

Maala Index 2014 Questionnaire

I.

TABLE OF CONTENTS BY SECTIONS

THRESHOLD CONDITIONS FOR THE RANKING AND GENERAL INSTRUCTIONS	2
MAALA INDEX	3
THE PUBLIC COMMITTEE FOR DEVELOPING THE 2014 CRITERIA	3
SCORING SUMMARY	4
MAALA INDEX QUESTIONNAIRE	5
A. ETHICAL ASPECTS IN BUSINESS PROCESSES	7
B. WORK RELATIONS, HEALTH AND BALANCE	12
C. SUPPLY CHAIN	17
D. DIVERSITY AND INCLUSION	21
E. COMMUNITY CONTRIBUTION	25
F. SOCIAL INVOLVEMENT OF EMPLOYEES	27
G. ENVIRONMENT - INTRODUCTION	29
H. ENVIRONMENTAL MANAGEMENT AND STRATEGY, INDUSTRIES "A" AND "B"	32
I. CLIMATE AND AIR, INDUSTRIES "A" AND "B"	36
J. WASTE, RECYCLING AND WATER, INDUSTRIES "A" AND "B"	40
K. ENVIRONMENTAL MANAGEMENT AND STRATEGY, INDUSTRIES "C1" AND "C2"	44
L. CLIMATE AND AIR – INDUSTRY "C1" AND "C2"	49
M. CORPORATE GOVERNANCE.....	53
N. SOCIAL-ENVIRONMENTAL MANAGEMENT AND REPORTING.....	57

II. THRESHOLD CONDITIONS FOR THE RANKING AND GENERAL INSTRUCTIONS

Maala ranking 2014 will include companies meeting at least one of the following conditions (will be published according to the relevant yearbooks):

- Companies traded within the Repository of the Tel Aviv Stock Exchange on the record date, 15.12.2013, with an annual turnover of over NIS 320 million.
- Companies ranked in the Dun's 100 ranking of Dun & Bradstreet for the past year or in BDi Code's ranking of leading companies in the economy in Israel, according to the following categories:
 - ◆ Banking groups, commercial banks and holding and investment groups with equity higher than NIS 320 million.
 - ◆ Industry, commerce and service companies with an annual sales turnover higher than NIS 32 million.
 - ◆ Insurance companies with revenues higher than NIS 320 million.
 - ◆ Investment houses with a total investment portfolio higher than NIS 2400 million.
 - ◆ Construction, real estate, engineering and design companies with revenues higher than NIS 320 million.
- Companies declaring for the purpose of participation in the ranking that their sales turnover or equity in 2013 in Israel was higher than NIS 320 million.
- Companies that participated in Maala Ranking 2013.
- Maala Ranking reserves the right to inspect, intervene and decide with respect to the participation of a company in the ranking in exceptional cases, as it shall deem appropriate.
- Unless stated otherwise, refer to 2013 data when completing the questionnaire.

III. MAALA INDEX

All the public companies in the Maala ranking that are in the share depository used for the sequential share indices of the Stock Exchange form the Maala index subject to calculation of the index by the Stock Exchange.

IV. THE PUBLIC COMMITTEE FOR ESTABLISHING THE 2014 CRITERIA

Heads of the sub-committees

Dr. Eli Bukspan | Areas of Ethics, the Interdisciplinary Center Herzliya

Dr. Miki Haram | Environmental Areas, Ono Academic College

Prof. Assaf Hamdani | Area of Corporate Governance and Social-Environmental Management and Reporting, the Hebrew University

Ahuva Yanai | Areas of Community Contribution and Employee Involvement, CEO of Matan

Adv. Orna Lin | Areas of Work Environment, Law Office of Orna Lin

Members of the committee

Ella Alkalay – I.B.I. Investment House | Irit Harel – the Stock Exchange | Lilach Harel – Psagot Investment House | Ronit Harel – S&P Maalot | Naor Yerushalmi – Life and Environment | Prof. Asa Kasher – Tel Aviv University | Ronen Melnik – Wanaka Capital Partners | Sari Nuriel – Zionism 2000 | Dorit Salingar | Avinoam Armoni – Chairperson of Midot | Prof. Ruth Plato Shinar – Netanya Academic College | Prof. Oren Perez – Bar Ilan University | Nir Kantor – Manufacturers Association | Galia Sagi – Transparency International Israel | Dr. Sigal Shelach - Tevet

Committee partners from the ranked companies

Michael Avner – Strauss Group | Bella Abrahams – Intel Israel | Micky Adiv – G4S Israel | Dafna Arad Govrin – G4S Israel | Dalia Gonen – Elbit Systems | Hamutal Dadia – Unilever Israel | Dalit Tessel – Hewlett Packard Israel | Eli Cohen – Bank Hapoalim | Aviram Cohen – Bank Leumi | Ayala Miller – Teva | Varda Zuntz – Gazit Globe

Partner entities

- Inspection, 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 | the Tel Aviv Stock Exchange

V. SCORING SUMMARY

An example follows of the scoring distribution summary for the various criteria for a company from Industry "B":

INSPECTED AREA	NUMBER OF SCORED QUESTIONS	TOTAL POINTS
A. Ethical aspects in business processes	18 questions	15 points
B. Work relations, health and balance	11 questions	9 points
C. Supply chain	11 questions	12 points
D. Diversity and inclusion	6 questions	9 points
E. Community contribution	One question	10 points
F. Social involvement of employees	4 questions	8 points
H. Environmental management and strategy, industries "A" and "B"	11 questions	9 points
I. Climate and air, industries "A" and "B"	7 questions	5.5 points
J. Waste, recycling and water (according to industries)	10 questions	5.5 points
M. Corporate governance	9 questions	10 points
N. Social-environmental management and reporting	3 questions	7 points
Total	91 questions	100 points
Total including bonus points	97 questions	103.5 points

VI. MAALA RANKING QUESTIONNAIRE

{With reference to 2013}

- The company details and contact person – mandatory questions -
- You may not continue with the questionnaire without completing: the company name, name of the contact person, at least one telephone, e-mail, number of employees, whether the company is a public company.

1. Company name:

2. Number of company employees:

As of 31.12.2013 (in Israel alone, not including contractor employees and employees that were on unpaid leave during the entire year)

Contact person concerning clarifications (if necessary) with respect to this questionnaire:

3. Name:

4. Telephone:

5. Mobile phone:

6. E-mail:

7. Is the company a public company? (traded on the Tel Aviv Stock Exchange) Yes No

Please note: the company CEO is required to certify the correctness of the data submitted in the questionnaire

For the purpose of this questionnaire, the term "company" means: As defined under the Companies Law 5759-1999, including companies that are consolidated in the financial statements of the company. Accordingly, any reference to the term company in the questionnaire also refers to consolidated companies of the company.

There is separate reference to adjustments for companies of a special nature in the document accompanying the ranking.

Questions marked with an asterisk are questions for which there are additional details in the document accompanying the questionnaire.

