

Environmental and Social (E&S) Monitoring Template

Environmental Risk / Opportunity	Action(s)	How is it being measured?	Baseline	Target	Frequency (how often will it be measured?)	Responsible (who will measure it?)	Reporting (where will it be reported?)
EXAMPLE: Carbon emissions caused by inefficiencies in our premises.	Upgrade lighting to LED with controls.	Progress will be measured using energy bills and smart-meter energy recordings in an excel spreadsheet.	Current GHG emissions from building is 20t CO2 (April 2022)	50% reduction in GHG emissions by 2025.	Monthly using smart meter energy recording and energy bills.	CFO.	Data will be reported to and reviewed by a team of senior managers.

Environmental Risk / Opportunity	Action(s)	How is it being measured?	Baseline	Target	Frequency (how often will it be measured?)	Responsible (who will measure it?)	Reporting (where will it be reported?)
EXAMPLE: Gender equality (specifically the limited number of women in senior management roles – currently at 11%).	1. Introduce flexible working to reduce female retention rates; 2. Implement a mentoring programme for female graduates.	Progress will be measured using annual data on recruitment, retention, and promotion rates in an excel spreadsheet.	Number of women in senior management roles is 11% (April 2022).	Increase the number of women in senior management roles to 30% by 2026.	Quarterly using data on recruitment, retention, and promotion rates.	CFO.	Data will be reported to and reviewed by a team of senior managers.