

May 2013

## **PSI disclosure advisory**

### **1. Purpose**

The purpose of this advisory is to make sure that the current PSI annual public disclosure process is clear.

### **2. Who is required to disclose?**

Each PSI signatory company (“signatory”) is required to disclose its progress in implementing the Principles.

The disclosure requirement is not applicable to a PSI supporting institution (“supporter”) (e.g. insurance associations and federations, insurance regulators and supervisors, insurance institutes and academies).

### **3. Why is disclosing implementation progress important?**

Transparency is an integral form of accountability to the public, particularly in a voluntary and aspirational framework. Public disclosure of progress is important to the credibility of an organisation that has publicly adopted the Principles, which are meant to be implemented. This, in turn, can be important to the overall credibility of the Principles. Public disclosure will enable the public to better understand how signatories are managing ESG issues in their business as part of their implementation of the Principles. Transparency is also a motivator for continuous improvement.

### **4. What should be disclosed?**

The short answer: it is up to the signatory.

To adhere to Principle 4, your organisation may choose to answer the following recommended guide questions to explain how Principles 1, 2 and 3 are being implemented:

- What are your aspirations and targets for this Principle?
- How do you plan to achieve them?
- What key actions have you taken to date to achieve them (i.e. demonstrate progress)?

Your organisation may choose to answer any or all of the recommended guide questions above – or it may choose not to.



Your organisation may also choose to align or cross-reference its disclosure with current reporting (e.g. annual report, sustainability report, relevant disclosure or reporting frameworks) – or it may choose not to.

## **5. What are the disclosure requirements?**

Your organisation is required to:

- Disclose annually, from the date your organisation became a signatory, its progress in implementing the Principles. Your organisation is free to decide when its disclosure is completed each year.
- Make its disclosures public and allow them to be publicly available on the PSI website.

## **6. Is there a recommended word count?**

There is none.

## **7. Will disclosures be assessed by the PSI Initiative?**

No.

## **8. What happens if we do not disclose?**

The Board of the PSI Initiative reserves the right, as the sole sanction envisaged by the PSI Initiative and the Principles, to delist your organisation if it does not fulfil any of the signatory requirements:

- Participation in the annual public disclosure process
- Payment of annual fees

If your organisation does not fulfil any of the signatory requirements, the Board will notify and discuss the matter with your organisation. Thereafter, if your organisation still does not fulfil any of the signatory requirements, your organisation can be delisted.

Your organisation can voluntarily withdraw as a signatory by providing a letter from an authorised signatory, stating its reasons.

## **9. How should we send our disclosure?**

Your organisation can send the Secretariat a hyperlink that directs to your disclosure (e.g. specific text on your website, or a specific document posted on your website).

For consistency, this hyperlink will be made generic on the PSI website (e.g. “Disclosure 1” hyperlink aligned with the row of the signatory concerned).



Another option is for your organisation to send the Secretariat an electronic document representing its disclosure. If you choose this, we recommend that the document be sent in PDF file format.

A hyperlink will be generated by the Secretariat to make this document accessible on the PSI website.

## **10. When is the deadline for the first disclosure?**

For founding signatories (i.e. the companies that were officially recognised as founding signatories at the PSI launch on 19 June 2012 in Rio de Janeiro, Brazil), the deadline for their first disclosure is 18 June 2013.

A founding signatory can choose to disclose anytime before 18 June 2013 (i.e. it does not need to wait for the deadline).

After the first disclosure, your organisation may choose to align its disclosure with its financial year or the calendar year.

If your organisation is not a founding signatory, the deadline for your first disclosure is one year from the date the Secretariat e-mailed your organisation to confirm its status as a signatory.

It is recommended that you send your disclosure at least two (2) weeks before the deadline to give ample time for posting or in case of any technical issues.

## **11. To whom should we send our disclosure?**

Please e-mail your disclosure to the Secretariat: [psi-disclosure@unepfi.org](mailto:psi-disclosure@unepfi.org)

For any questions, please e-mail [psi-disclosure@unepfi.org](mailto:psi-disclosure@unepfi.org) or call +41 22 917 8777.

Thank you.