A. ETHICAL ASPECTS IN BUSINESS PROCESSES

8. Is there a code of ethics that is released to the public? [threshold question]*
- Yes
- No
9. Was the code of ethics reviewed and assessed during the course of the last two years in order to ascertain its relevancy and currentness, or in the alternative written / updated during the course of the last two years? [1 point]*
- Yes
- No
10. Did the review, assessment and update process of the code of ethics as set forth in question 9 include discussion and approval by the management and/or board of directors of the company? [1 point]
- Yes
- No
11. Is the code of ethics tailored to the business sector and the unique activity characteristics of the company? [1 point]
- Yes
- No
12. If the company is part of a holdings 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 the system of reciprocity between the companies within the framework of the business relationships (if regulation applies thereto, mark: N/A) [half a point]*
- Yes
- No
- N/A

-
13. Does the company have a mechanism (such as an ethics officer, an ethics committee, etc.) which has the overall practical and daily responsibility for implementing, assimilating, enforcing and reviewing the code of ethics and reporting to the management / the board of directors on the degree of its effectiveness? [1 point]
- Yes
- No
14. Does the company have a compliance / ethics program or policy / procedures designed to prevent bribery and corruption, which are accessible to all the directors / managers / employees / advisers / business partners in the following areas:
- [Marking two or more paragraphs – 1 point, marking one paragraph – half a point]*
(It is known that some of the paragraphs may not be applicable to some of the companies).
- Receiving and giving gifts and benefits.
 - Hospitality, cultural / leisure events and expenses (what expenses are allowed, how to record them, receipts).
 - Inviting clients for overseas business travel, what kind of expenses may be reimbursed to them (for example: the existence of an itinerary for business purposes, restriction on flight class, restriction on hotel costs, restriction on per diem only against invoices, approval from the immediate supervisor of the client flying overseas, meetings with clients overseas, etc.).
 - Donations and sponsorships [how is it documented, ascertainment of conflict of interests, etc.]
 - Background and reliability checks of suppliers / advisers and business partners, mainly for those that are involved in the sale processes of the organization or that represent the organization vis-à-vis government authorities
 - Guiding sub-agents in overseas activities.
15. Is the issue of ethics in the organization managed using indices and targets describing the degree of assimilation of the ethics program in the company? [Threshold question]
- Yes
- No – go to question 17
16. Mark which indices the company uses: [Two or more marks – 1 point, one mark – half a point]
- The percentage of employees who passed an ethics exam
 - The percentage of employees who underwent ethics training

-
- c. The percentage of units / departments that underwent ethics training
- d. Number of inquiries to the anonymous hotline
- e. Number of inquiries to the ethics officer
- f. Number of inquiries that required significant handling (characteristics of inquiries by areas, issues, departments, etc.).
- g. Other
17. What is the percentage of coverage of the training program for the code of ethics in the last two years among the employees and the managers?
- a. 0-50% [No points]
- b. 50%-75% [Half a point]
- c. 75%+ [1 point]
18. Please mark which internal communication actions are conducted at the Company in a manner that supports having an ongoing conversation regarding ethical aspects of the Company's conduct and the management's commitment to:
[Marking two or more paragraphs – 1 point, marking one paragraph – half a point]*
- a. Reference to ethical dilemmas and issues in the Company's activity in employee publications
- b. Reference to ethical dilemmas and issues in employee meetings with management and mid-level managers
- c. Integrating ethical aspects of the company into orientation days for new employees
- d. Integrating conversations, lectures and discussions of ethical aspects of the Company's conduct into company events
- e. Internal portal, blog or internal forum, which includes case studies of issue handling at the company
- f. Administering games / interactive questionnaires referring to ethical aspects of business conduct
- g. Enrichment lectures on the issue
19. Has a survey been conducted in the last two years among the employees and the managers that examined, inter alia, their attitudes in relation to ethical aspects of the company's conduct (such as conduct vis-à-vis clients and suppliers, the work relations within the company and the degree of correlation between the code of ethics of the company and the day to day conduct)? [1 point]*
- Yes
- No

-
20. Does the Company have a procedure or mechanism that ensures confidentiality, which enables the employees to consult and/or to report on 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
21. Are ethical aspects included when an evaluation, feedback and promotion is given to employees and managers? [Half a point]
- Yes
- No
22. Has the company established a client / consumer convention / policy / principles or any other relevant document that guides the work vis-à-vis the clients / consumers of the Company, which refers, inter alia, to ethical aspects in the relationship between the company and its clients, stemming from the values established in the code of ethics of the Company?
- Yes
- No
23. Does the company release the customer / consumer convention or the relevant document to the public
- Yes
- No
24. Do the tutorials, trainings and sale and service processes include, inter alia, reference to ethical aspects in the typical service and sale situation of the company and the business sector in which it operates? [1 point]*
- Yes
- No
25. Has a survey been conducted in the last two years among the clients and the consumers that examined, inter alia, their attitudes in relation to ethical aspects of the company's conduct? [1 point]*
- Yes
- No

26. Has an examination been conducted within the organization in the last two years of inquiries, recommendations, reviews, attitudes, etc. of investor representatives [such as: Institutional investors, analysts, etc.] that examined, inter alia, their attitudes in relation to ethical aspects of the company's conduct and the findings of which were presented to the management and to the board of directors? [1 point]*

Yes

No

B. WORK RELATIONS, HEALTH AND BALANCE

27. In the area of labor laws and work relations there are "shield laws" that prescribe threshold conditions with respect to basic rights of the employee. The following laws are examples of such:

Employment of Women Law | Prevention of Sexual Harassment Law | Male and Female Workers (Equal Pay) Law | Discharged Soldiers (Reinstatement in Employment) Law | Annual Leave Law | Hours of Work and Rest Law | Wage Protection Law | Severance Pay Law | Sick Pay Law | Minimum Wage Law | Employment (Equal Opportunities) Law | Foreign Workers (Prohibition of Unlawful Employment and Assurance of Fair Conditions) Law | Equal Rights of Persons with Disabilities Law | Advance Notice of Dismissal and Resignation Law | Reserve Service Law

Were judgments handed down during the past year that bound or convicted the company in legal proceedings under the shield laws?*

- a. No. Legal proceedings were not held and judgments were not handed down that bound or convicted the company [1 point]
- b. No. Legal proceedings were held, however judgments were not handed down that bound or convicted the company [1 point]
- c. Yes. The number of such aforesaid judgments should be indicated _____

28. Does the company have a formal policy and/or written procedures regarding work life balance?

If the answer is yes, please mark which paragraphs are included therein: [Marking two or more paragraphs – 1 point, marking one paragraph – half a point]*

- a. Recommending a weekday of ending work without overtime
- b. Providing an option for flexible work hours
- c. Specifying a day or two during the week when afternoon meetings are not held or a procedure that requires giving advance notice when setting work meetings during afternoon hours.
- d. Partial and coordinated recognition of home working arrangements, according to criteria that will be established and with the approval of the authorized entity.
- e. Regulated option of gradual return from maternity leave, for parents who so wish.

-
- f. Operating / assisting in funding summer camps for the children of employees during the summer vacation.
- g. Training the supervisors and training the employees regarding family supporting principles
- h. Providing an option of working according to a weekly, monthly or annual hour bank
- i. Providing an option of going on paid / unpaid leave during the school, kindergarten and/or university exam vacation schedules
29. Has the officer in charge of the prevention of sexual harassment in the organization undergone professional training for the sake of fulfilling his function? Such as: Participation in a lecture of an expert in the field, professional training on the issue of expert entities in the field, etc. [no scoring]*
- Yes
- No
30. Over the course of the last two years did most of the employees participate in training or information activities on behalf of the employer with regard to the prohibition and prevention of sexual harassment? [quarter point]
- Yes
- No
31. Does the company promote the health of its employees and their families within the framework of the workplace?
- Please mark activities that are carried out at the company:
- [Marking two or more paragraphs – 2 and a quarter points, marking one paragraph – 1 and a half points]*
- a. Employee health assessment: Tests / assistance in funding screening tests (such as weight, blood pressure measurement, cholesterol, etc.).
- b. Activity to raise awareness regarding vaccinations and/or giving vaccinations to employees at the workplace (for instance, against the flu)
- c. Encouraging physical activity, such as: infrastructures (workout gym) and an option of working out during work, arrangements (assistance in funding) for sports clubs outside the workplace
- d. Encouraging physical activity, such as: sports days, sports teams and group training in this regard.
- e. Encouraging smoking cessation, such as awareness raising activity, cessation course assistance.

