

Environmental and Social Policy and Management System

Energy Entrepreneurs Growth Fund

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1. Introduction to EEGF

There are currently over one billion people globally that lack access to energy, with 60% living in Sub-Saharan Africa (SSA) alone. In 2016, the United Nations enshrined access to energy as one of the universal foundations for sustainable development, underscoring its importance to all societies. The benefits, however, go far beyond electrification, as improved energy access can contribute to many other of the Sustainable Development Goals (SDGs), especially those related to health, productivity, equality, and the environment.

The Energy Entrepreneurs Growth Fund (EEGF) was launched to provide tailored finance solutions and expert support to privately-held businesses operating in Sub-Saharan Africa and South Asia, which provide products and services that increase the access to clean, safe, reliable and affordable energy for off-grid households and businesses. In working towards this goal, the Manager is committed to actively managing both the positive and negative environmental and social (E&S) impacts of its investments.

2. Purpose and scope of this document

This document represents EEGF's Responsible Investment (i.e. ESG and impact) policy, which enshrines the Fund's commitment to managing its environmental and social (E&S) footprint. This includes addressing both the ultimate E&S impacts that represent the goals of the Fund's investment activities (e.g. increasing access to energy) and the Environmental, Social, and Governance (ESG) issues that arise throughout a company's operations.

The policy is applicable to all assets in which EEGF invests and all personnel contributing, part-time or full-time, to the operations of the Fund. The policy has been endorsed by Triple Jump, the General Partner, and all Limited Partners to the fund.

Besides stating EEGF's commitments to RI, this document highlights the specific topics relevant from an ESG and impact perspective; it outlines the international principles and standards that align with the mission; and it summarizes the E&S Management Systems that oversee the implementation of EEGF's approach.

3. Policy statements

Impact

As an impact investment fund in the A2E space, EEGF is committed to:

- 1) Through its investment activities, ultimately benefitting off-grid individuals and businesses (i.e. the customers of its investees) and the environment;
- 2) Integrating the impact commitment throughout EEGF's entire investment process;
- 3) Partnering only with contractors and investee companies that contribute to EEGF's impact mission;
- 4) Tracking its impact against pre-defined targets for each company and at the portfolio-level;
- 5) Seeking to continuously improve the impact of its portfolio companies when possible;
- 6) Reporting the Fund's impact performance annually to Fund investors;
- 7) Training all relevant employees in impact processes.

Taking into account the available literature on the benefits of off-grid access to energy, the table below outlines the different impact themes relevant to EEGF. These topics can be directly linked to seven of the SDGs, but indirectly affect many others not listed in the table below.

Impact topic	A2E specifics	SDG	Sub-goal details
Access to energy	Increased off-grid access to energy for households and businesses ¹	7.1	By 2030, ensure universal access to affordable, reliable and modern energy services.
Economic growth in off-grid communities	Fuel expense savings and increased productivity by households and businesses ¹	8.2	Achieve higher levels of economic productivity through diversification, technological upgrading and innovation, including through a focus on high-value added and labour-intensive sectors.
	Employment growth at A2E companies ¹	8.5	By 2030, achieve full and productive employment and decent work for all women and men, including for young people and persons with disabilities, and equal pay for work of equal value.
Increased gender equality	Increased female access to energy ²	5.b	Enhance the use of enabling technology, in particular information and communications technology, to promote the empowerment of women
Improved health and well-being	GHG emissions avoidance ¹	3.4	By 2030, reduce by one third premature mortality from non-communicable diseases through prevention and treatment and promote mental health and well-being.
Climate-sensitive industries		13.2	Integrate climate change measures into national policies, strategies and planning

ESG

EEGF is committed to managing the ESG issues that arise during the course of a company’s operations. In this area, EEGF is committed to:

