

## 組織表現自評表

### ■ 說明：

- 以下自評表於本評選活動官方網站線上系統進行下載，填寫後上傳至系統，超過規定提交期限，系統恕不受理。

### 壹、永續報告(中文報告書)

#### 【第一部分】

- 完整性 40%

評選要項	說明	自評分數	頁碼
重大性議題 15%	組織重大性議題分析鑑別出關鍵的永續衝擊的結果與方法		
利害關係人共融 10%	報告書主要的對象、組織的利害關係人議合之過程、方法與結果，並說明各種利害關係人對於組織的意義		
策略 10%	包含供應鏈在內之社會、環境與永續發展政策說明、產品與服務之控管、短中長期之目標，以及流程說明(衡量、揭露與計算績效指標的方法、報告的時效性與範疇等)		
組織介紹 5%	<p><b>企業(含醫院/政府機關(構)):</b> 主要評選企業概況，包含：主要產品與服務、財務績效、地理分布與員工資訊、整體環境與組織營運之關聯性等資訊</p> <p><b>大學:</b> 主要評選大學概況，包含：教職員生人數與分布、財務績效、地理分布與員工資訊、整體環境與組織營運之關聯性等資訊</p>		

● 可信度 35%

評選要項	說明	自評分數	頁碼
管理流程 10%	管理流程的內容主要分為：管理系統、報告採用的指引與標準，以及主要的報告撰寫對外窗口。		
利害關係人共融 5%	藉由利害關係人議合所得到之結果，組織採取的回饋行動，以及該結果如何改變組織制訂策略。		
治理 5%	<b>企業(含醫院):</b> 與永續發展相關議題之主責董事會成員、管理者薪酬與永續績效間之連結性、風險與機會之分析及其管理流程之說明、永續管理承諾的一致性。 <b>大學:</b> 校務會議或董事會(私校適用)對永續發展相關議題之討論與治理情形、風險與機會之分析及其管理流程之說明、永續管理承諾的一致性。		
績效 5%	重大性議題所帶來的衝擊資訊與經濟、環境與社會績效、合規性之紀錄及其說明等。		
保證/確信 10%	內部稽核或保證之流程、外部保證之說明(含保證之範疇與方法等)		

● 溝通性 25%

評選要項	說明	自評分數	頁碼
展現 10%	版面配置、可理解性、適當的長度、創新的方法、是否具有英文版報告書，以及適當圖表之呈現等。		
利害關係人共融 5%	可取得性(accessibility)、溝通與回饋之機制		
架構 10%	分為三部分：(一)報告總結的部分，(二)完整的索引設計，(三)報告書附有詳細的連結，使讀者可以透過網頁的		

	說明獲得更細節的資訊。		
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## 【第二部份】、多元媒體的應用及內容品質

評選要項	說明	自評分數
CSR 專區完整性 10%	是否設置 CSR 專區、官網首頁可明顯看到 CSR 專區之連結、提供最新年度的 CSR 報告書提供下載	
前述網址		
網頁管理與即時更新 30%	<ul style="list-style-type: none"> <li>- 網站是否有最新消息，即時與利害關係人溝通，網站資訊是否時常更新</li> <li>- 建置英文版 CSR 專區網頁，將列入加分參考。</li> </ul>	
前述網址		
電子版報告書與關鍵資訊連結 25%	按照永續報告定義，須符合環境、社會與治理(ESG)以及供應鏈管理等四項議題之揭露、電子版報告書與其他資訊連結	
前述網址		
多元媒體展現 10%	是否利用文字、圖表、影片、互動式網頁等內容加強與利害關係人之溝通	
前述網址		
溝通回饋管道與社群網絡互動 25%	是否是否有網站地圖/站內搜尋引擎/是否將 CSR 專區分類/是否說明 CSR 專區的分類項目、是否設計線上回饋信箱，網路直接填寫或連結至電子信箱/是否設計有問卷填寫的連結、是否有社群網站並實際運作(Twitter、FB、Plurk 或是微博等)/是否提供電子報訂閱	
前述網址		

## 貳、政府機關永續報告

### 【第一部分】

#### ● 完整性 40%

評選要項	說明	自評分數	頁碼
組織介紹 5%	是否完整揭露政府機關、人力、預算、任務編組、與非政府夥伴？		
策略 5%	對 SDGs 永續指標與永續性、宜居性、活力及生活品質，有無短中長期目標與作法？		
利害相關人議合 10%	是否敘述上級機關及次級機關參與整合之過程與結果？與各利害相關人溝通過程與結果？		
SDGs 鑑別流程 5%	是否完整描述 SDGs 鑑別方法與流程？		
重要 SDGs 15%	是否針對自提 SDGs，完整描述報告期間執行之成果？		