-
- f. Encouraging healthy nutrition, such as: Adapting the menu at the workplace, in the vending machines, healthy nutrition courses and consultation.
- g. Human engineering / ergonomics at work stations, such as: ergonomic adaptation of the work stations to the employee according to his needs, suggesting alternatives for people with specific needs.
32. Is there a workers' organization at the company?
- Yes
- No
- a. If the answer is yes – are there procedures that guide the senior managers, the middle managers and the human resource managers regarding the latitude of the employer in an environment in which a workers' committee operates? [1 point]
- Yes
- No
- b. If the answer is no – are there procedures that guide the senior and mid-level managers with regard to the case law and the legislation that regulate the latitude of the employer in relation to a workers' organization during the various stages of the process? [1 point]
- Yes
- No
33. Please mark which employee development programs are carried out at the company? [Marking four or more paragraphs – 1 point, marking three paragraphs 3/4 points, marking two paragraphs – half a point]
- a. Management development / organizational development program
- b. Mapping administrative reserves / retaining key employees
- c. Feedback and evaluation program
- d. Employee orientation program
- e. Employee compensation process program
- f. Employee training program
- g. Clear recruitment processes with clear job descriptions
34. From the employee training at the company (intra- and extra-organizational): [Informational question]
- a. What percentage of the training is dedicated to the specific function of the employee? ___%

-
- b. What percentage of the training develops the general qualifications of the employee? ____%
35. Has the company conducted a written employee satisfaction survey in the last two years? [1 point]
- Yes
- No
36. Are the survey results published for all the employees of the Company? [Half a point]
- Yes
- No
37. What percentage of the company's employees has received a personal evaluation and/or feedback in a conversation / personal meeting of their performances at least once in the past year? ____% [90% or more – half a point, 70% - 90% - a third of a point].
38. Please mark how the company deals with the issue of workplace safety and health? [Marking two or more paragraphs – half a point]:*
- Actual appointment of a workplace safety officer as required under the Organization of Work Supervision Law, 5714-1954.
 - Displaying the safety policy.
 - Establishing a safety targets program: such as the OSHA index [an index that normalizes the number of accidents versus the number of working hours invested, number of safety officers per each 100 employees, percentage of safety trustees, etc.).
 - The company's investment in projects in the area of safety
 - The existence of internal safety audits
 - The existence of a safety committee, where at least half of its members are employees
 - Other.

39. Please detail activities that the company carries out in order to improve the lifestyles or to support the dignified subsistence of the employees at the company's low pay grades and in situations of crisis and whether the company has a pay gap policy that refers to the low pay grades? [Informational question]



C. SUPPLY CHAIN

40. Has the company established a procurement policy that refers, inter alia, to the following issues?

[Marking two or more paragraphs – one point, marking one paragraph – half a point]*

- a. Safety and health, compliance with shield laws and safeguarding rights of employees who are employed by the suppliers
- b. Code of ethics and ethics training program for employees who are employed by the suppliers
- c. Environmental management
- d. Previous convictions of the suppliers in areas of labor laws, environment and so forth
- e. Procurement from small and medium businesses
- f. Procurement from suppliers owned by and/or that employ under-employed populations
- g. Local and/or "blue and white" procurement

41. Is there a clear and transparent procedure at the company for the supplier and sub-contractor selection process? [1 point]

- Yes
- No

42. In supplier (including manpower / service contractors) selection tenders is weight also given to issues of the supplier's corporate responsibility (such as: Ethics, work environment, environment, etc.)? [1 point]*

- Yes
- No

43. Do the contract processes and procedures of the procurement system include, inter alia, reference to ethical aspects in the regular work with suppliers and in procurement processes, which are typical for the company? [1 point]

- Yes
- No

-
44. Is there a mechanism that enables an open dialogue with the suppliers in a variety of processes, such as: Submission and investigation of complaints by the suppliers, an option of having clarifications with respect to tenders, mutual development of products / services, transfer of knowledge and resources, etc.? [1 point]*
- Yes
- No
45. Are there mechanisms that enable identification of deviations from contract terms in a manner that ensures compliance with undertakings toward suppliers? [1 point]
- Yes
- No
46. Has a survey or examination been conducted in the last two years among the company's suppliers and sub-contractors that examined, inter alia, their attitudes in relation to ethical aspects of the company's conduct with them? [1 point]*
- Yes
- No
47. What proactive processes does the company carry out in order to prevent and discover bribery in agreements with third parties, such as agents, middlemen, consultants, distributors, representatives, suppliers and business partners? [Marking two or more paragraphs – 1 point, marking one paragraph – half a point]*
- Documentation and recording of the examination processes in preparation for contract
 - Routine due diligence prior to contracting with a supplier / agent / marketer (which includes: previous and current legal claims, ownership structure, political contributions, transfer of payment to the bank account where the main account of the company is managed)
 - Examination of whether the country in which the transaction is carried out appears in one of the perceived corruption rankings according to generally accepted global indices? (World Bank, Anti-Corruption, Portal Transparency International).
 - Gathering recommendations with respect to the supplier / the business partner / the agent in the field during the contract process.
 - Examination of the economic structure of the transaction? (For instance, examination of the payment amount according to generally accepted cost indices in the field / in the sector)

-
- f. Regular communication to the company's suppliers and the sub-contractors regarding the company's commitment to preventing bribery and regarding the compliance / ethics program of the company.
 - g. Procedure for performing additional examinations / additional signature certifications for transactions above a set amount
 - Not applicable to the company

48. Has an examination been carried out by the company in the last two years that verifies that most of the manpower / service contractors of the company strictly comply with the labor laws?

Please mark which actions have been carried out by the company: [Two or more paragraphs – 2 points, marking one paragraph – 1 point]*

- a. An internal / external payroll entity going over the payroll data of manpower / service employees (such as an accountant / payroll division)
- b. Legal review or obtaining a legal opinion of the compliance of manpower / service contractors with labor laws (if necessary)
- c. General follow up of the reputation and lawsuits of manpower / service contractors
- d. Examination of convictions of past infringement of employee rights
- e. Random cross-section meetings / interviews with the employees and the like.
- f. Identification and handling of infringements of employee rights
- g. Finalizing disengagement with manpower / service contractors that did not comply with acceptable standards
- h. Sample inspections / periodic inspections / unannounced inspections
- i. Other. Details _____
- There are no employees at the company who are employed through manpower / service contractors (the score will be transferred to the weighting of the entire section) – go to question 50

49. What percentage of manpower / service employees who were employed in the past year became regular company employees in the past year? (Professional manpower / service employees are employees who were employed in the past year as contractor employees in professional positions in which also the regular company employees are employed, such as: secretarial, bookkeeping and other professional positions). [Reporting 10% or more – 1 point]*

_____ %

50. Is an annual examination carried out among the ten large / major / significant suppliers of the company with respect to their compliance with the corporate responsibility norms of

the company and/or the code of ethics that binds the company or pursuant to any other code of ethics of the supplier accepted by the company?*

- Yes
- No

VII. D. DIVERSITY AND INCLUSION

51. What percentage of women is employed by the company of the top 10% of employees with the highest pay in the company? [The question is scored relatively up to the maximum score of 1 point]* ____%
52. Were differences in compensation levels examined between men and women at the management and employee levels (meaning gaps between men and women at the same grade, job size, etc.)?*
- No – go to question 53
- Yes
- If the answer is yes, what gap results were found?
- a. Up to 10% [1 point]
- b. 10% - 35% [half a point]
- c. 35% or more
53. Has the company established and does it update a written policy and targets for managing workforce diversity? Please mark which paragraphs are included therein: [Marking one or more paragraphs – 1 point]*
- a. Written guiding principles have been defined for creating a multi-cultural work environment that recognizes and considers the needs and characteristics of different communities and addresses the characteristics and needs of the company
- b. Target populations for focus have been set
- c. Numerical targets for recruitment have been set
- d. An orderly policy regarding the diversity has been submitted to the Ministry of Industry, Trade and Labor
54. Please detail percentages of employees according to the following columns: If there is no precise data, data based on an estimate of the relevant elements at the company may be submitted. [Relative question. Up to 3.5 points may be received. It is recommended to answer regarding the maximum possible populations]*

