The Workforce Disclosure Initiative
User Guide for the 2021 Online Reporting Platform

Version control

Version	Date	Changes made
1	02/07/2021	Document published

Contents

Introduction to this document

This guide is to help users navigate the online platform for taking part in the Workforce Disclosure Initiative. If you are experiencing any other issues when using the platform, please get in touch at contact@nossadata.com.

For more information on what to include in your answers, please contact the WDI team at wdi@shareaction.org or have a look at the criteria outlined for each answer in the Guidance document.

Setting up your account

First, you need to fill out our onboarding form to set up your account.

In this form, you will need to tell us whether you took part in the WDI last year or whether you are new.

Get started with your 2021 WDI response

ShareAction has partnered with Nossa Data (an ESG reporting platform) to make the process of taking part in the 2021 Workforce Disclosure Initiative easy! Get started by setting up an account for your organisation.

Get Started

Once you have completed your application for onboarding, Nossa Data will email you to confirm your onboarding. You will receive this email from julianne@nossadata.com

Please respond to our email with:

1. The email addresses of your colleagues who will also be working on your WDI response. Please state who the lead contact will be for your organisation. This person will initially be auto-assigned all the questions but can assign questions to up to 4 other colleagues. The lead contact will be the WDI and Nossa Data's main point of contact.

2. The calendar date of the reporting period you will be disclosing information on.

3. 2-3 slots that would work for you for an onboarding call to run through the platform's functionalities with the Nossa Data team.

Dear Insert_Name,

We are looking forward to having you as one of the pilot companies to test the WDI's new reporting platform. The goal of this testing period is to get feedback on your experience taking part in the 2021 cycle and using the reporting platform as well as make improvements to the platform and technology. The WDI team will be checking in periodically throughout the month of June to hear about your experience and feel free to send feedback, share screenshots of problems or write us via the in-app chat or via email: wdi@nossadata.com

Please respond to the following 3 questions and so we can prepare your official invite to the platform for the pilot period.

1. Confirm the names and email addresses of the people in your organisation that will have access to the platform.

5 people can have access. Please choose 1 primary user for your organisation who we will initially auto-assign all questions and we will use that person as our main point of contact.

Primary User: *Name / Email*
1. *Name / Email*
2. *Name / Email*
3. *Name / Email*
4. *Name / Email*

2. Please confirm the reporting period dates you would like to use:

- Reporting period start date:
- Reporting period end date:

3. (Optional but highly recommended) Book an onboarding call this week: We would love to walk you through the platform for the first time this week. We recommend that at least the primary user attend an onboarding call.

Please let us know 2-3 slots that work and we will send a calendar invite ASAP: (All times are set in the United Kingdom, if you need a time outside of this window please let us know and we will do our best to accommodate.

- *Date*
- *Date*
- *Date*

Activating your account

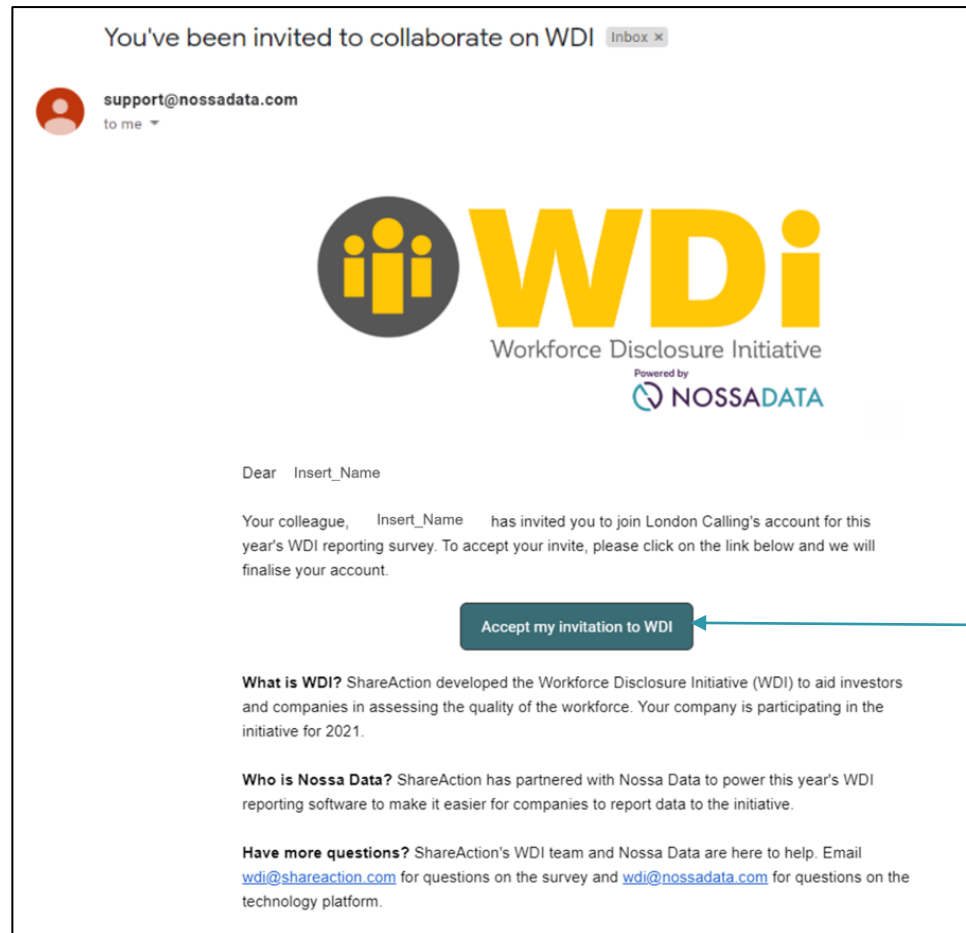The link in the email will take you to this page to set up your account and input your email and password.

