type of pollutant in column B and the measurement unit in column C. These items may include the criteria pollutants (ozone, lead, PM, CO, SO₂, NO_x), pollutants in which respect the company requires an emissions permit, and any other pollutant whose toxicity or emission quantity is likely to create a problem. The environmental analysts may be consulted on the subject.
- If there is no continuous monitoring for a particular pollutant, the average concentration can be calculated according to the latest sample data available (this should be mentioned in the Remarks column), converting the values into PPM units or tonnes of pollutant.
- In the event of anomalous changes in the data, please state the reason for the change in the Remarks column.

Item	Reported data	Units	2017 data	Remarks	2018 data	Remarks	2019 data	Remarks
1.	Total energy consumption	kWh/toe						
2a.	Renewable energy consumption	kWh/toe						
2b.	Alternative energy consumption	kWh/toe						
3.	Annual mileage	Select from dropdown list						
4.	Carbon footprint per total company operations	Tonnes CO ₂ equivalent						
5.	Air pollutant A	Tonnes pollutant/ (sampling average) PPM						

6.	Air pollutant B	Tonnes pollutant/ (sampling average) PPM						
7.	Air pollutant C	Tonnes pollutant/ (sampling average) PPM						
Itemization of energy sources for companies that produce energy:								
8a.	Indicate source (fuel oil, LPG, etc.)	kWh/toe						
8b.	Indicate source (fuel oil, LPG, etc.)	kWh/toe						
8c.	Indicate source (fuel oil, LPG, etc.)	kWh/toe						

83. How was the calculation made? (Informational question)

- With the assistance of a professional external entity/consultant
- Independently
- Using software customized for the company
- Other _____

84. Does the company report its carbon emissions to any organization? (Industry "A" only)

- Yes
- No

Please specify the organization: CDP Ministry of Environmental Protection

Other: _____

85. Performance report – waste reduction (Industry “A” only. Environmental analysis according to a structured methodology)

- Hazardous waste is defined as waste resulting from hazardous substances or materials, as defined in the Hazardous Substances Law, 1993.
- If waste is not sent to landfills/for recycling/reuse, please state in the relevant column that the quantity is 0.
- In the event of anomalous changes in the waste data, please state the reason for the change in the Remarks column.

Item	Reported data	Units	2017 data	Remarks	2018 data	Remarks	2019 data	Remarks
1.	Total hazardous waste	Tonnes waste						
2.	Total hazardous waste sent to landfills	Tonnes waste						
3.	Total hazardous waste sent for recycling	Tonnes waste						
4.	Total hazardous waste for reuse	Tonnes waste						
5.	Total solid waste	Tonnes waste						
6.	Total solid waste sent to landfills	Tonnes waste						
7.	Total solid waste sent for recycling	Tonnes waste						
8.	Total solid waste for reuse	Tonnes waste						

86. Performance report – water and wastewater (Industry “A” only. Environmental analysis according to a structured methodology)

- You are requested to rank the 3 pollutants that are the most relevant to the company’s operations as a result of the pollutant load, its toxicity or other reasons. Values such as TSS, COD, BOD, chlorides, various metals, silicates, etc. may be specified, depending on the company’s operations. The environmental analysts may be consulted on the subject. Please specify the pollutant types and the measurement units.
- In the event of anomalous changes in the water/wastewater data, please state the reason for the change in the Remarks column.

Item	Reported data	Units	2017 data	Remarks	2018 data	Remarks	2019 data	Remarks
1.	Fresh water consumption	m ³						
2.	Reclaimed water consumption	m ³						
3.	Amount of wastewater produced	m ³						
4.	Wastewater pollutant A	Pollutant load (tonnes p.a.)/average concentration (mg/L)						
5.	Wastewater pollutant B	Pollutant load (tonnes p.a.)/average concentration (mg/L)						
6.	Wastewater pollutant C	Pollutant load (tonnes p.a.)/average concentration (mg/L)						

87. Targets for the reduction of environmental impacts (Industry “A” only. Environmental analysis according to a structured methodology, up to four points)

- The target for 2020 is to be calculated in relation to the 2019 data (i.e. % reduction compared to the figures for that year). No points will be awarded for a future target with no target year or a clear quantitative target. Use of alternative energy does not include

energy produced by the Israel Electric Corporation (only energy produced by the company or purchased from a private energy supplier).