	Arabs	Ultra-orthodox	People with disabilities	Adults [45+]	Ethiopian immigrants
The percentage of employees from this group out of all the employees of the company	%	%	%	Do not fill in	%
The number of employees at the company from this group at the company				Do no fill in	
The percentage of employees from this group that were integrated during the last year out of all the employees that were integrated during the last year	%	%	%	%	%
Number of employees from this group that was integrated during the last year					
Percentage of employees from this group in the general workforce of the economy	12.10%	4.30%	5.50%	39.40%	1.20%
Average percentage of employees from this group from 2013 ranking data	10.06%	3.40%	3.00%	-	4.70%
Average percentage of employees from this group that was integrated during the past year, 2013 ranking data	8.97%	3.00%	1.00%	11.25%	5.95%

55. Did the company's performances in integrating employees last year from at least one group from the populations included in the above chart increase by at least 10% in relation to performances in the previous year? [Bonus question – half a point]

Yes

No

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

56. Please detail with respect to the following populations what percentage they constitute of the management levels in the company:

Population group	Percentage of management levels
Arabs	%
Ultra-orthodox	%
People with disabilities	%
Adults (age 45+)	%
Ethiopian immigrants	%

57. Please mark which targeted activities the company has carried out in order to recruit and to support the integration of employees from underemployed populations: [Marking two or more paragraphs – 1 and a half points, marking one paragraph – 1 point]
- a. The function and responsibility of a diversity referent / officer has been defined within the human resources staff or within another unit
 - b. Manager and employee trainings are carried out regarding diversity and a multi-cultural work environment
 - c. The holiday and vacation calendar references holidays and festivals of members of different religions
 - d. Working relationships are maintained with business or non-profit organizations that specialize in the recruitment and placement of employees from underemployed populations
 - e. There is reference to the company's commitment to the issue in the company's publications
 - f. Adaptations have been made to the screening process, including screening tests
 - g. There are collaborations with academic training and other entities that specialize in the field
58. Please mark which activities have been conducted by the company to ensure accessibility of the company and its facilities / services / products: [Marking two or more paragraphs – 1 point, marking one paragraph – half a point:]*
- a. A survey of accessibility to the company's facilities and properties was carried out and a work program was prepared
 - b. Accessibility of the company's facilities and assets provided according to the timetables in the accessibility legislation
 - c. Employee trainings for "accessible service" were carried out as required under the accessibility of service regulations
 - d. The switchboards and call centers have been made accessible
 - e. The website has been made accessible and is listed in the Israeli registry of accessible websites
 - f. The auto- and technological instruments of the company are accessible
 - g. The company publishes the accessibility arrangements of its properties and its services
 - h. An accessibility coordinator has been appointed and has undergone training for his position
 - i. Adaptations have been made to the company's procedures as required under the accessibility of service regulations

- j. Strictly holding accessible events, conferences and fairs
- k. Stipulating sponsorships on the existence of accessibility arrangements
- l. Demanding of the company's suppliers to comply with requirements of the accessibility regulations

VIII. E. COMMUNITY CONTRIBUTION

59. Is the company a public company traded on the Tel Aviv Stock Exchange?
- Yes
- No
60. Donations in the past year: [The questions are scored relatively up to a maximum score of 8 points for a donation relative to earnings before tax / turnover and up to a maximum score of 2 points for an absolute donation]*
- b. What is the cash donation of the organization? (Transfer of money to an entity other than the company for the purpose of furthering social or environmental goals, as appearing in the audited consolidated financial statements of the company for the past year) NIS _____. A whole number should be specified.
- c. What is the cash equivalent donation of the organization? (Including a donation of products, services or assets that is backed in the financial statements for the past year, including cost of employee volunteering – the nature of the donation and the manner of calculation should be detailed)
- d. Please mark on what areas the company focuses its donation (more than one area may be marked)?
- Education
- Excellence
- Children and youth at risk
- The elderly
- Health and social services
- Culture and art
- Environment
- Other
- e. Under which item in the statement of profit and loss is the donation included?
- _____
61. What are the earnings before tax as appearing in the audited consolidated financial statements of the company for the past year? NIS _____. A whole number should be specified.

-
62. What is the sales turnover as appearing in the audited consolidated financial statements of the company for the past year? NIS _____. A whole number should be specified.
63. Did the company increase its donation in cash and cash equivalent by 10% or more compared to the past year (in the absolute donation or in relation to earnings / turnover)?
[Bonus question – half a point]
- Yes
- No

I. F. SOCIAL INVOLVEMENT OF EMPLOYEES

64. a. Does the company have a social investment policy and is this policy released to the public in the public reports and/or the annual reports and/or on the website of the company? [Informational question]*
- Yes
- No
- b. Please detail an example/s of social investment initiatives that reflect the policy and its relationship to the core business [informational question]:
- _____
- c. How can the social investment policy be inspected? [Informational question]
- On the internet, at the following address: _____
- The file _____ is attached hereto
- Sent to **e-mail** derug@maala.org.il
- d. Is implementation of the social investment policy carried out by means of indices and quantitative targets? [1 point]
- Yes – by means of internal systems
- Yes – by means of external entities such as "Matan", "Midot", etc.
- No
65. Out of all the company's employees:*
- a. What total percentage volunteers? [Relative question. Up to 3 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? [Relative question in relation to the total employees of the company. Up to three points] _____
- e. What is the average scope of hours for regular volunteering per employee?
- _____

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

66. Please mark how the company manages the volunteer program? [Marking five or more paragraphs – 1 point, marking three or four paragraphs – half a point]*
- a. The company forms long term relationships with most of the volunteer places
 - b. The impact of the volunteering on the organization is measured (for example, satisfaction survey, employee feedback, unit feedback).
 - c. The impact of the volunteering activity on the target public is measured (for example, by feedback or in other ways).
 - d. The company assists the employees in volunteering also during leisure time.
 - e. A dedicated resource basket is allocated to the volunteer program (such as activity within the target public, budget, volunteer materials, support to the organizations that accept the volunteers, etc.)
 - f. The company has established and publishes among its employees a policy that details guidelines and whether it is possible to volunteer at the expense of working hours (for example: Allowable scope of hours, reimbursements, insurance, etc.)
 - g. There is employee involvement in the selection of volunteer programs

II. G. ENVIRONMENT - **INTRODUCTION**

The scoring for the various environmental areas varies according to the difference in the scope of the environmental impact in the various industries:

- **Industry "A" [25 points]** – chemistry, pharmaceuticals, construction, mining, energy, fuel, transportation, wood and paper products, semiconductors and chips, food and beverage, textiles, electronics manufacturer, plastics, other (in accordance with consultation and discretion of the environmental analysis team)

- **Industry "B" [20 points]** – retail, telephony, hotel keeping, hardware, real estate venture companies, other (in accordance with consultation and discretion of the environmental analysis team)

- **Industry "C" [15 points]** -
 - **Industry "C1"** – computer software, personnel, management and consulting, real estate management companies (mall rental, etc.), other (in accordance with consultation and discretion of the environmental analysis team)

 - **Industry "C2"** – banks, investment companies, insurance, other (in accordance with consultation and discretion of the environmental analysis team)

Details of the contact person for questions regarding the environment:

Name: Position:

