



## SBA Impact Reporting Standard

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### Overview and Guidance

The SBA Impact Reporting Standard is designed to be simple, practical, and credible, especially for small and medium-sized businesses. It provides a clear process to assess how well a business's Impact Report meets the SBA Reporting Requirements across all Core topics and any Material topics identified through a structured materiality assessment.

To apply for SBA Accreditation, businesses are required to submit an Impact Report that covers their most recent reporting period (typically the previous financial year). The report should include disclosures against all Core topics (as defined in the SBA Reporting Framework), and any Material topics identified through a structured materiality assessment. This forms the basis of the accreditation review and scoring process.

### Two-Stage Scoring System

Accreditation is based on a two-stage scoring process:

#### Stage 1: Disclosure Score

This is based on the content of the business's Impact Report. Each topic is scored as follows:

Score	Definition
2	Complete disclosure provided
1	Partial disclosure provided
0	No disclosure
N/A	Topic is not material or not Core

Disclosures should be assessed against the specific reporting expectations set out under each topic in the SBA Reporting Framework. These expectations define what is considered a complete or partial disclosure for each ESG area.

- All Core topics must be disclosed for accreditation to be granted.
- Material topics are based on the company's own materiality assessment.
- Immaterial topics are marked N/A and are excluded from the scoring total.

To achieve SBA Accreditation, a business must score above 75% of the maximum available points (excluding N/A topics).

#### Stage 2: Verification Score

A sample of topics is independently reviewed to validate the reliability of the disclosures.

- At least three topics will be randomly selected for verification.
- Additional topics may be reviewed if needed (e.g. borderline cases or inconsistencies).
- Verification is based on supporting evidence, not just written claims.

Each topic is scored as follows:

Score	Verification Status	Definition
2	Verified	Evidence fully supports the original disclosure.
1	Partially Verified	Some evidence provided, but gaps remain or only partially supports the claim.
0	Not Verified	No credible or sufficient evidence to support the disclosure.



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### Verification Criteria

Each topic selected for verification is assessed using the following criteria:

Criterion	What It Assesses
Relevance	Is the information appropriate to the topic and relevant to the business's context?
Authenticity	Is the information genuine and supported by credible sources?
Completeness	Does the evidence cover all elements required by the reporting framework?
Accuracy	Are the facts, figures or data traceable and correct?

These criteria guide the verifier's assessment and support a consistent approach across all reviews.

### Minimum Verification Score

To maintain credibility and consistency in the accreditation process, businesses must meet a minimum threshold during verification.

- Each topic selected for verification is assessed across four criteria: Relevance, Authenticity, Completeness, and Accuracy (RACA).
- Each criterion is scored from 0 to 2, giving a maximum of 8 points per topic.
- With a minimum of three topics verified, the maximum total verification score is 24 points.

To pass verification:

- A business must achieve a minimum total score of 18 out of 24 points (75%) across the verified topics.

If a business scores below this threshold, or if multiple zeros are recorded across any RACA criteria, SBA may:

- Request additional supporting evidence
- Increase the number of topics verified
- Delay or withhold accreditation until sufficient evidence is provided

This ensures that disclosures are not only complete in narrative form but are also credible, relevant, and supported by verifiable information.

### Who Can Conduct Verification?

Verification may be conducted by:

- SBA's internal assessors, or
- A qualified independent third-party verifier approved or appointed by SBA

### Accreditation Validity

- SBA Accreditation is valid for one year.
- Businesses must submit a new Impact Report at the end of this period to maintain accreditation.
- SBA may request an earlier review if:
  - There are major operational or ownership changes
  - Significant concerns arise about the accuracy or integrity of past disclosures

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SBA Reporting Framework										
Pillar	Topic	Material	Reporting Disclosures	Disclosure Score	Verification Score					Comments
					Relevance	Authenticity	Completeness	Accuracy	Total	
Governance	Strategic Alignment	Core	<ul style="list-style-type: none"> <li>Information on the company's mission and alignment to ESG priorities</li> <li>Materiality Assessment report including a list of material ESG topics</li> <li>Summary of physical and transition risks considered as part of materiality</li> </ul>							
Governance	Integrated Planning	Core	<ul style="list-style-type: none"> <li>Information on targets set against highest priority ESG topics</li> <li>Information on key actions and initiatives taken to achieve targets</li> <li>Approach to defining roles, responsibilities, and accountability.</li> </ul>							
Governance	Reporting and Transparency	Core	<ul style="list-style-type: none"> <li>Information on where to find details on social and environmental performance</li> <li>Evidence of third-party verification (e.g. Limited or Reasonable Assurance Report)</li> </ul>							
Governance	Procurement	Core	<ul style="list-style-type: none"> <li>Percentage of significant suppliers evaluated for social and environmental impacts.</li> <li>Information on how suppliers are engaged to improve social and environmental performance</li> <li>Information on social and environmental requirements for key suppliers</li> </ul>							