- If there is no target for a particular item, the cell may be left empty.

Area	Item	Details	Remarks	Target for 2020	Future target	Target year	Remarks
Energy and climate	1.	Reduction of energy consumption	% reduction in total energy consumption by the company				
	2.	Increased use of alternative energy	% increase in the share of alternative energy sources out of total energy consumption by the company				
	3.	Reduction of mileage	% reduction in total company mileage				
	4.	Targets by project	If there is a specific target that is included in a particular project and is not included in the other targets, details can be provided here. Please give a general description of the project details, target year and potential for reduction				
Waste	1.	Reduction of quantity of solid waste for landfill	% reduction in solid waste for landfill				
	2.	Reduction of quantity of hazardous waste	% reduction in hazardous waste				
	3.	Recycling of solid waste	% increase in solid waste sent for recycling				
	4.	Reuse of solid waste	% increase in reuse of solid waste				
	5.	Targets by project	If there is a specific target that is included in a particular project and is not included in the other targets, details can be provided here. Please give a general description of the project details, target year and potential for reduction				

Water and wastewater	1.	Reduction in water consumption	% reduction in total water consumption by the company				
	2.	Increased use of treated wastewater	% increase in the relative share of treated wastewater out of the company's total water sources				

	3.	Reduction in quantity of wastewater	% reduction in the quantity of wastewater produced by the company				
	4.	Targets by project	If there is a specific target that is included in a particular project and is not included in the other targets, details can be provided here. Please give a general description of the project details, target year and potential for reduction				

Environmental performance and objectives – Industry “B”:

88. Performance report – climate and air quality (Industry “B” only. Environmental analysis according

to a structured methodology, up to seven points)

- In the event of anomalous changes in the data, please state the reason for the change in the Remarks column.
- Use of renewable energy does not include energy generated by the Israel Electric Corporation (only energy produced by the company or purchased from a private energy supplier). Please state the types of renewable energy used by the company.
- The carbon footprint can be calculated by an expert consultant or by using a dedicated calculator (using an outside consultant is preferable). The calculation will include products manufactured or marketed by the company in Israel.
- Annual mileage includes private vehicles, leased vehicles, transport vehicles, and any other vehicles to the maintenance costs of which the company contributes.
- If waste is not sent to landfills/for recycling/reuse, please state in the relevant column that the percentage is 0.
- In the event of anomalous changes in waste data, please state the reason for the change in the Remarks column.
- In the event of anomalous changes in water consumption data, please state the reason for the change in the Remarks column.

Item	Reported data	Units	2017 data	Remarks	2018 data	Remarks	2019 data	Remarks
1.	Total energy consumption	kWh						
2a.	Renewable energy consumption only	kWh						
3.	Annual mileage	Liters fuel/mileage						
4.	Carbon footprint per total company operations	Tonnes CO2 equivalent						
5.	Total solid waste	Tonnes waste						
6.	Total solid waste sent to landfills	Tonnes waste						
7.	Total solid waste sent for recycling	Tonnes waste						
8.	Total solid waste for reuse	Tonnes waste						
9.	Fresh water consumption	m ³						

89. How was Industry "B"'s energy performance calculated? (Informational question)

- With the assistance of a professional external entity/consultant
- Independently
- Using software customized for the company
- Other _____

90. Does the company report its carbon emissions to any organization? (Yes/no question) (Bonus question – half a point)

- Yes
- No

Please specify the organization: CDP Ministry of Environmental Protection

Other: _____

91. Targets for the reduction of environmental impacts (Industry "B" only. Environmental analysis according to a structured methodology, up to four points)

- Use of alternative energy does not include energy produced by the Israel Electric Corporation (only energy produced by the company or purchased from a private energy supplier).
- If there is no target for a particular item, the cell may be left empty.