Activating your account

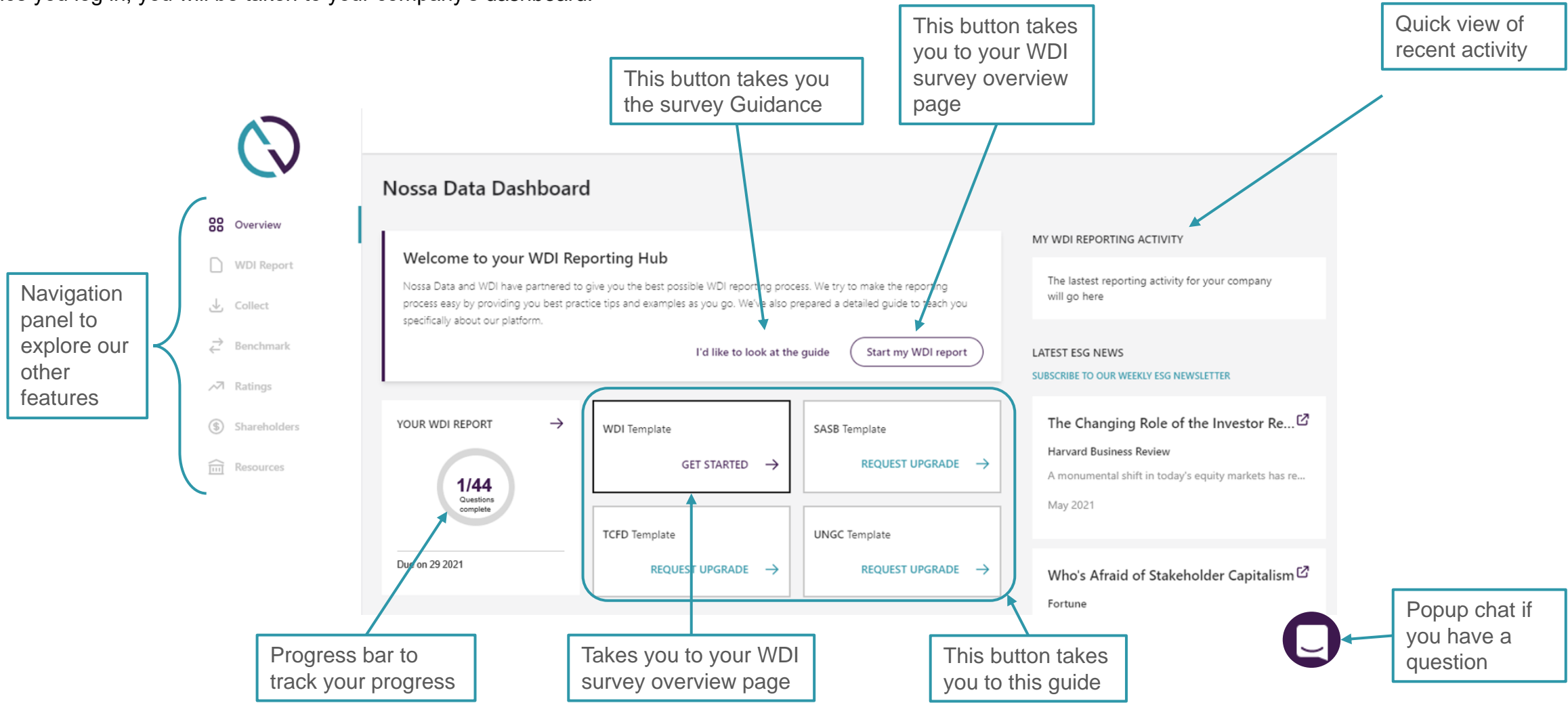If you are a colleague who has been assigned questions, you will receive an email from support@nossadata.com :