#### ● 可信度 35%

評選要項	說明	自評分數	頁碼
管理流程 5%	管理流程的內容主要分為：有專責單位與管理系統、報告採用的指引與標準，以及主要的報告撰寫對外窗口		
利害關係人議合 7%	藉由利害關係人議合所得到之結果，組織採取的回饋行動，以及該結果如何改變組織制訂策略		
治理 8%	SDG 目標與對應指標是否提至機關高層會議討論、對每一個所選取之 SDG 目標及對應指標皆有負責局處、與 SDG 相關風險與機會之鑑別與管理、永續管理承諾的一致性。		
績效 7%	呈現環境、社會與經濟之重大性議題績效		
稽核與監督 8%	針對所揭露資訊之內部稽核機制與外部監督機制說明		

#### ● 溝通性 25%

評選要項	說明	自評分數	頁碼
展現 5%	版面配置、可理解性、適當的長度、創新的方法，以及適當圖表之呈現等。		
利害關係人共融 7%	可取得性(accessibility)、溝通與回饋之機制		
架構 8%	分為三部分：(一)報告總結的部分，(二)完整的索引設計，(三)報告書附有詳細的連結，使讀者可以透過網頁的說明獲得更細節的資訊。		
國際溝通 5%	以英文或其他國際通用語言出版報告書		

## 【第二部份】、多元媒體的應用及內容品質

評選要項	說明	自評分數
SDGs / 永續發展 專區完整性 20%	是否設置 CSR 專區、將 SDGs / 永續發展專區連結設於首頁、提供最新年度的 CSR 報告書提供下載、網站地圖站內搜尋引擎及將 SDGs / 永續發展專區分類。	
前述網址		
網頁管理與即時 更新 20%	判斷依據：由最新消息觀察網頁是否為最新訊息、是否即時更新？(未有最新消息、.... 具當月或上個月之訊息)	
前述網址		
電子版報告書 與關鍵資訊連結 20%	按照永續報告定義，須符合環境、社會與治理(ESG)等議題之揭露。電子版報告書與其他資訊連結酌情給分。	
前述網址		
多元媒體展現 20%	依圖表說明、使用影片、互動式網頁給分	
前述網址		
溝通回饋管道與 社群網絡互動 20%	是否有設計線上回饋信箱 (網路填寫或連結至電子信箱) /設計有問卷填寫的連結/是否設置社群網站並實際運作/是否提供電子報訂閱	
前述網址		

## 參、企業永續綜合績效\*如未報名本獎，無須填寫

### ■台灣企業

主要評選構面	說明	自評分數	頁碼
企業永續 願景與策略 15%	<ul style="list-style-type: none"> <li>- 企業永續願景與核心理念之宏觀性及產業領導性(6%)</li> <li>- 企業永續願景與全球永續發展之關聯性(6%)</li> <li>- 企業永續經營方針之合宜性(3%)</li> </ul>		
企業治理績效 15%	<ul style="list-style-type: none"> <li>- 公司治理程序(3%)</li> <li>- 股東權益及董事會運作(2%)</li> <li>- 公司治理評鑑表現(4%)</li> <li>- 人才發展與留任(2%)</li> <li>- 公司善盡納稅義務(2%)</li> <li>- 企業永續/企業社會責任等相關委員會運作(2%)</li> </ul>		
財務經營績效 15%	<ul style="list-style-type: none"> <li>- 財務績效獲利表現(10%)</li> <li>- 財務績效與創新產品或商業模式間之關聯性(5%)</li> </ul>		
環境永續績效 15%	<ul style="list-style-type: none"> <li>- 氣候治理與行動(6%)</li> <li>- 能資源管理措施<sup>[註 1]</sup> (4%)</li> <li>- 環境保護績效<sup>[註 2]</sup> (5%)</li> </ul>		
社會共融績效 15%	<ul style="list-style-type: none"> <li>- 社會共融與人權保護(5%)</li> <li>- 組織外部社會績效(5%)</li> <li>- 組織內部設會績效(5%)</li> </ul>		
供應鏈管理績效 15%	<ul style="list-style-type: none"> <li>- 供應鏈管理策略、目標與準則(8%)</li> <li>- 執行成效(7%)</li> </ul>		
合規或獎勵事蹟 10%	<ul style="list-style-type: none"> <li>- 符合法規及規範(7%)</li> <li>- 獎勵事蹟(3%)</li> </ul>		

