



CHECKLIST

To help ensure smooth experience with Kube, we encourage you to have certain documents or sources of information available. While not all the following will apply to every business, they can support more accurate and efficient responses. Additionally, if you do not have the below documents, the survey has specified guidance to help you find or fill in the survey without these documents.

Recommended referenced documents

These documents are recommended as they are commonly referenced in key sections of the survey and are typically readily available to most businesses.

- Your last 3 annual financial statements
- Social balance sheet
- Recent annual energy and water statement

Additional contextual information

This type of information can offer helpful context in various areas of the survey. While not always essential, having it on hand where available may be beneficial.

- Addresses of all business locations
- Details on employee mobility and business travel (e.g. transport modes and approximate quantities)
- Internal documentation relating to sustainability efforts (e.g. strategies, objectives, action plans)

Occasionally relevant niche information, depending on your activities

These details are more specific and may only apply to certain businesses. They're not expected from all respondents and are only relevant to limited parts of the survey.

- Invoices and data on waste (volumes, disposal and recycling)
- EPC score (kWh/m²) of all buildings
- Sustainability certifications (e.g. ISO, VOKA, CO₂ footprint)
- Procurement or supplier-related policies (e.g. sustainable sourcing practices)
- Policies or recognitions in areas such as diversity, inclusion, and employee well-being

