



ESG CERTIFICATION PROGRAM 2022

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ESG Certification Program OVERVIEW

Energy Workforce & Technology Council’s ESG Knowledge Sharing Program will present ESG best practices to educate members and cross industry partners on evolving ESG criteria and reporting. Companies within the oil and gas industry are aware of society’s expectations and the many opportunities and challenges that the future holds. The program demonstrates the need for robust reporting and communication going forward. The program will share practical guidelines on why, how, and what to report and thorough guidance on developing a reporting strategy and framework.

In addition to four half-day seminars, participants will engage in an ESG maturity assessment and individual ESG mentoring.

Timeline Attend four half-day interactive webcast seminars

- March 10, 2022, 8 a.m. – Noon Central
- May 26, 2022, 8 a.m. – Noon Central
- September 22, 2022, 8 a.m. – Noon Central
- November 10, 2022, 8 a.m. – Noon Central

EXECUTIVE COACHING WITH ENVISION

- **Group Coaching Introductory Webinar: 7 points**
A group webinar will be offered to go over executive coaching expectations. Pre-work will be assigned for your first executive coaching session. The webinar will be recorded if you cannot attend at the scheduled time for viewing at your convenience.
Date: March 31
- **Executive Coaching Session #1 with your Envision Executive Coach: 8.5 points**
The first executive coaching session will follow the first half-day seminar. A representative from Envision will contact you to schedule your first of two executive coaching sessions.
Recommended Completion Date: June 2022
- **Executive Coaching Session #2 with Envision Executive Coach: 8.5 points**
The second and last executive coaching session will follow the September 2020 half-day seminar. You will communicate with your executive coach to schedule a time that is convenient for both of you.
Recommended Completion Date: November 2022
- Additional executive coaching sessions are available for an additional fee.

ACCOUNTABILITY PARTNER

An accountability partner is a person who coaches another person to help keep a commitment. During your first seminar in February, you will choose your accountability partner. Your requirement is to meet with your partner at least twice during the year. However, it is recommended to have more touchpoints.

Purpose of Meetings

- Accountability and responsibility
- Idea sharing, creativity, and brainstorming
- Motivational support
- Discuss successes and challenges

Obtain an Accountability Partner: 2 Points:

Recommended Completion Date: March 11, 2022

Meeting with Accountability Partner #1 of 2: 3 Points

Recommended Completion Date: April 2022

Meeting with Accountability Partner #2 of 2: 3 Points

Recommended Completion Date: September 2022

COURSE OUTLINE

SESSION ONE

Introduction

- The History and evolution of ESG
- Why Is It Important?
- Integrating ESG into Your Business
- Benefits of Strong ESG-related Practices
- Why Do Investors Care About ESG?
- ESG Ratings & Why They Matter
- ESG Ratings Explained
- Global Frameworks & Reporting Standards
- Why report?
- Reporting Principles

The Reporting Process

- Develop your plan
- Engage Stakeholders
- Select Your Material Issues
- Develop Report Narrative
- Develop Report Data
- Provide Assurance

Homework Exercises

- Getting the basics right
- Materiality Assessment (Classify the Risk)
- Governance

SESSION 2

Review Session One and Homework

Why each topic is important, the scope of information to consider and homework that is made up of thought-provoking questions on what to report.

Governance and Business Ethics

- The structure of your board of directors, how you nominate and appoint directors, how your board functions, how you address diversity and inclusion, how often the members meet and if there are specific members associated with sustainability, or does it have independent advisers.
- Detail the methods used to inform your board on sustainability issues and the way it oversees the related risks and opportunities in connection with resilience, strategy, major expenditures, portfolio changes and important commitments.

- The structure of your organization as well as the roles of your senior executives in assessing and managing sustainability issues, such as engagement with stakeholders and how you incorporate sustainability considerations into your decision making.
- The status, implementation, and effectiveness of your management systems
- Alignment or adoption of established industry and / or national / international management system frameworks
- How you address ethics and transparency through governance, policies, and methods of internal control to promote strong standards of business conduct throughout the organization.
- Your position on corruption in relation to your operations, including suppliers, contractors, and any other business relationships.