Click on this link to set up your log in

Using the online reporting platform

Once you log in, you will be taken to your company's dashboard.

This button takes you the survey Guidance

This button takes you to your WDI survey overview page

Quick view of recent activity

Navigation panel to explore our other features

Progress bar to track your progress

Takes you to your WDI survey overview page

This button takes you to this guide

Popup chat if you have a question

Setting up your response

The first time you click on 'Start my WDI response' you will be taken to this page to set up your response.
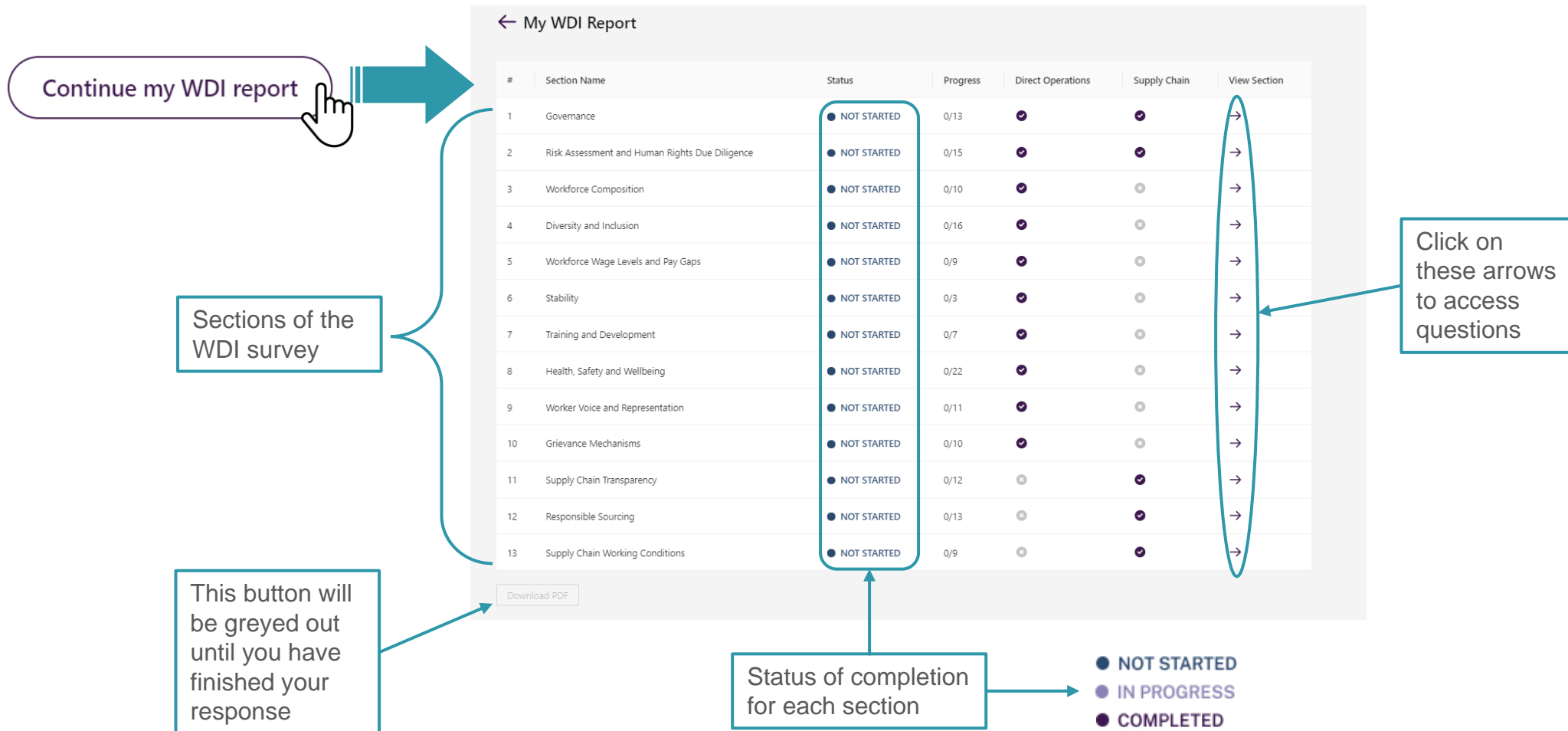

Please fill in the starred sections.