Area	Item	Details	Remarks	Target for 2020	Future target	Target year	Remarks
Energy and climate	1.	Reduction of energy consumption	% reduction in total energy consumption by the company				
	2.	Increased use of renewable energy	% increase in the share of renewable energy sources out of total energy consumption by the company				
	3.	Reduction of mileage	% reduction in total company mileage				
	4.	Targets by project	If there is a specific target that is included in a particular project and is not included in the other targets, details can be provided here. Please give a general description of the project details, target year and potential for reduction				
Waste	1.	Reduction of quantity of solid waste	% reduction in solid waste				
	2.	Recycling of solid waste	% increase in solid waste sent for recycling				
	3.	Reuse of solid waste	% increase in reuse of solid waste				
	4.	Targets by project	If there is a specific target that is included in a particular project and is not included in the other targets, details can be provided here. Please give a general description of the project details, target year and potential for reduction				

Water and wastewater	1.	Reduction in water consumption	% reduction in total water consumption by the company				
	2.	Targets by project	If there is a specific target that is included in a particular project and is not included in the other targets, details can be provided here. Please give a general description of the project details, target year and potential for reduction				

(N) **Annex for Construction and Real Estate Management Companies**

Green building standards

(N) **92. Is residential/commercial/office real estate planned in accordance with green building standards?**

- Yes (up to 50% of construction starts in 2018)
- Yes (50%-75% of construction starts in 2018)
- Yes (75% or more of construction starts in 2018)
- No

(N) **93. Is residential/commercial/office real estate green building standard certified?**

- Yes (up to 50% of construction starts in 2018)
- Yes (50%-75% of construction starts in 2018)
- Yes (75% or more of construction starts in 2018)
- No

(N) **94. Number of stars awarded in residential real estate certification in 2018**

- One star (up to 50% of construction starts in 2018)
- One star (50%-75% of construction starts in 2018)
- One star (75% or more of construction starts in 2018)
- Two stars (up to 50% of construction starts in 2018)
- Two stars (50%-75% of construction starts in 2018)
- Two stars (75% or more of construction starts in 2018)
- Three stars (up to 50% of construction starts in 2018)
- Three stars (50%-75% of construction starts in 2018)
- Three stars (75% or more of construction starts in 2018)

(N) 95. What is the certified energy rating of residential/commercial/office real estate?

- "A" rating (up to 50% of construction starts in 2018)
- "A" rating (50%-75% of construction starts in 2018)
- "A" rating (75% or more of construction starts in 2018)
- "B" rating (up to 50% of construction starts in 2018)
- "B" rating (50%-75% of construction starts in 2018)
- "B" rating (75% or more of construction starts in 2018)
- "C" rating (up to 50% of construction starts in 2018)
- "C" rating (50%-75% of construction starts in 2018)
- "C" rating (75% or more of construction starts in 2018)

(N) Environmentally friendly materials

96. Is use made of environmentally friendly materials in residential/commercial/office real estate (in buildings that are green standard certified)?