Climate Change and Energy

- Governance: responsibilities, accountabilities, processes, and assurance for managing climate.
- Strategy: positions and policies related to climate change, impacts, risks, opportunities, financial planning, and flexibility.
- Risk management: the processes used to manage transition and physical climate-related risks.
- Metrics and targets: goals, measures, and performance to evaluate progress in addressing climate-related risks and opportunities.
- Mitigation and energy transition: activities, initiatives, technologies, and regulatory programs that address climate change-related risks and opportunities.
- Engagement and collaboration: with stakeholders, including advocacy and lobbying.

SESSION 3

Review Session Two and Homework

Why each topic is important, the scope of information to consider and homework that is made up of thought-provoking questions on what to report.

Environment

Water

- Your standpoint on your interaction with water and how that might affect other water users.
- Involvement in any global or corporate-level public commitments you have put in place to manage water resources responsibly.
- The types of operational activities where water management is significant.
- Identify the risks and opportunities for your actions connected to water, the effect of water shortages on operations, and how you assess and address them.
- Progress or outcomes from your stakeholder and regulatory engagements, risk assessments, resource efficiency plans, implementation activities, performance evaluations and management reviews.

Biodiversity

- How you incorporate biodiversity considerations into your governance and business.
- Any public commitments you have made to protect or enhance biodiversity, such as a commitment to avoid working in sensitive areas and the types of operational activities where water management is material.
- Qualitative or quantitative data to describe your biodiversity performance, and strategic decisions, including if the targets you set for continuous improvement and if you have an adaptive biodiversity management style.
- Detail your approaches to protect biodiversity and ecosystem services, such as landscape wide conservation initiatives, across countries, regions, or communities.

Air Emissions

- Your overall position on air quality, including risks and related impacts, as well as opportunities.
- Your approach to managing the impact your operations have on air quality.
- Air quality issues that relate to your value chain or supply chain.

Spills to the Environment

An overview of any significant spills of oil or hazardous chemicals into the environment and the corrective actions taken to address them.

- How you assess and address risks of spills at a corporate level.

Materials Management

- The importance of materials management to your company, including any high-level positions, policies, or procedures in the areas of
 - sustainable consumption and production
 - application of circular economy regarding the elimination of waste and the continual use of resources.
 - your activities and the specific materials you produce or use that have potential impacts on the environment, such as lubricants, drilling fluids, plastics, and construction components.

Decommissioning

Your overall approach to decommissioning for different types of assets, such as offshore and onshore upstream production facilities, refineries, chemical plants, pipelines, or terminals.

- Context on any risks and opportunities related to your facilities that are approaching the end of their productive life and that are due to be decommissioned, highlighting any significant planned or current projects.

- Your process to engage stakeholders and regulators when planning and executing decommissioning projects.
- The steps you take regarding decommissioning, including reduction of hazards, materials management during demolition, remediation to appropriate standards, and reclamation to restore the site for future use.

Safety Health and Security

- Your overall approach to managing safety, health, and security risks, including planned initiatives and measures to reduce risk and improve performance.
- Management systems, auditing, and assurance – as well as efforts to enhance leadership regarding these issues within your organization.
- Any safety, health and security event that had a significant impact during the reporting period, such as fatalities or extensive environmental/socio-economic impact.
- Initiatives, and campaigns by your leadership to improve safety, health, and security performance.
- Systems to manage safety, health and security risks related to the supply chain of your products, such as fuels, lubricants, plastics, and other chemicals.
- Your capability procedures surrounding safety risks within your own operations, and how you may apply this to non-operated joint ventures and contracted assets.

SESSION 4

Review Session Three and Homework

Why each topic is important, the scope of information to consider and homework that is made up of thought-provoking questions on what to report.

Social

Human Rights Management

- Outline policies and procedures that show your commitment to recognize internationally recognized human rights through your company's activities and your supply chain, referencing any human rights frameworks and guidance that your company has made a commitment to.
- How your company embeds and implements human rights commitments within its day-to-day responsibilities.
- Your human rights due diligence approach:
- Explain how you identify the company's most salient human rights risk areas in your own activities and business relationships based on severity, and how those risk areas are then managed.