Telephone: E-mail

67. To which of the following industrial activities does the company belong?

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

Industry "A"	Industry "B"	Industry "C1"	Industry "C2"
<input type="checkbox"/> 1. Chemistry	<input type="checkbox"/> 15. Retail	<input type="checkbox"/> 21. Computer software	<input type="checkbox"/> 26. Banks
<input type="checkbox"/> 2. Pharmaceuticals	<input type="checkbox"/> 16. Telephony	<input type="checkbox"/> 22. Personnel	<input type="checkbox"/> 27. Investment houses
<input type="checkbox"/> 3. Construction	<input type="checkbox"/> 17. Hotel keeping	<input type="checkbox"/> 23. Management and consulting	<input type="checkbox"/> 28. Insurance
<input type="checkbox"/> 4. Mining	<input type="checkbox"/> 18. Hardware	<input type="checkbox"/> 24. Real estate management <input type="checkbox"/> [Mall rental]*	<input type="checkbox"/> 29. Other [in accordance with consultation and discretion of the environmental analysis team]
<input type="checkbox"/> 5. Energy	<input type="checkbox"/> 19. Real estate [venture and construction]	<input type="checkbox"/> 25. Other [in accordance with consultation and discretion of the environmental analysis team]	
<input type="checkbox"/> 6. Fuel	<input type="checkbox"/> 20. Other [in accordance with consultation and discretion of the environmental analysis team]		
<input type="checkbox"/> 7. Transportation			
<input type="checkbox"/> 8. Wood and/or paper products			
<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 [in accordance with consultation and discretion of the environmental analysis team]			

- The environmental questions relevant to companies from industries "A" + "B" are 68-96.
- The environmental question relevant to companies from industries "C1" + "C2" are: 97-114

Regarding questions that examine **environmental performances** (climate and air, waste reduction, water and waste water), the environmental analysis team will perform an evaluation of the environmental performances of the company. Companies that are participating in the Maala Ranking for the first time – are permitted to complete data only with respect to the past year.

III. H. ENVIRONMENTAL MANAGEMENT AND STRATEGY, INDUSTRIES "A" AND "B"

68. Does the company have a long-term **written environmental policy** that is released to the public (on the website or in the financial statements or in a social-environmental report)? [Industry "A" – 1 point, Industry "B" – half a point]*
- Yes. Please append file
 - Yes. On the company's website at the exact web address: _____
 - Yes. In the annual report / social-environmental report, on page: _____
 - No.
69. Is there a position holder in the company, whose purview includes the issue of environment, including the responsibility for implementation of the environmental policy?
- Yes – the officer in charge of the environmental area reports directly to the CEO / VP / another senior member of management [Industry "A" – 1 point, Industry "B" – a third of a point]
 - Yes – there is an officer in charge of the environmental area at the company. He does not report directly to the CEO / VP / another senior member of management [Industry "A" – quarter point, Industry "B" – fifth point]
 - No – there is no officer in charge of the environmental area at the company.
70. Does the company manage its environmental impacts and ensure implementation of the environmental policy by means of a management system commensurate with its size, the scope of its activity and its environmental impacts?
- Yes – by means of ISO14001 Standard or another management system [half a point]*
 - Yes – by means of an internal management system [quarter point]
 - No (for a "no" answer the questionnaire goes to question 72)
71. Please mark the company's scope of activity that is covered by the management system / Standard (as a percentage of the company's revenues)?
- 0%
 - Up to 25% [Industry "A" – 3/4 point, Industry "B" – quarter point]

- Up to 50% [Industry "A" – 1 point, Industry "B" – half a point]
- Up to 75% [Industry "A" – 1 and a quarter points, Industry "B" – 3/4 point]
- Up to 100% [Industry "A" – half a point, Industry "B" – 1 point]

72. Has the company performed mapping of the environmental impacts in the last two years?

- Yes – with an external entity [Industry "A" – half a point, Industry "B" – 1/10 point]
- Yes – with an internal entity [Industry "A" – quarter point, Industry "B" 0.05 points]
- No

73. Did the mapping include the following issues: [Industry "A" – 0.0625 points for each paragraph, Industry "B" – 1/10 point for each paragraph]

- Production of raw materials and their preparation for manufacture or manufacture
- Distribution and packaging
- Product use
- Disposal as waste or re-use or recycling

74. Anomalous events / laws and regulations

Were there anomalous environmental events (events not in accordance with the business license)?

- Yes
- No [Industry "A" – 1 and a quarter points, Industry "B" – 1 point, scoring by the environmental analysis team]

Within the framework of this section, the environmental analysis team will perform an evaluation of the company's compliance with the legal requirements regarding environmental issues.

If there were anomalous environmental events – please detail below:

75. Were there prosecutions that ended in conviction?*

Detail legal proceedings that ended in conviction or fines and administrative proceedings (such as, a closure order or financial sanctions) that were taken or imposed on the company during the past year as a result of a violation of primary / secondary / local legislation, including the Planning and Building Law. Also the country of manufacture and

the type of activity should be detailed. [Industry "A" – 3 and a half points, Industry "B" – 2.7 points, scoring by the environmental analysis]

Yes. Details:

There were no prosecutions that ended in conviction

76. For Industry "A": Sustainability initiatives and product lifecycle management. Are these carried out:

- a. (1) A new product or service to a client with an environmental value proposition (offering a product or service that has been developed according to sustainability principles and/or allowing the client to reduce the environmental impact of its activities): [Up to 0.4 points].

Details:

- a. (2) Improvements to the production process, service delivery or the distribution to minimize the environmental impact: [Up to 0.4 points.]

Details:

- b. Implementation of product life cycle assessment (LCA) principles in the development of all the new products. [Up to 1.2 points].

Details:

77. For Industry "B":

- a. [1]: A new product or service to a client with an environmental value proposition [offering a product or service that has been developed according to sustainability principles and/or allowing the client to reduce the environmental impact of its activities]: [Up to 1 and a half points]. Details:

- b. [2]: Improvements to the production process, service delivery or the distribution to minimize the environmental impact: [Up to half a point]. Details:

78. Does the company involve employees in environmental issues? Please mark which activities the company carries out [any marking – 0.16 point. Up to a maximum of half a point]:

a. The company communicates internally regarding its environmental responsibility (for instance: information with regard to the company's actions on these issues)	<input type="checkbox"/> Yes <input type="checkbox"/> No
b. The company encourages employee involvement in improving and promoting its environmental responsibility	<input type="checkbox"/> Yes <input type="checkbox"/> No
c. The company encourages voluntary environmental initiatives in the production process or improved service delivery through an organized / structured work process	<input type="checkbox"/> Yes <input type="checkbox"/> No
d. The company provides its employees with the means to come to work other than by private car (transportation, system for organizing a carpool, etc.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
e. The company provides a financial benefit to reduce private car use [credits the salary with saved parking costs, rewards car expense savings, subsidy for purchasing bicycles, etc.]	<input type="checkbox"/> Yes <input type="checkbox"/> No
f. The company buildings have infrastructure for using alternative transportation (showers, bicycle parking stands, etc.)	<input type="checkbox"/> Yes <input type="checkbox"/> No

The company does not involve employees in environmental issues

I. CLIMATE AND AIR, INDUSTRIES **"A" AND "B"**

79. Has the company discussed the issue of climate change and its impact on the core businesses of the company during the last 3 years? [0.3 points]

Yes

No

Please detail the conclusions of the discussion:

80. Has the company carried out a discussion and mapping process during the last 3 years of the company's ability to reduce greenhouse gases: [Industry "A" – 0.4 points, Industry "B" – threshold question]*

Yes

No

Please detail the conclusions of the discussion:

81. Does the company have a work program for reducing its impacts in the area of climate change? [0.3 points]*

Yes

No

82. Has the company set quantitative targets for itself with respect to the issue of its preparedness for climate change? [Industry "A" – half a point, Industry "B" – threshold question]

Yes

No

83. Please mark in the chart whether the following elements are included in the multi-year program? Quantitative data should be presented. [2 points] Scoring will be determined by the environmental analysis team.

