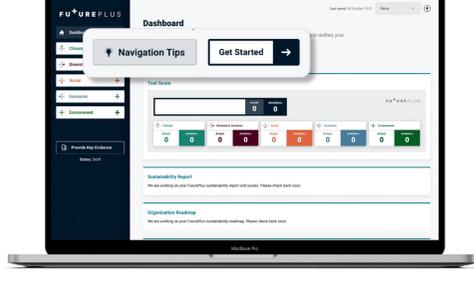


GETTING STARTED

A Guide for Organisations using FuturePlus

1. YOUR DASHBOARD



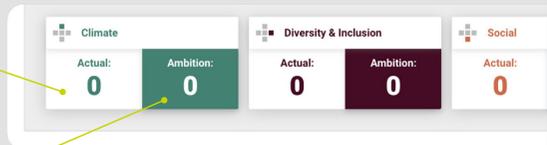
Once registered, you will land on your FuturePlus dashboard which will act as your homepage when using the platform, and the Get Started button which will take you to your first question.

From here you will see your **Navigation Tips**, which will offer hints on how to navigate the platform, and the **Get Started** button which will take you to your first question.

Your scoreboard will initially show a 0 score under your actual, and ambition, and across the five themes which are Environment, Climate, Diversity & Inclusion, Social, and Economic.

What is an 'Actual' score?
Your Actual score is a number out of 500 which indicates where your organisation sits currently. Each of the five themes will be scored out of 100.

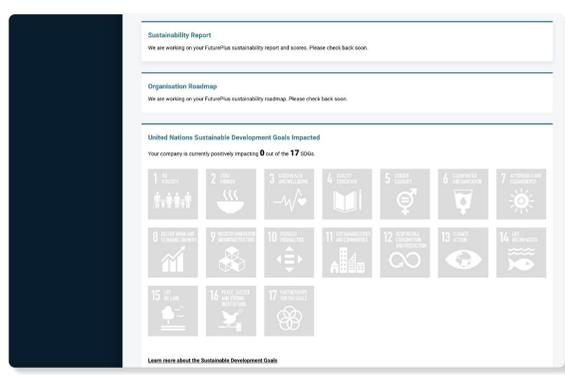
What is an 'Ambition' score?
Your Ambition Score is a number out of 500 which shows where your organisation would like to be, based on the ambitions you set during the assessment. Each of the five themes will be scored out of 100.



You will receive these scores only **after** you have submitted your first assessment.

On the dashboard you can also access your **Sustainability Report**, **Organisation's Roadmap**, and view which **United Nations Sustainable Development Goals** you are impacting.

You will be able to access these once your assessment has been submitted and the application and evidence has been verified by our team. Your FuturePlus scores will also be updated only once we have reviewed your first submission.



Account Management

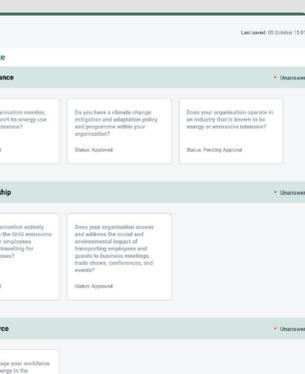
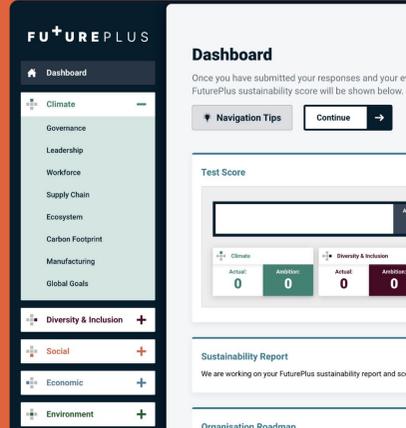
In the top right hand corner of the dashboard, you will see your name. This will give you access to your account details, where you can add additional users, activate additional security levels, add your organisation's logos, link to project management software as well as other admin features.

For further information there is a lightbulb icon in the top righthand corner which will guide you through all the functionality.

2. THE QUESTIONS

STEP 1: The question set for the five themes are located on the left hand side of the dashboard.

STEP 2: To access the questions, click on each theme to reveal a drop down box containing subcategories including Governance, Leadership, Workforce, Supply Chain, Ecosystem, Carbon Footprint, Manufacturing and Global Goals. The assessment questions are organised within these subcategories.



STEP 3: While we suggest starting with the Climate theme, you can navigate the questions in any order that works for you, or share the question sets between team members via the account management features.

If multiple users are answering questions, a small padlock will appear on a question someone else is working on, which means it is being answered and can not currently be accessed.

Clicking into any subcategory within a theme will take you to a summary of the questions within that theme. Unanswered questions or overdue ambitions are highlighted in red; those awaiting evidence in yellow.

TIP: It's important to note the platform isn't designed to judge companies negatively. FuturePlus focuses on positive intent, so answer the questions honestly for the stage your business is at now. If you are not currently doing something, it's fine to answer 'NO' and move on. The ambitions are there as reminders for actions in progress, or to acknowledge those actions you would like to do in the future. Use the ambitions to set realistic timeframes in which you feel you can complete things.

STEP 4: The system will automatically save your answers, so you can revisit the platform as many times as you like to complete the question set.

STEP 5: As you go through the assessment, you will be asked to supply evidence for the actions you are taking. You can upload or enter this evidence as you go along, or at the end of the assessment. The 'Provide Key Evidence' button located on the left-hand side of the dashboard will show all of the questions that are still awaiting evidence once you finish the assessment. It is also where you need to upload your CEO's letter of commitment.

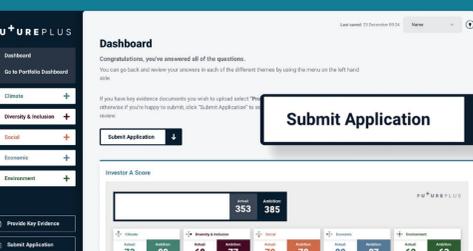


TIP: Some pieces of evidence are the same for multiple questions, for example, a supplier of conduct. If you upload this document once, the system will automatically remove the requests for evidence on other sections. Evidence can be uploaded, shared as a link, or entered using free text. The FuturePlus team can help if you have any questions, so please don't be overwhelmed by the evidence requested.

3. THE SUBMISSION

STEP 6: Once you have answered all of the questions, and uploaded the evidence, you will be ready to submit.

STEP 7: The final step. The submission button is located on the left hand side of the dashboard. Simply click 'Submit Application' and the FuturePlus team will be notified that your submission is awaiting review. We aim to complete the verification process within five working days, however it may take a little longer depending on whether we require additional pieces of evidence. As soon as your evidence has been verified, you will receive your Actual and Ambition Scores, your unique Sustainability Report, and your FuturePlus Roadmap.



Remember: Your Actual Score is what we use to understand where your organisation is in terms of its sustainability impact and enables us to guide you on what to prioritise and provide extra assistance if you require.