My WDI Response page

Once you have set up your response, the button 'Start my WDI Response' will change to 'Continue my WDI response'.

You will be taken to the overview of the survey.

Continue my WDI report

← My WDI Report

#	Section Name	Status	Progress	Direct Operations	Supply Chain	View Section
1	Governance	● NOT STARTED	0/13	✓	✓	→
2	Risk Assessment and Human Rights Due Diligence	● NOT STARTED	0/15	✓	✓	→
3	Workforce Composition	● NOT STARTED	0/10	✓	⊗	→
4	Diversity and Inclusion	● NOT STARTED	0/16	✓	⊗	→
5	Workforce Wage Levels and Pay Gaps	● NOT STARTED	0/9	✓	⊗	→
6	Stability	● NOT STARTED	0/3	✓	⊗	→
7	Training and Development	● NOT STARTED	0/7	✓	⊗	→
8	Health, Safety and Wellbeing	● NOT STARTED	0/22	✓	⊗	→
9	Worker Voice and Representation	● NOT STARTED	0/11	✓	⊗	→
10	Grievance Mechanisms	● NOT STARTED	0/10	✓	⊗	→
11	Supply Chain Transparency	● NOT STARTED	0/12	⊗	✓	→
12	Responsible Sourcing	● NOT STARTED	0/13	⊗	✓	→
13	Supply Chain Working Conditions	● NOT STARTED	0/9	⊗	✓	→

Download PDF

Sections of the WDI survey

Click on these arrows to access questions

This button will be greyed out until you have finished your response

Status of completion for each section

● NOT STARTED
● IN PROGRESS
● COMPLETED

The topic pages

Click on the arrow to get into the section questions.

Brief explanation as to why this is important and link to WDI's Guidance

View Section
→
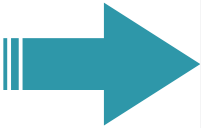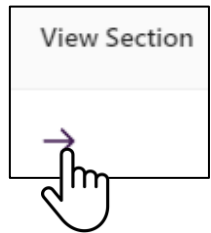
← Governance

Question section

Governance Structure and Management

Question topic

Why is this section important?

Code		Assignee	
1.1	Which workforce-related topics are subject to Board level oversight (Board members and committees), if any? Select all that apply.	Ruby O'Connell ∨	✎ Edit
1.2	Identify the Board members and committees and/or executive management positions with governance responsibility for workforce matters in the company's direct operations and supply chains. State their remit of responsibility.	Ruby O'Connell ∨	✎ Edit
1.3	Describe how the positions identified at 1.2 receive, consider and assess information on workforce matters (such as those selected at 1.1) and how their insights inform strategic decisions. State how frequently these matters are considered and how decisions are reported.	Ruby O'Connell ∨	✎ Edit
1.4	Describe how the governance of workforce matters impacts on or shapes wider company strategic planning.	Ruby O'Connell ∨	✎ E