Issue	Is there a multi-year program	Reduction targets [in percentages]	Target year
a) Reducing energy use	<input type="checkbox"/> Yes <input type="checkbox"/> No	%	
b) Transition to alternative energies	<input type="checkbox"/> Yes <input type="checkbox"/> No	%	
c) Reducing fuel consumption and travel	<input type="checkbox"/> Yes <input type="checkbox"/> No	%	

84. Please present absolute measures (total quantity) as well as relative measures of pollution vis-à-vis the company's activity for each one of the parameters. The scoring will be determined by the environmental analysis team [Industry "A" – up to a maximum of 3 points. Industry "B" – up to a maximum of 2.6 points]*

- A file is attached hereto (if you wish to upload a file in lieu of completing the chart)
- If there are significant changes in the production data, please add an explanation for the environmental analysis team.

a. What is the basis for calculating the relative data? [Industry "A" – sales data, Industry "B" – square meters or number of employees]

Issue	Format of required information	2011 data		2012 data		2013 data	
		Absolute data	Relative data	Absolute data	Relative data	Absolute data	Relative data
b. (1) Energy consumption All the energy sources consumed by the company, as well as production and transfer of energy products (electricity, heat) to other organizations, segmented by source (electricity, fuel, etc.)	Each source in joules / kilowatt hour						
b. (2) Energy produced							
b. (3) Energy purchased							
c. Annual mileage (kilometrage) of commercial fleet / transport fleet, including leased vehicles	Liters of fuel						
d. Carbon footprint (greenhouse gas emissions) For total company activity <u>The following link may be used</u> (calculation by professionals is preferred)	Weight unit (ton) – Equivalent to CO2 – of greenhouse gas emissions						
e. (1) Carbon footprint (greenhouse gas emissions) at the product level	Weight unit (ton) – equivalent to CO2 – of greenhouse gas emissions						
e. (2) Scope 1 – first circle: Direct emissions resulting from production of energy, heating – intended only for Industry "A"							
e. (3) Scope 2 – second circle: Energy consumption from an external source (for instance, an electricity company)							
e. (4) Scope 3 – raw materials, waste, transportation, water consumption							
Intended only for Industry "A"	SO2						
f. (1) Weight units (ton) of primary air pollutant emissions							
f. (2) Intended only for Industry "A"	NOx						
f. (3) Intended only for Industry "A"	CO2						

f. (4) Intended only for Industry "A"	Particles						
f. (5) Intended only for Industry "A"	Other						

85. How was the calculation made? [Industry "A" – 1 point, Industry "B" – 0.3 points]

- With the assistance of a professional external entity / consultant
- Independently
- Using software that has been tailored to the company
- Other _____

86. Does the company report its carbon emissions to some organization? [Bonus question – one point]*

- Yes
- No
- Please detail which organization? CDP The Ministry of Environmental Protection Other _____



II. J.WASTE, RECYCLING AND WATER, INDUSTRIES "A" AND "B"

87. Has the company carried out a **discussion and mapping** process with respect to the ability to reduce waste, including increasing efficient use of raw materials, recycling and re-use, etc.? [Industry "A" – half a point. Industry "B" – threshold question]

- Yes
 No

88. Does the company have a work program for reducing its impacts in the area of waste? [Half a point]

- Yes
 No

89. Has the company set quantitative targets with respect to the issue of reducing waste and increasing re-use and recycling? [Threshold question]

- Yes
 No

90. Please mark in the chart whether the following elements are included in the multi-year program? Quantitative data should be presented. [1 point] Scoring by the environmental analysis team

Issue	Is there a multi-year program	Quantitative targets in percentages [percentage of change]	Target year
a. Reduce	<input type="checkbox"/> Yes <input type="checkbox"/> No	%	
b. Re-use	<input type="checkbox"/> Yes <input type="checkbox"/> No	%	
c. Recycle	<input type="checkbox"/> Yes <input type="checkbox"/> No	%	

91. Waste – performances*

Please present absolute measures (total quantity) as well as relative measures vis-à-vis the company's activity for each one of the parameters. The scoring will be determined by the environmental analysis team [Industry "A" – 1 point, Industry "B" – 1 1/4 points]

- a) What is the basis for calculating the relative data? [Industry "A" – sales data, Industry "B" – square meters or number of employees]

- A file is attached hereto (if you wish to upload a file in lieu of completing the chart)

Issue	Format of required information	2011 data		2012 data		2013 data	
		Absolute data	Relative data	Absolute data	Relative data	Absolute data	Relative data
b. Disposal of hazardous waste [waste of a hazardous substance as defined under the Hazardous Substances Law, 5753 – 1993].	Ton of hazardous waste disposed						
c. Solid waste by category, weight and applicable industry – weight units [ton] of different categories of waste [including construction waste for the applicable sectors]	Total						
d. Burial							
e. Re-use							
f. Recycle	Recycled waste						
	Recycled waste target						
g. Energy recovery							

- If there are significant changes in the production data, please add an explanation for the environmental analysis team.

92. Has the company carried out a discussion and mapping process with respect to the ability to reduce water and waste water? [Industry "A" – half a point, Industry "B" – threshold question]

- Yes
 No

93. Does the company have a work program for reducing its impacts in the area of water and waste water? [Half a point]

Detail the conclusions of the discussion

94. Has the company set quantitative targets with respect to the issue of reducing water and waste water? [Threshold question]

Yes

No

95. Please mark in the chart whether the following elements are included in the multi-year program? [1 point] Scoring by the environmental analysis team. Quantitative data should be presented:

Issue	Is there a multi-year program	Quantitative targets in percentages [percentage of reduction]	Target year
a. Reducing water use and preventing pollution	<input type="checkbox"/> Yes <input type="checkbox"/> No	%	
b. Reducing potable water reduction	<input type="checkbox"/> Yes <input type="checkbox"/> No	%	
c. Increasing use of treated waste water	<input type="checkbox"/> Yes <input type="checkbox"/> No	%	
d. Reducing waste water	<input type="checkbox"/> Yes <input type="checkbox"/> No	%	

96. Water and waste water – performances*

Please present absolute measures [total quantity] as well as relative measures vis-à-vis the company's activity for each one of the parameters. The scoring will be determined by the environmental analysis team

- If there are significant changes in the production data, please add an explanation for the environmental analysis team.
- A file is attached hereto (if you wish to upload a file in lieu of completing the chart).

a. What is the basis for calculating the relative data? [Industry "A" – sales data, Industry "B" – square meters or number of employees]



Issue	Format of required information	2011 data		2012 data		2013 data	
		Absolute data	Relative data	Absolute data	Relative data	Absolute data	Relative data
b. Water consumption	Volume units (cubic meters) of water consumption by the company						
c.(1) Waste water emissions, by category – only for Industry "A"	Relevant units of the primary waste water components emerging from the company's boundaries: Such as: BOD, COD, TSS, heavy metals or others (if any), by category						
c. (2) Waste water target Only for Industry "A"	Waste water target						

III. K. ENVIRONMENTAL MANAGEMENT AND STRATEGY, INDUSTRIES "C1" AND "C2"

Question for Industry "C1" [computer software, personnel, management and consulting, real estate management companies (mall rental, etc.)]