- Explain how you manage human rights risk and your measures to address human rights impacts.
- Explain how you track your performance on preventing and mitigating impacts, covering how you engage with affected stakeholders in the process.
- Explain how you report back on your performance to affected stakeholders.
- At a regional, country or asset level, how specific types of human rights issues may arise in specific operations, projects or partnerships, as well as how you engage employees, contractors and business partners in decisions and actions, including specific local challenges, opportunities and lessons learned.

Community Engagement

- Your approach to identifying and addressing any impact your organization might have on the communities where you operate and your policy and procedures surrounding local community engagement.
- The range of the communities where you operate and address the distinct ways in which at risk or vulnerable groups, such as children and Indigenous Peoples, might be affected by your activities and relationships.
- References to international standards, guides, or practices that your company has adopted such as the IFC Performance Standards.
- Your methods to address and, where appropriate, remedy community grievances.

Local Content

- Your approach to supporting local content.
- Why these issues are important, and any business benefits your strategy offers.
- An overview of the scale, of spending on local procurement as a total and as a proportion of total procurement spend.
- How you work with local suppliers to help them avoid or minimize any adverse social and environmental impacts caused by their activities and promote benefits and good practice.
- Your policies and processes for monitoring, assessing, and managing risks throughout your local supply chain, as well as encouraging your local suppliers to follow the human rights principles your company has adopted.

QUARTERLY BEST PRACTICE SHARING SESSIONS (4 POINTS EACH)

- Discussion questions will be sent in the calendar notice prior to each session
- Attend quarterly Best Practice Sharing sessions: (2 required)
 - March 24, 2022 Noon-1:00 p.m.
 - June 16, 2022 Noon-1:00 p.m.
 - October 13, 2022 Noon-1:00 p.m.
 - December 8, 2022 Noon-1:00 p.m.

GRADUATION REPORT

- The final step in the program before graduation is a brief 2-3-page report.
- This can be done on an individual basis or one report from the company cohort.
- The report should include key takeaways from the program including what worked well and what you would do differently. Finally, identify what you plan to action for yourself personally and within your organization or team.
- The report is due by **December 30**, please send to [Peggy Helfert](#)

POST-GRADUATION INVOLVEMENT

- Influencing Change
 - Work with executive leadership to champion your organization's ESG progression
- Serve as mentors for future cohorts of ESG certification program
- Continuous Improvement
 - Stay connected and share best practices

RECOMMENDED PROGRAM COMPLETION TIMELINE

March 9, 2022	Half-Day Seminar: Day 1
March 11, 2022	Obtain Accountability Partner
March 24, 2022	Best Practice Sharing Session
March 31, 2022	Group Coaching Introductory Webinar
April 29, 2022	Send Updated Scorecard to the Council
April 2022	Meeting with Accountability Partner #1 of 2
April 2022	Attend Leadership Meeting #1
June 1, 2022	Half-Day Seminar: Day 2
June 2022	Executive Coaching Session #1 of 2 with Envision Executive Coach
June 16, 2022	Best Practice Sharing Session
July 1, 2022	Send Updated Scorecard to the Council
September 28, 2022	Half-Day Seminar: Day 3
September 2022	Meeting with Accountability Partner #2 of 2
October 7, 2022	Send Updated Scorecard to the Council
October 13, 2022	Best Practice Sharing Session
October 2022	Attend Leadership Meeting #2
November 2022	Executive Coaching Session #2 of 2 with Envision Executive Coach
November 16, 2022	Half-Day Seminar: Day 4
December 8, 2022	Best Practice Sharing Session
December 30, 2022	Send Final Scorecard and Final Report to the Council
January 2023	Attend Your Graduation Reception (if all requirements are met)

Please contact Molly Determan, COO, Energy Workforce & Technology Council at 713.932.0168 or <mailto:mdeterman@energyworkforce.org> for support or questions.