Question section

Question number

Click on 'Edit' to answer the question

Click on the drop down to edit the assignee
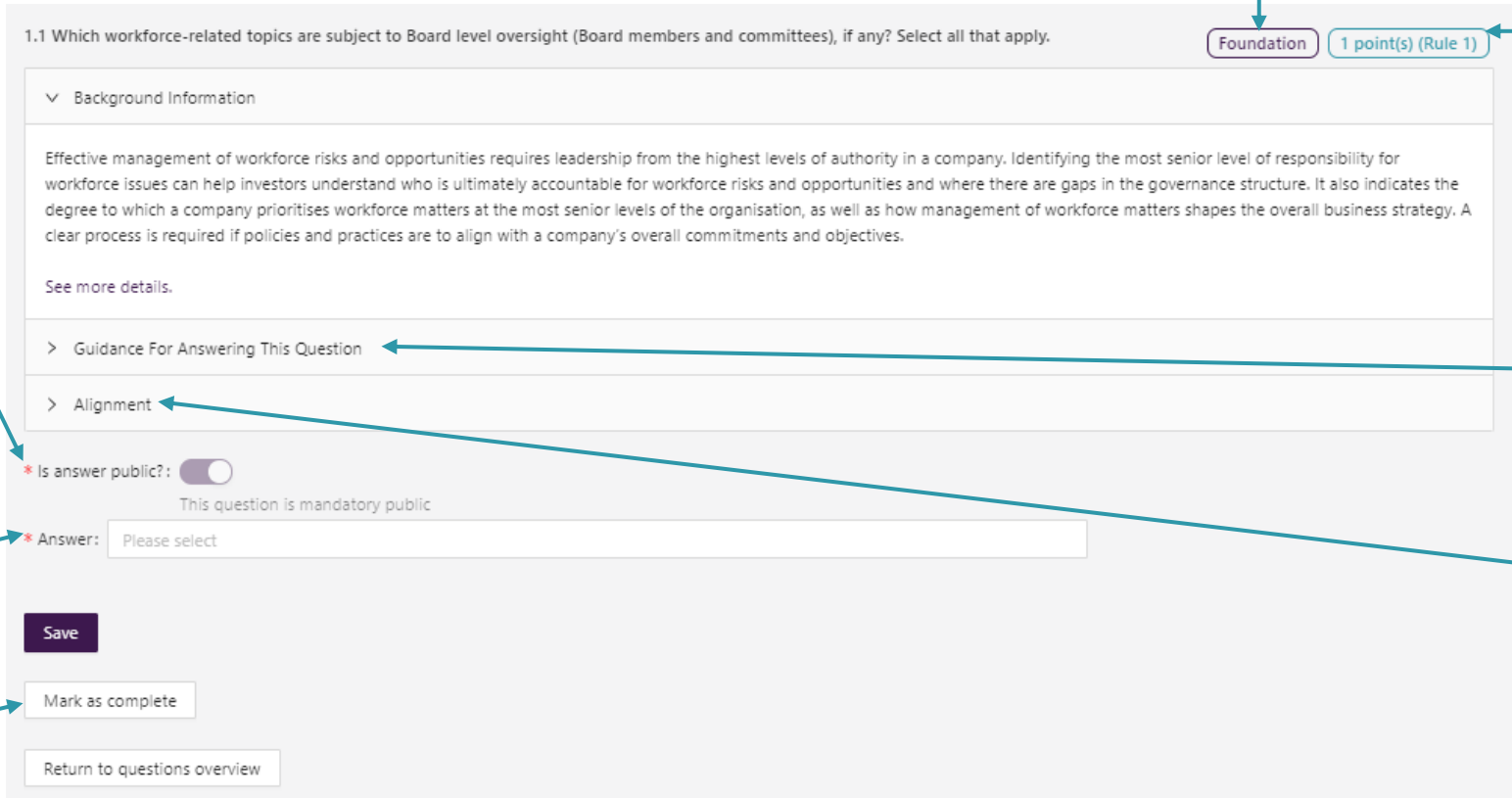
12

The survey questions

Click on the question that you want to answer and you will be taken to this page with the full question, guidance on how to answer, and which frameworks that this particular question is aligned with.

Refers to question tier – WDI categorised questions according to how complex the questions are.

1.1 Which workforce-related topics are subject to Board level oversight (Board members and committees), if any? Select all that apply. `Foundation` `1 point(s) (Rule 1)`

∨ Background Information

Effective management of workforce risks and opportunities requires leadership from the highest levels of authority in a company. Identifying the most senior level of responsibility for workforce issues can help investors understand who is ultimately accountable for workforce risks and opportunities and where there are gaps in the governance structure. It also indicates the degree to which a company prioritises workforce matters at the most senior levels of the organisation, as well as how management of workforce matters shapes the overall business strategy. A clear process is required if policies and practices are to align with a company's overall commitments and objectives.

See more details.

> Guidance For Answering This Question

> Alignment

How many Disclosure Points are available for answering this question

What details you should try and include in your answer

Dropdown list of frameworks to which the question is aligned

Toggle for if you want to make this answer available to signatories only.

If the toggle is greyed out, then the answer is mandatorily public

* Is answer public? : ⬤
This question is mandatory public

* Answer: Please select

Input your answer here

Save

Remember to 'Mark as complete' to update the progress bar on the Overview page

Mark as complete

Return to questions overview