[註 1]含水資源管理。

[註 2]污染物管理與減量績效、環境管理系統建置、環境改善措施或環境與永續教育推廣等成效。環境改善措施泛指綠建築、節能設備更新、資源回收與再利用等環境管理措施。

## ■台灣企業(大學組)

主要評選構面	說明	自評分數	頁碼
大學永續願景與策略 10%	<ul style="list-style-type: none"> <li>-學校永續願景與核心理念之宏觀性及領導性(3%)</li> <li>-學校永續願景與全球永續發展之關聯性(2%)</li> <li>-學校永續經營管理機制(5%)</li> </ul>		
環境永續績效 15%	<ul style="list-style-type: none"> <li>-氣候治理與行動(5%)</li> <li>-能資源管理措施(5%)</li> <li>-環境管理績效(5%)</li> </ul>		
社會共融績效 20%	<ul style="list-style-type: none"> <li>-社會共融與人權保護(6%)</li> <li>-大學外部社會績效(8%)</li> <li>-大學內部社會績效(6%)</li> </ul>		
學校治理績效 30%	<ul style="list-style-type: none"> <li>-校務治理與經營(6%)</li> <li>-校務資源與支持系統(8%)</li> <li>-學校評鑑表現(4%)</li> <li>-教育品質(8%)</li> <li>-全球夥伴關係(4%)</li> </ul>		
財務規劃與經營績效 15%	<ul style="list-style-type: none"> <li>-財務規劃與績效表現(8%)</li> <li>-外部資源爭取與挹注(7%)</li> </ul>		
合規或獎勵事蹟 10%	<ul style="list-style-type: none"> <li>-符合法規及規範(4%)</li> <li>-獎勵事蹟或學校永續特色表現(6%)</li> </ul>		

## Self-Evaluation Form for Sustainability Reporting Award

### Part I. Assessing Published Sustainability Reports

● **Completeness 40%**

Indicators	Caption	Self-Evaluation Score
Materiality 15%	<p>Materiality analysis of the company/organization in identifying key sustainability impacts. Key criteria of assessment include:</p> <ul style="list-style-type: none"> <li>● Disclosure of material topics, their level of impacts, and level of stakeholder interest through a materiality matrix or equivalent.</li> <li>● Details of procedures and methodologies involved in materiality analysis.</li> <li>● Reference material topics to other sections of the report (e.g., page number, sources, or topics).</li> <li>● The meaning of the material topics to the organization.</li> </ul>	
Reference page number and other details (300 words)		
Stakeholder Inclusion 10%	<p>Stakeholder engagements, response strategies, and results of engagements. The reports are being assessed on disclosure of:</p> <ul style="list-style-type: none"> <li>● Different types of stakeholders and their meaning to the organization.</li> <li>● Stakeholder engagement strategies and channels.</li> <li>● The issues focus by different stakeholders.</li> <li>● Response strategies towards different issues.</li> </ul>	
Reference page number and other details (300 words)		
Strategy 10%	<p>The report shall disclose sustainability strategies including but not limited to ESG policies. The reports are assessed for disclosure of:</p> <ul style="list-style-type: none"> <li>● The importance and value of sustainability to the organization</li> <li>● Principles and management approaches in the environmental, social, and governance dimensions (long-term strategies)</li> <li>● The organization's response strategies towards all dimensions and material issues (mid-term strategies)</li> <li>● Quantitative and qualitative goals set annually</li> </ul>	
Reference page number and other details (300 words)		
Organizational Context 5%	<p>Outline of the organization with details including main products and services, financial performance, geographic distribution, employee information, environment, operations and others. The report will be assessed based on the level of comprehensiveness in disclosing its organization's key information.</p>	
Reference page number and other details (300 words)		



