

6 Pillars of a Sustainability Statement

A plain-English checklist for supplier portals and buyer due-diligence packs (CSR / ESG)

Buyers and portals rarely publish a perfect checklist, but the same themes come up again and again. Use these six pillars when writing or reviewing a sustainability statement. Each one maps to a section in the ESG Complete free template.

How to use this guide

Work through each pillar in order. Tick off the "What to include" bullets against your draft. Prefer short, honest answers over long claims you cannot evidence. This is not legal advice; adapt wording to your operations and jurisdiction.

1. Introduce the organisation

Reviewers need to know who is reporting, where you operate, and the period the statement covers before they trust the rest.

WHAT TO INCLUDE

- Legal company name and registration number for your country
- Country of operations and approximate headcount
- The reporting period (usually the last financial year)
- That this document is a sustainability / CSR / ESG statement for buyers and portals

Tip: Stay factual. Skip marketing slogans. Environment, safety and supply-chain detail belong in later sections.

Use in template section: About the Organisation

2. Report environmental performance

Portals look for energy, fuel and waste figures, plus a climate target, even if some numbers are estimates.

WHAT TO INCLUDE

- Electricity used last financial year (kWh)
- Diesel, petroleum and natural gas if you track them
- Share of waste diverted to recycling, if measured
- Net-zero target year, if you have one

Tip: If you did not track a metric, write that plainly. Do not invent emissions factors or tonnes of CO2.

Use in template section: Environment & Climate

3. Cover people, safety and community

Workforce size, diversity, lost-time injuries and community spend show the social side of the statement.

WHAT TO INCLUDE

- Total employees at year end
- Female and Indigenous representation if you record them
- LTIFR or a plain statement that lost-time injuries were not tracked
- Community donations or in-kind support for the period

Tip: Approximations are fine. Leave a metric blank or 0 if you do not track it, and say so in the statement.

Use in template section: People, Safety & Community

4. Set out ethics and governance

Show how concerns are raised, whether you have an anti-bribery policy, and which ISO certificates you actually hold.

WHAT TO INCLUDE

- A whistle-blower email or hotline, or a named management contact
- Whether an anti-bribery policy is in place
- Current ISO certifications (or that certification is in progress)
- How often this statement will be reviewed

Tip: Do not claim certificates you do not hold. "Aligned processes, certification in progress" is honest and acceptable.

Use in template section: Ethics & Governance

5. Describe supply-chain responsibility

Buyers want to see that you have thought about high-risk supply and whether you ask suppliers about labour practices.

WHAT TO INCLUDE

- High-risk supply categories that apply (or a clear low-risk statement)
- Whether an annual supplier questionnaire is sent
- A short commitment to keep monitoring residual risk
- No invented supplier names or audit scores

Tip: Naming real risk categories is stronger than claiming zero risk everywhere.

Use in template section: Supply Chain & Responsible Sourcing

6. Close with review and sign-off

Finish the loop: how often you refresh the statement, and who authorised it.

WHAT TO INCLUDE

- Review frequency (12 or 24 months)
- A short commitment to improve data quality next cycle
- Authorised signatory name, job title and date
- No reference to audits unless you actually obtained them

Tip: Many reviewers treat a missing sign-off as incomplete. Use a real authorised name, not a placeholder in the uploaded file.

Use in template section: Review & Continuous Improvement

After the six pillars: add an Authorisation block with the authorised signatory name, job title, and date. Many reviewers treat a missing sign-off as incomplete.

Prefer not to spend 3 to 5 hours writing it?

Answer a short questionnaire and ESG Complete produces a portal-ready Sustainability Statement (CSR / ESG) for you. Same pillar structure as this guide. **US\$399**. Usually the same day. Revisions included.

Start here: <https://www.esgcomplete.com/esg-statement-template/thank-you?scroll=think-about>