- Yes (up to 10%)
- Yes (10%-20%)
- Yes (20% or more)
- No

Environment – Industry “C”

97. Processes of environmental management: Please refer to the following sections:
- The company has defined the material spheres of its environmental impact:
 Yes No (one point)
 - The company has published an environmental policy that reflects, inter alia, the above main areas of impact: Yes No (one point)
 - An environmental officer has been appointed: Yes No (half a point)
 - There is a system in place for managing the implementation of environmental policy: Yes No (half a point)
98. Reduction of environmental impacts (environmental analysis according to a structured methodology, up to three and a half points)
Please indicate a significant environmental issue in the company's activity in the past year from the following list. Explain why this issue was chosen, its impact on business activity and its scope, and the main actions taken on the issue:
- Energy efficiency
 - Products and services
 - Environmental impact of the supply chain
 - Operating systems
 - Waste reduction
 - Customer relations
 - Consumer education
 - Electronic waste
 - Other

Subject A:

[Redacted text area]

[Redacted text area]

[Redacted text area]

99. Performance report – climate and air quality (Environmental analysis according to a structured methodology, up to five points)

- In the event of anomalous changes in the data, please state the reason for the change in the Remarks column.
- Use of alternative energy sources does not include energy generated by the Israel Electric Corporation (only energy produced by the company or purchased from a private energy supplier). Please state the types of alternative energy used by the company in the Remarks column.
- The carbon footprint can be calculated by an expert consultant or by using a dedicated calculator (using an outside consultant is preferable). The calculation will include products manufactured or marketed by the company in Israel.
- Annual mileage includes private vehicles, leased vehicles, transport vehicles, and any other vehicles to the maintenance costs of which the company contributes.
- If waste is not sent to landfills/for recycling/reuse, please state in the relevant column that the percentage is 0.
- In the event of anomalous changes in waste data, please state the reason for the change in the Remarks column.

Reported data	Units	2017 data	Remarks	2018 data	Remarks	2019 data	Remarks
Total energy consumption	kWh						
Renewable energy consumption only	kWh						
Annual mileage	Liters fuel						
Carbon footprint per total company operations	Tonnes CO2 equivalent						
Total paper waste	Tonnes waste						
Total electronic waste	Select tonnes waste or units						
Total paper waste sent for recycling	Tonnes waste						
Total e-waste sent for recycling	Select tonnes waste or units						
Total e-waste reused	Select tonnes waste or units						

100. a. Does the company report its carbon emissions to any organization? (Bonus question, half a point)

Yes

No

b. Please specify the organization.

CDP

Ministry of Environmental Protection

Other _____

91. Targets for the reduction of environmental impacts (Environmental analysis according to a structured methodology, up to three points)

- Use of renewable energy does not include energy produced by the Israel Electric Corporation (only energy produced by the company or purchased from a private energy supplier).
- If there is no target for a particular item, the cell may be left empty.

Area	Item	Details	Remarks	Target for 2020	Future target	Target year	Remarks
Energy and climate	1.	Reduction of energy consumption	% reduction in total energy consumption by the company				
	2.	Increased use of renewable energy	% increase in the share of renewable energy sources out of total energy consumption by the company				
	3.	Reduction of mileage	% reduction in total company mileage				

Alignment with the UN's Sustainable Development Goals (SDG):

The environmental criteria are aligned with the following goals:

Goal 5: Gender Equality (achieve gender equality and empower all women and girls)

Goal 6: Clean Water and Sanitation (ensure availability and sustainable management of water and sanitation for all)

Goal 7: Affordable and Clean Energy (ensure access to affordable, reliable and sustainable energy)

Goal 9: Industry, Innovation and Infrastructure (build resilient infrastructure, promote inclusive and sustainable industrialization and foster innovation)

Goal 11: Sustainable Cities and Communities (make cities and human settlements inclusive, safe, resilient and sustainable)

Goal 12: Responsible Consumption and Production (ensure sustainable consumption and production patterns)

Goal 13: Climate Action (take urgent action to combat climate change and its impacts)

Goal 15: Life on Land (protect, restore and promote sustainable use of terrestrial ecosystems, sustainably manage forests, combat desertification, and halt and reverse land degradation and halt biodiversity loss)

H. CORPORATE GOVERNANCE

102. Is the company a public or government-owned company? (Informational question)

- Yes
- No

(For a cross-listed company traded in Israel and abroad – please mark “public”)

103. Does the company wish to complete the corporate governance section? (Mandatory for public and government-owned companies)

- Yes
- No

104. How many members serve on the company's board of directors? _____

105. Does the company have a controlling block holder (as the term is defined in the Companies Law)?

- Yes
- No

106. How many members of the board of directors are independent directors, as defined in Section 1 of the Companies Law (or in other generally accepted international regulations)?