## Credibility 35%

Indicators	Caption	Self-Evaluation Score
Assurance 10%	Internal and external assurance for the report and for business activities within the organization. The reports are being assessed for: <ul style="list-style-type: none"> <li>● Disclosure of internal audit mechanisms.</li> <li>● Details of internal audit practices.</li> <li>● Engagement of external assurance by third parties.</li> <li>● Disclosure of level, scope, and standards for the external assurance.</li> </ul>	
Reference page number and other details (300 words)		
Management Processes 10%	The management process includes management systems, guidelines, and standards. The reports are being assessed for disclosure of: <ul style="list-style-type: none"> <li>● The guidelines and standards applied in preparing the report.</li> <li>● The personnel and business units responsible.</li> <li>● Management approaches for the report and for material issues.</li> </ul>	
Reference page number and other details (300 words)		
Governance 5%	The organization should integrate sustainability into its corporate governance. The assessments of risks, opportunities and respective management processes should be consistent with sustainability management. The reports are being assessed for disclosure of: <ul style="list-style-type: none"> <li>● Business units accountable for the report.</li> <li>● The relevance between remuneration of board members and sustainability performance indicators.</li> <li>● Risks and opportunities assessment by the organization.</li> <li>● Consistency between performance indicators and the organization's sustainability principles.</li> </ul>	
Reference page number and other details (300 words)		
Performance 5%	The impacts imposed by material issues, performance in ESG, and regulatory compliances. The reports are assessed for: <ul style="list-style-type: none"> <li>● Completeness in disclosure of performance in environmental, social, and governance dimensions of sustainability with qualitative and quantitative information.</li> <li>● Material issues are being quantified with graphical illustration.</li> <li>● Disclose cases of penalties, non-compliances, and controversies.</li> <li>● Performance and results disclosed with clarity to stakeholders.</li> </ul>	
Reference page number and other details (300 words)		
Stakeholder Inclusion 5%	Results of consensus reached through stakeholder engagements, action plans, and change in organization strategies. The reports are being assessed for: <ul style="list-style-type: none"> <li>● The organization's response towards material topics focused by stakeholders along with action plans, response strategies, and change in business plans.</li> <li>● The organization's strategies and action plans in response to material issues.</li> </ul>	
Reference page number and other details (300 words)		

## Communication 25%

Indicators	Caption	Self-Evaluation Score
Presentation 10%	Layout, logic, length, innovation, and graphic illustration in presentation of results. The reports are being assessed for: <ul style="list-style-type: none"> <li>● Appropriate proportion between texts, tables, and diagrams.</li> <li>● Innovative visual design and presentation.</li> <li>● Appropriateness in overall length.</li> </ul>	
Reference page number and other details (300 words)		
Stakeholder Inclusion 5%	Accessibility, communication, and feedback mechanisms. The reports are being assessed for: <ul style="list-style-type: none"> <li>● Availability for download on the corporate website.</li> <li>● Details of stakeholder engagements channels, mechanisms, results, and response strategies.</li> </ul>	
Reference page number and other details (300 words)		
Structure 10%	Overall conclusions, index, and hyperlinks to webpage or other details. The reports are assessed for: <ul style="list-style-type: none"> <li>● Outline of the annual highlights, key data, material issues, and conclusion.</li> <li>● Completeness in structure with reference to index.</li> <li>● Hyperlinks to website or other details.</li> </ul>	
Reference page number and other details (300 words)		

## Part II. Multimedia Applications

Indicators	Caption	Self-Evaluation Score
CSR website update and management 25%	<ul style="list-style-type: none"> <li>◆ A section on the official website for sustainability that is hyperlinked to the home page and visible to viewers.</li> <li>◆ The website has the latest news, real-time communication with stakeholders, and the information is routinely updated.</li> <li>◆ The search engine or map is available on the corporate homepage.</li> <li>◆ Design and flow of information in the sustainability webpage.</li> </ul>	
Website link		
Further details where applicable (300 words)		
Electronic Report & Hyperlinks to Related Information 25%	<ul style="list-style-type: none"> <li>◆ Disclosure of the four key dimensions of sustainability: environment, society, governance, and supply chain management.</li> <li>◆ Hyperlinks to electronic report and other critical information.</li> <li>◆ The report is updated and available for download.</li> </ul>	
Website link		
Further details where applicable (300 words)		
Multimedia Design & Interactive Functions 25%	<p>The texts, images, charts, videos, and other interactive features for communication with key stakeholders for that are:</p> <ul style="list-style-type: none"> <li>◆ Being updated and maintained regularly.</li> <li>◆ Effectively communicate through the visual design, languages, and creative online features.</li> </ul>	
Website link		
Further details where applicable (300 words)		
Stakeholder Communications and Feedback Channels (External stakeholders) 15%	<ul style="list-style-type: none"> <li>◆ Website map or search engine available which gives link to the CSR section.</li> <li>◆ Feedback channels for external stakeholders such as contact details of investor relations personnel, survey, and the corporate inbox.</li> <li>◆ Engagement through social media such as Facebook, LinkedIn, and YouTube.</li> <li>◆ Electronic newsletter available for subscription.</li> </ul>	
Website link		
Further details where applicable (300 words)		
Stakeholder Communications and Feedback Channels (Internal stakeholders) 10%	<p>Communications about ESG issues with internal stakeholders (e.g. employees) exists in many forms such as corporate inbox, whistleblowing mechanisms, and corporate events. The evaluation does not limit to corporate website, it can be further supported by other feedbacks such as internal KPIs, corporate event reports, and letter from management.</p>	
Website link /Supporting Documents		
Further details where applicable (300 words)		