97. Does the company have a long-term **written environmental policy** that is released to the public (on the website or in the financial statements or in a social-environmental report)? [One point]*

- Yes (please specify where it may be inspected)
- On the company's website at the exact web address: _____
- In the annual report / social-environmental report – on page: _____
- No

Questions for Industry "C2" [financial sector – banks, insurance companies and investment houses]

98. Does the company have a **written environmental policy** that is released for public inspection (on the website or in the financial statements or in a social-environmental report)? [threshold question]*

- On the company's website at the exact web address: _____
- In the annual report – on page: _____
- No

Questions only for investment houses and insurance companies

99. Please mark what the **environmental policy includes?**

[For each paragraph – 1 point] Scoring will be determined by the environmental analysis team

Issue	Does the policy address the issue?
a. Policy on the issue of addressing social-environmental aspects in investments and insurance	<input type="checkbox"/> Yes <input type="checkbox"/> No
b. Establishing an investment strategy that addresses social-environmental aspects	<input type="checkbox"/> Yes <input type="checkbox"/> No
c. Assessment of environmental aspects of candidate	<input type="checkbox"/> Yes <input type="checkbox"/> No

companies as part of the decision making process of investment therein (please note, the commencement of implementation processes in this regard will be awarded partial points at the discretion of the environmental analysis team]	
d. Commitment to identifying, measuring and understanding environmental impacts – including the impacts of office environment management in aspects of electricity savings, intelligent use of water resources, paper and so forth	<input type="checkbox"/> Yes <input type="checkbox"/> No

100. Are environmental aspects examined when extending credit? [Informational question]

- Yes
 No

101. Question only for banks – please mark what the environmental policy includes and its implementation at the bank in the area of extending credit? [For each paragraph – half a point]

Issue	
a. A resolution was adopted by the board of directors	<input type="checkbox"/> Yes <input type="checkbox"/> No
b. A methodology was established for implementing the resolution	<input type="checkbox"/> Yes <input type="checkbox"/> No
c. The relevant bank employees received training on the issue	<input type="checkbox"/> Yes <input type="checkbox"/> No
d. The resolution was implemented in extending credit to very large projects with potential environmental impacts (over NIS 200 million)	<input type="checkbox"/> Yes <input type="checkbox"/> No
e. The resolution was implemented in extending credit to large projects (over NIS 50 million)	<input type="checkbox"/> Yes <input type="checkbox"/> No
f. The resolution was implemented in extending credit to real estate projects over NIS 50 million	<input type="checkbox"/> Yes <input type="checkbox"/> No
g. The resolution was wholly implemented in every significant extension of business credit by the bank	<input type="checkbox"/> Yes <input type="checkbox"/> No
h. Commitment to identifying, measuring and understanding the environmental impacts – including the impacts of office environment management in aspects of electricity savings, intelligent use of water resources, paper and so forth	<input type="checkbox"/> Yes <input type="checkbox"/> No

102. Is there a position holder in the company, whose purview includes the issue of the environment, including the responsibility for implementation of the environmental policy?
- Yes - the officer in charge of the environmental area reports directly to the CEO / VP / another senior member of management [Industry "C1" – half a point, Industry "C2" – 02. Points]
 - Yes - there is an officer in charge of the environmental area at the company. He does not report directly to the CEO / VP / another senior member of management [Industry "C1" – 0.25 points, Industry "C2" – 0.1 points]
 - No - there is no officer in charge of the environmental area at the company.
103. Does the company manage its environmental impacts and ensure implementation of the environmental policy by means of a management system commensurate with its size, the scope of its activity and its environmental impacts?*
- Yes – by means of ISO14001 Standard or another management system [Industry "C1" – 0.75 points, Industry "C2" – 0.2 points]
 - Yes – by means of an internal management system [Industry "C1" – 0.375 points, Industry "C2" – 0.1 points]
 - No [for a "no" answer, the questionnaire jumps to question 106]
104. What percentage of the company's activity is covered by the management system / Standard (as a percentage of the company's revenues)?
- 0%
 - Up to 25% [Industry "C1" – 0.18 points, Industry "C2" – 0.05 points]
 - Up to 50% [Industry "C1" – 0.375 points, Industry "C2" – 0.1 points]
 - Up to 75% [Industry "C1" – 0.56 points, Industry "C2" – 0.15 points]
 - Up to 100% of the company's activity [Industry "C1" – 0.75 points, Industry "C2" – 0.2 points]
105. Has the company performed mapping of the environmental impacts in the last two years?
- Yes – with an external entity [Industry "C1" – 0.75 points, Industry "C2" – 0.2 points]
 - Yes – with an internal entity [Industry "C1" – 0.375 points, Industry "C2" – 2 points]
 - No

106. a. (1) A new product or service to a client with an environmental value proposition (offering a product or service that has been developed according to sustainability principles and/or allowing the client to reduce the environmental impact of its activities): [Industry "C1" - up to 0.4 points, Industry "C2" – 0.15 points]. Details:

[Redacted area]

[Redacted area]

- b. (2) Improvements to the service delivery process to minimize the environmental impact (such as reducing the quantity of documents printed for the client): [Industry "C1" - up to 0.1 points, Industry "C2" – 0.05 points]: Details:

[Redacted area]

[Redacted area]

107. Does the company involve employees in environmental issues? Please mark which activities the company carries out: [Industry "C1": One mark – 0.9 points, two marks – 1.83 points, three or more marks – 2.75 points. Industry "C2": One mark 0.66 points, two marks – 1.33 points, three or more marks – 2 points]

<p>a. The company communicates internally regarding environmental issues (for instance: information with regard to the company's actions on these issues, information with regard to legal requirements of the company)</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>b. The company maintains a dialogue with the employees and includes them (for instance: brainstorming sessions with the employees, an environmental suggestion box, etc.)</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>c. The company encourages voluntary environmental initiatives, such as: Shut off electricity stickers, battery collection containers, bottle and paper recycling, volunteering regarding environmental issues, etc.).</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>d. The company provides its employees with the means to come to work other than by private car (transportation, system for organizing a carpool, etc.)</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>e. The company provides some benefits to reduce private car use [credits the salary with saved parking costs, rewards car expense savings, subsidy for purchasing bicycles, incentives for green kilometers, etc.)</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>f. The company buildings have infrastructure for using alternative transportation (showers, bicycle parking stands, etc.)</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>

Does not involve employees in environmental issues.

IV. L. CLIMATE AND AIR – INDUSTRY "C1" AND "C2"

108. Has the company discussed the issue of climate change and its impact on the core businesses of the company during the last 3 years? [Half a point]

Yes

No

Detail the conclusions of the discussion:

109. Does the company have a work program for reducing its impact in the area of climate change? [Half a point]*

Yes

No

110. Has the company set quantitative targets with respect to the issue of its preparedness for climate change? [Threshold question]

Yes

No

111. Please mark whether the following elements are included in the multi-year program?

Your quantitative data should be presented. [Half a point] Scoring by the environmental analysis team

Issue	Is there a multi-year program	Reduction targets (in percentages)	Target year
a. Reducing energy use	<input type="checkbox"/> Yes <input type="checkbox"/> No	%	
b. Transition to alternative energies (only Industry "C1")	<input type="checkbox"/> Yes <input type="checkbox"/> No	%	
c. Reducing fuel consumption and travel	<input type="checkbox"/> Yes <input type="checkbox"/> No	%	

112. a. Climate – performances *

Please present absolute measures (total quantity) as well as relative measures of pollution vis-à-vis the company's activity for each one of the parameters. The scoring will be determined by the environmental analysis team; up to a maximum of 4.2 points

a) What is the basis for calculating the relative data (square meters or number of employees) _____

■ A file is attached hereto (if you wish to upload a file in lieu of completing the chart)

Issue	Format of require information	2011 data		2012 data		2013 data	
		Absolute data	Relative data	Absolute data	Relative data	Absolute data	Relative data
b. Energy consumption All the energy sources consumed by the company, as well as production and transfer of energy products (electricity, heat) to other organizations, segmented by source (electricity, fuel, etc.)	Each source in joules / kilowatt hour						
c. Annual travel (kilometrage) of commercial fleet / transport fleet	Distance units (km) / liters of fuel						
d. Carbon footprint (greenhouse gas emissions) for total company activity <u>The following link may be used</u> (calculation by professionals is preferred)	Weight units (ton) – equivalent to CO2 – of greenhouse gas emissions						

- If there are significant changes in the production data, please add an explanation for the environmental analysis team.