(For companies with a controlling block – two independent directors who form at least one-third – one point. Less than one-third but two independent directors – half a point. For companies with no controlling block – two independent directors who form at least half – one point. Two independent directors who do not form half of the board and above – half a point) * _____ (Numbers only)

107. What is the number of women on the board of directors? (At least 50% - one and a half points; 30%-49% - one point; 20%-30% - half a point) _____ (Numbers only)

108. Separation between management functions: (Marking at least two sections counts for half a point)

- Different individuals, who are not relatives, serve in the roles of chairman of the board of directors and CEO (as the term “relative” is defined in the Companies Law).
- All members of the board of directors comply with the requirement whereby they are not subordinate to the company CEO.

-
- The chairman of the board of directors complies with the requirement whereby he does not fill another position in the corporation or in a corporation controlled by the corporation and/or engage in management roles in said corporations, including participation in management meetings as a member.

109. Has the board of directors of the company defined a compensation policy for **all officers** of the company? (Marking at least two sections counts for half a point)

- Yes
 No

If the answer is yes, please indicate whether the policy is based on the following considerations:

- a. Long-term policy designed to further the company's goals.
- b. Creating incentives that take the company's risk management policy into account.
- c. The size of the company and the nature of its activity.
- d. Reference to variable compensation components that reflect the officer's contribution to the achievement of the company's objectives taking a long-term view.

(N) 110. **Are there guidelines in place with respect to the aggregate mix of the board of directors (qualifications, direct engagement in the company's core areas of activity, education, etc.)?**

- Yes
 No

If the answer is yes:

111. Does the mix also include gender and ethnic diversity? (Marking "yes" grants half a point)

- Yes
 No

(N) 112. **What is the number of board members whose education, expertise and/or qualifications are directly related to the company's core areas of activity?** (Half a point for companies reporting at least 50%)

113. Are there guidelines with respect to the maximum number of boards on which a director may serve and/or the scope of a director's other activities? (Half a point)

- Yes
 No

114. Effectiveness of the board of directors: Please indicate whether the company has defined guidelines on the following subjects: (Marking at least 2 sections counts for one point; marking one section – half a point)

- 114.1 Minimum attendance percentage at board meetings.
- 114.2 Structured yearly evaluation/review of the performance of the board of directors/the directors, including accomplishment of targets.
- 114.3 Structured yearly evaluation/review of the performance of the board of directors/the directors performed by a third party.
- 114.4 Follow-up of the average attendance rate of the members of the board.
- 114.5 Other _____

(N) 115. Process for appointing directors: Please indicate which of the following actions are performed in the process for appointing new directors: (Marking at least one section counts for half a point)

- 115.1 A preliminary discussion with respect to the desired skills mix of the members of the board.
- 115.2 Appointment of a search committee to identify potential directors.
- 115.3 An external process for identifying candidates.
- 115.4 Holding a discussion **on the suitability of the director to the board and its committees.**

(N) 116. Has the company defined a policy/procedure for applying the company's rules of corporate governance to private companies held by the company (e.g. the method of selecting members of the board of directors, the percentage of independent directors, compensation policy, interested party transactions, etc.)? (Half a point)

- Yes
- No
- N/A

(N) 117. Annual training program for directors: Please indicate which of the following actions was performed by the company as part of the process of training and maintaining the qualifications of the members of the board of directors: (Marking at least two sections counts for one point. Marking one section counts for half a point)

- 117.1 A formal procedure/file for the induction of directors, specifying the processes of learning about the company (e.g. meetings with vice presidents and professional people in the company, a review by the company secretary/CLO, a review by the chairman/CEO of the company's business affairs, etc.).
- 117.2 Definition of a professional annual training program for members of the board.