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SBA Reporting Framework										
Pillar	Topic	Material	Reporting Disclosures	Disclosure Score	Verification Score					Comments
					Relevance	Authenticity	Completeness	Accuracy	Total	
Governance	Fraud and Corruption	Yes/No	<ul style="list-style-type: none"> <li>Information on risks related to fraud and corruption.</li> <li>Total number and nature of confirmed incidents of corruption.</li> </ul>							
Governance	Data Privacy	Yes/No	<ul style="list-style-type: none"> <li>Information on measures taken to protect data and privacy.</li> <li>Number of substantiated complaints received concerning breaches of privacy of stakeholders</li> </ul>							
Governance	Modern Slavery	Yes/No	<ul style="list-style-type: none"> <li>Operations at significant risk for incidents of child labour, forced labour and human trafficking</li> <li>Information on actions taken to mitigate the risk of modern slavery within the supply chain</li> </ul>							
Social	Labour Practices	Yes/No	<ul style="list-style-type: none"> <li>Total number of employees by employment type and contract</li> <li>Employee retention or turnover rate</li> <li>Percentage of employees covered by collective bargaining agreements</li> </ul>							

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SBA Reporting Framework										
Pillar	Topic	Material	Reporting Disclosures	Disclosure Score	Verification Score					Comments
					Relevance	Authenticity	Completeness	Accuracy	Total	
Social	Employee Representation	Yes/No	<ul style="list-style-type: none"> <li>Employee engagement processes in place, including surveys, worker councils, and grievance mechanisms.</li> <li>Proportion of employees covered by formal representation structures</li> <li>Number of employee grievances reported and categorised by type (e.g., harassment, discrimination)</li> </ul>							
Social	Training and Development	Yes/No	<ul style="list-style-type: none"> <li>Information on the company's training and development policy.</li> <li>Average number of training hours per employee per year.</li> <li>Percentage of employees receiving regular performance and career development reviews</li> </ul>							
Social	Fair Compensation	Yes/No	<ul style="list-style-type: none"> <li>Ratios of standard entry level wage by gender compared to local minimum wage.</li> <li>Information on any living wage assessments carried out and measures taken to close any living wage gap.</li> <li>Number of days of annual paid leave provided for full time employees.</li> </ul>							

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SBA Reporting Framework										
Pillar	Topic	Material	Reporting Disclosures	Disclosure Score	Verification Score					Comments
					Relevance	Authenticity	Completeness	Accuracy	Total	
Social	Health and Wellbeing	Yes/No	<ul style="list-style-type: none"> <li>Information on measures taken to promote health and wellbeing and ensure safe working conditions</li> <li>Number of weeks of paid Parental Leave offered to male and female staff</li> <li>The number and rate of recordable work related injuries and fatalities</li> </ul>							
Social	Diversity and Equality	Yes/No	<ul style="list-style-type: none"> <li>Diversity of governance bodies and employees</li> <li>Ratio of basic salary and remuneration of women to men</li> <li>Information on the company's Diversity, Equity and Inclusion policy</li> </ul>							
Social	Local Communities	Yes/No	<ul style="list-style-type: none"> <li>Percentage of the company's expenditure on local suppliers</li> <li>Percentage of the company's managers hired from the local area</li> <li>The total value of funds and in-kind assistance provided for community charities or causes.</li> </ul>							

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SBA Reporting Framework										
Pillar	Topic	Material	Reporting Disclosures	Disclosure Score	Verification Score					Comments
					Relevance	Authenticity	Completeness	Accuracy	Total	
Environment	Energy	Yes/No	<ul style="list-style-type: none"> <li>Total energy consumption within the organisation</li> <li>Information on energy efficiency measures implemented</li> <li>Percentage of energy consumed from renewable sources</li> </ul>							
Environment	Emissions	Yes/No	<ul style="list-style-type: none"> <li>Total Scope 1,2 and 3 Greenhouse Gas Emissions (Co2e)</li> <li>Information on Net Zero targets and alignment to Science Based Targets</li> <li>Information on the company's emissions reduction plan</li> </ul>							
Environment	Water and Effluents	Yes/No	<ul style="list-style-type: none"> <li>Total water withdrawals by source</li> <li>Information on water efficiency measures implemented by the company.</li> <li>Total Freshwater and Non-Freshwater discharges</li> </ul>							
Environment	Waste	Yes/No	<ul style="list-style-type: none"> <li>Waste generated by material and means of disposal</li> <li>Information on recovery and recycling programs in place</li> <li>Hazardous waste generated by material and means of disposal</li> </ul>							

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SBA Reporting Framework										
Pillar	Topic	Material	Reporting Disclosures	Disclosure Score	Verification Score					Comments
					Relevance	Authenticity	Completeness	Accuracy	Total	
Environment	Materials	Yes/No	<ul style="list-style-type: none"> <li>▪ Consumable materials used by material type and weight and information on their environmental impacts</li> <li>▪ Plans to improve the environmental impact of consumable materials used</li> <li>▪ Information on any chemicals and materials of concern used and plans to eliminate them</li> </ul>							
Environment	Biodiversity	Yes/No	<ul style="list-style-type: none"> <li>▪ Information on the nature of significant direct and indirect impacts on biodiversity</li> <li>▪ Initiatives to reduce impacts on biodiversity from the company's operations or suppliers.</li> </ul>							