112. b) How is the calculation made? [0.3 points]

- With the assistance of a professional external entity / consultant
- Independently
- Using software that has been tailored to the company
- Other _____

113. a) Does the company report its carbon emissions to some organization? [Bonus question – 1 point]*

- Yes
- No

b) Please detail which organization?

- CDP
- The Ministry of Environmental Protection
- Other _____

114. Activity in the area of office recycling.*

a) Does the company have activity in the area of recycling (collection of paper, bottles, Deposit Law containers, batteries, toners / ink cartridges, cardboard, electronic waste, etc.)? [2 points] Scoring by the environmental analysis team

- Yes
- No

b) According to what number of employees was the calculation of the relative data made in reference to the following paragraph of recycling data? _____

c) Please indicate in the following chart:

Issue	Format of required information	2011 data		2012 data		2013 data	
		Absolute	Relative	Absolute	Relative	Absolute	Relative
c.(1) Paper disposal	Tons of paper						
c.(2) Electronic waste disposal	Units						

d) Please indicate – whether collection / disposal of the following categories of waste was carried out:

Waste category	Collection / disposal was carried out
d.(1) Batteries	<input type="checkbox"/> Yes <input type="checkbox"/> No
d.(2) Fluorescent light bulbs	<input type="checkbox"/> Yes <input type="checkbox"/> No
d.(3) Disposal of construction waste in branches where construction is carried out	<input type="checkbox"/> Yes <input type="checkbox"/> No
d.(4) Toners	<input type="checkbox"/> Yes <input type="checkbox"/> No
d.(5) Other	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No

V. M. CORPORATE GOVERNANCE

115. Is the company a public company?

Yes

No

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

116. Does the company wish to complete the corporate governance section? (Mandatory for public companies)

Yes

No

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

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

Yes

No

119. How many members of the board of directors are independent directors as defined under Section 1 of the Companies Law (or under other generally accepted international regulations)?* _____

Maximum score [2 points]:

For companies with a controlling block – at least 2 independent directors who constitute at least one third of the total members of the board of directors.

For companies without a controlling block – at least 2 independent directors who constitute at least one half of the total members of the board of directors.

Half score [1 point]:

For companies with a controlling block – at least 2 independent directors who constitute less than one third of the total members of the board of directors.

For companies without a controlling block – at least 2 independent directors who constitute less than one half of the total members of the board of directors.

Scoring for a private / government / foreign traded company:

Maximum score [2 points] – the number of independent directors constitute one third or more of all the directors.

Half score [1 point] – at least 2 independent directors who constitute less than one third of the total members of the board of directors.

120. A separation between functions of the management and the board of directors assists in minimizing potential conflicts of interest between members of the management and the board of directors: [Half a point: Marking two or more paragraphs]

- Different individuals, who are not relatives, serve in the function of chairman of the board of directors and in the function of CEO (as the term "relative" is defined under the Companies Law)
- Do all members of the board of directors comply with the requirement whereby they are not subordinate to the CEO of the company?
- Does the chairman of the board of directors comply with the requirement whereby he does not hold another function in the corporation or in a corporation controlled thereby and/or engage in management functions thereat, including participation as a member in management meetings?

121. Did the company's board of directors establish an **executive compensation policy**:

- Yes
- No

If yes, please mark whether the policy is based on the following considerations?

[Marking two paragraphs – 2 points, marking one paragraph – 1 point]*

- a. A long-term policy for furthering the company's objectives
- b. Creating incentives that take into account the risk management policy of the company
- c. The size of the company and the nature of its activity
- d. Reference to varying compensation components that reflect the officer's contribution to achieving the company's targets with a long-term view

122. Does the company have a policy / guidelines for the board of directors:

- a. For diversity on the board of directors in accordance with the competencies required for its areas of business, risks, etc.

- Yes
- No [informational question without scoring]

- b. For diversity in accordance with the different populations, such as: Women, Ultra-orthodox, ethnic background, etc.

- Yes
- No [information question without scoring]
- c. What is the number of women on the board of directors? [The question is scored relatively up to a maximum score of one and a half points]* _____
123. Is there a policy that addresses the aggregate qualification mix required among the members of the board of directors?
- Yes
- No
124. Is there a guiding policy with respect to the maximum number of boards of directors on which a director is a member and/or the scope of the director's other activities? [One point]*
- Yes
- No
125. Were one or more meetings of the board of directors held during the past year for discussing company management matters in the absence of the CEO and the subordinates thereof? [Half a point]
- Yes
- No
126. Were one or more meetings of the audit committee held during the past year regarding deficiencies in the business management of the company in the absence of officers of the company? [Half a point]
- Yes
- No
127. Does the company website include a summary of the information relevant to investors, which includes: Description of members of the board of directors, description of members of senior management, financial statements and any other relevant information? {one and a half points}
- Yes
- No
128. Does the company publish the median wage data of the company as part of the annual statements? [Information question]

Yes

No

VI.N. SOCIAL-ENVIRONMENTAL MANAGEMENT AND REPORTING

129. Please mark how the company ensures that the area of corporation responsibility will be integrated in the day to day strategic and management decisions? [Marking four or more paragraphs – 2 and a half points, marking three paragraphs – 2 points, marking two paragraphs – one and a half points, marking one paragraph – 1 point, marking six or more paragraphs – half a point bonus]*

- There is a corporate responsibility committee within the board of directors
- There is a dedicated officer in charge of the area (corporate responsibility manager at least 50% job time)
- A member of management has been appointed who supervises the handling of the area and reports to management
- A director from the company's board of directors has been appointed to facilitate and further the area at the strategy and overall policy level
- During the last year management held discussions in this regard (it should be emphasized that this does not involve the issue of allocation of contributions)
- During the last year the board of directors held discussions in this regard (it should be emphasized that this does not involve the issue of allocation of contributions)
- Social-environmental considerations are included in decision making on the business strategy of the company (in decision courses such as: Development and investments in new countries, acquisitions and mergers, cutbacks and re-organization, research and development of new products and services, vetting new suppliers, service providers, etc.)

130. Does the corporation publish a social-environmental report that is available to the public?*

- Yes [one and a half points]
- In the process of preparation [1 point]
- No

Please note: A report published prior to 2012 will not be awarded a score. A company that will provide a written statement whereby it is in the process of writing a report that will be published in 2014 and at least 50% of it has been prepared and will furthermore also provide the main points of the draft report – may receive up to two thirds of the score for this paragraph.

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

131. Please mark which issues are included in the social-environmental responsibility report: [Marking each paragraph – half a point, up to a maximum of three points. Each paragraph that is marked in the process of preparation will be awarded a quarter point.]*

Issue	Does the report address the issue?
a. The corporation's activity to implement the code of ethics and the 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 safeguard human rights, including quantitative targets and timetables for achieving them.	<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 donation policy management while ensuring compliance of the donation recipients 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 social 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 multi-year improvement of the social and environmental performances	<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 timetables for achieving them.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In the process of preparation

132. Subsequent to completion of the questionnaire by the company was an external review conducted by an entity qualified for review and ratification of the questionnaire (by a corporate responsibility consultant / accountant / legal adviser, etc.) prior to submission to the CEO for signature? [Bonus question – half a point]*

- Yes
 No

Who is the entity? _____

133. Does the company's CEO personally certify the correctness of all the details appearing in this questionnaire?

Yes

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

134. Name of the CEO: _____

135. Date of approval: _____