117.3 Training on aspects of corporate governance.

117.4 Training on aspects of risk management.

117.5 **One or more day seminars during the past year on professional subjects.**

(N) 118. **Has the board of directors of the company formulated and defined a risk management policy for the company?** (Half a point)

- Yes
- No

(N) 119. **Does the company hold an annual discussion on risk management in the company?**

(Half a point)

- Yes
- No

120. **Audit system:** (Informational question)

a. What was the scope of hours allocated to the company audit in the past year? ____

b. Of 100% of hours invested in auditing the company in the past year, what percentage of hours was invested in the internal audit and what percentage was invested in an external audit?

- Internal: ____%
- External: ____%

I. SOCIAL AND ENVIRONMENTAL MANAGEMENT AND REPORTING

121. Please indicate how the company ensures that corporate social responsibility is integrated into day-to-day strategic and management decisions. (Marking at least four items counts for half a point)

- The board of directors has a CSR committee.
- There is a dedicated officer responsible for CSR (a CSR manager employed in at least a half-time position).
- A member of management has been appointed to oversee the governance, culture and management of CSR and reports to management.
- A board member has been appointed to facilitate and further CSR at the strategy and overall policy level.
- In the past year management held discussions on the subject (it is emphasized that this does not refer to the allocation of contributions).
- Social and environmental considerations are included in decision-making processes pertaining to the company's business strategy (in decisions on subjects such as development and investments in new countries, M&A, cutbacks and restructuring, R&D of new products and services, vetting new suppliers, service providers, etc.).

122. Does the corporation publish a social-environmental sustainability report that is available to the public? (Marking "yes" counts for one and a half points. Marking "in the process of preparation" counts for one point. Marking "a summary report" counts for half a point).

- Yes
- In the process of preparation
- A summary report of the Maala Index questionnaire will be published on the company's website
- No

Please note: A report published prior to 2018 will not be awarded any points. A company that provides a written statement whereby it is in the process of writing a report that will be published in 2020 and at least 50% of it has been prepared, and also provides the heads of the draft report, is entitled to receive a partial score for this item.

- A statement has been sent to: derug@maala.org.il

123. Please indicate which subjects are included in the social-environmental sustainability report: (Marking at least four sections counts for three points; marking three sections – two and a half points; marking two sections – two points)

Subject	Does the report address the subject?
a. The corporation's activity to implement the code of ethics and ethics program internally and vis-à-vis the various stakeholders.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In the process of preparation
b. The corporation's activity to ensure a fair and progressive work environment and protect human rights, including quantitative targets and schedules for their accomplishment.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In the process of preparation
c. The corporation's commitment to issues of community involvement, including quantitative targets and management of the donation policy while ensuring donee compliance with the provisions of law.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In the process of preparation
d. Is the report written according to recognized standards for writing a CSR/sustainability report, such as the GRI/G3.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In the process of preparation
e. Commitment to the principle of sustainable development.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In the process of preparation
f. Commitment to multiyear improvement of social and environmental performance.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In the process of preparation
g. The corporation's activity to reduce negative environmental impacts and increase positive environmental impacts, including quantitative targets and schedules for their accomplishment.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In the process of preparation

124. After completing the questionnaire, did the company have it audited by an external entity qualified to audit and ratify the questionnaire (a CSR consultant/accountant/legal counsel, etc.) before its submission to the CEO for his signature? (Bonus question – half a point)

Yes

No

Who was the auditor? _____

125. Does the company CEO personally confirm the correctness of all details appearing in this questionnaire?

Yes

No (this questionnaire may not be submitted without the approval of the company CEO)

126. Name of CEO: _____

127. Date of approval: _____