

Manual for filling in the Reporting Spreadsheet

Number of GRI reports issued

Please state number of reports issued that can be classified as **GRI reports**.

When is your report considered to be a GRI report?

Requirements for report issued before 2007:

- Until the end of 2006 GRI accepted G2 “reference only” reports. These were reports that only referred to GRI in the report, but did not have a GRI Content Index.

Requirements for reports issued since 2007:

- For both G2 and G3 reports the inclusion of a GRI Content Index in the report has been a minimum requirement. G2 (or G3) reference only reports were no longer accepted as GRI reports.

See for further classification rules the box on GRI Adherence

Are you an SME?

Interested in OS program?

SME means Small or Medium-sized Enterpris

OS program is GRI’s Organizational Stakeholderprograms which allows you to become a ‘member’ of GRI.

The Report has already been published

(To be) published on

Please fill in the (expected) publication date.

Report Title

Please include the full title of your report. If you have a reference to the year covered in the “report title” please make sure you include this. E.g. Sustainability Report 2006-2007.

GRI Adherence Level

Please see the box below for more detailed information on how to classify your report.

GRI Adherence Options

These are all the GRI adherence classifications.

Non-GRI Report

1999 Guidelines

G2: Reference Only

G2: Content Index (CI only)

G2: In Accordance (Self-declared)

G2: In Accordance (GRI-checked)

G3: Content Index only

G3: C Self-declared

G3: C Third-party-checked

G3: C GRI-checked

G3: C+ Self-declared

G3: C+ Third-party-checked

G3: C+ GRI-checked

G3: B Self-declared

G3: B Third-party-checked

G3: B GRI-checked

G3: B+ Self-declared

G3: B+ Third-party-checked

G3: B+ GRI-checked

G3: A Self-declared

G3: A Third-party-checked

G3: A GRI-checked

G3: A+ Self-declared

G3: A+ Third-party-checked

G3: A+ GRI-checked

How to classify your report?

Non-GRI report

Your report is a non-GRI report if it is a sustainability report falling outside the scope of the boundaries indicated in box 1.

1999 Guidelines

In case you have used the 1999 Guidelines for your report, you can consider your report to be a 1999 Guidelines report.

G2 Guidelines before 2007

- G2 “Reference Only”

Reference to GRI G2 Guidelines, no content index included.

- G2 “Content Index”

G2 Content Index included, no declaration of “In Accordance” status.

- G2 “In Accordance – Self-declared”

G2 Content Index included and “In Accordance” status declaration by reporter.

- G2 “In Accordance – GRI-checked”

G2 Content Index included and “In Accordance” status confirmed by GRI.

G2 Guidelines since 2007

- G2 “Content Index”

- G2 “In Accordance – Self-declared”

- G2 “In Accordance – GRI-checked”

Since 2007: “reference only” reports are no longer accepted as GRI reports.

G3 Guidelines since October 2006

- G3 “Content Index only”

G3 Content Index included. No level.

- G3 Application Level

Please state your Application Level: A, B or C.

Please indicate if your report was externally assured: +.

Please indicate whether the Application Level is self-declared, third-party-checked or GRI-checked.

Data in report covers the following period

Please include information about which period the data in the report covers.