- 1) Integrating the commitment to ESG throughout its investment process;
- 2) Identifying and mitigating potential ESG risks and opportunities associated with each investee company;
- 3) Partnering only with companies that share EEGF’s commitment to managing ESG;
- 4) Seeking to continuously improve the ESG management of its portfolio companies when possible;
- 5) Requiring investee companies to adhere to or work towards compliance with international standards related to ESG;
- 6) Train all relevant Triple Jump employees in ESG processes;
- 7) Reporting serious ESG incidents to Fund investors;
- 8) Promoting transparency and accountability with regard to corporate governance and tax;
- 9) Providing appropriate whistle-blowing or grievance mechanisms for stakeholders to allow reporting of misconduct.
- 10) Promoting and following best-practices and laws on know-your-client procedures, anti-money laundering, anti-corruption and anti-bribery issues;

Considering the off-grid energy value chain into which EEGF will invest, the following high-level ESG topics are considered the most material to the Fund, which can be linked to the IFC Performance Standards on Environmental and Social Sustainability. They can also be linked to a number of SDGs, which demonstrates their significance as outcomes in their own right, despite not representing the strategic impact objectives of the Fund.

¹ https://www.gogla.org/sites/default/files/resource_docs/gogla_powering_opportunity_report.pdf
² http://siteresources.worldbank.org/INTAFRREGTOPGENDER/Resources/gender_time_use_pov.pdf

	ESG topic	A2E specifics	IFC PS	SDG	SDG details
E	Habitat and biodiversity loss	Larger-scale installations can require land clearing, result in habitat loss or land degradation.	6	11	Strengthen efforts to protect and safeguard the world's cultural and natural heritage
	Water use	Water is an important part of the manufacturing process and, if used irresponsibly, can impact local supply and quality.	3	6.4	By 2030, substantially increase water-use efficiency across all sectors and ensure sustainable withdrawals and supply of freshwater to address water scarcity and substantially reduce the number of people suffering from water scarcity
	Carbon emissions	Carbon emissions are an important issue because of the potential in avoiding future emissions due to the use of natural energy sources, but also because the manufacture and transport of the energy systems can be carbon intensive.	3	9.4	By 2030, upgrade infrastructure and retrofit industries to make them sustainable, with increased resource-use efficiency and greater adoption of clean and environmentally sound technologies and industrial processes, with all countries taking action in accordance with their respective capabilities
	Resource efficiency and waste prevention	E-waste is a growing problem in the off-grid energy sector and end-of-life programs are becoming increasingly important.	3	13	By 2030, substantially reduce waste generation through prevention, reduction, recycling and reuse
S	Labor rights	The protection of labour rights, particularly in developing countries, are paramount in any industry.	2	8.8	Protect labor rights and promote safe and secure working environments for all workers, including migrant workers, in particular women migrants, and those in precarious employment
	Customer rights	As the off-grid A2E sector caters to low-income individuals, there are issues associated with over-indebtedness, poor customer service, and affordability that need to be addressed.	n/a	10	By 2030, empower and promote the social, economic and political inclusion of all, irrespective of age, sex, disability, race, ethnicity, origin, religion or economic or other status
	Community rights	Larger-scale installations can require displacement or affect neighboring communities.	4, 7		
	Cultural heritage	Larger-scale installations can affect or displace areas of cultural or natural significance.	8	11	Strengthen efforts to protect and safeguard the world's cultural and natural heritage
G	E&S management	As with all companies, strong corporate governance practices are critical. This includes the active management of E&S issues, having proper internal control mechanisms, transparency, and business integrity.	1	13	Encourage companies, especially large and transnational companies, to adopt sustainable practices and to integrate sustainability information into their reporting cycle
	Internal control and transparency		n/a	17	Substantially reduce corruption and bribery in all their forms
	Business integrity		n/a	16	Promote the rule of law at the national and international levels and ensure equal access to justice for all

4. Principles and Standards

Underscoring EEGF's commitment to Impact and ESG are the following international principles and standards. These are integrated throughout the investment process and in the ESG and Impact frameworks.

1. UN Sustainable Development Goals
2. IFC Performance Standards
3. GOGLA Consumer Protection Principles
4. Universal Standards on Social Performance Management
5. Equator Principles
6. UN Declaration on Human Rights

7. Principles for Responsible Investment
8. ILO Conventions

5. Implementation

Impact

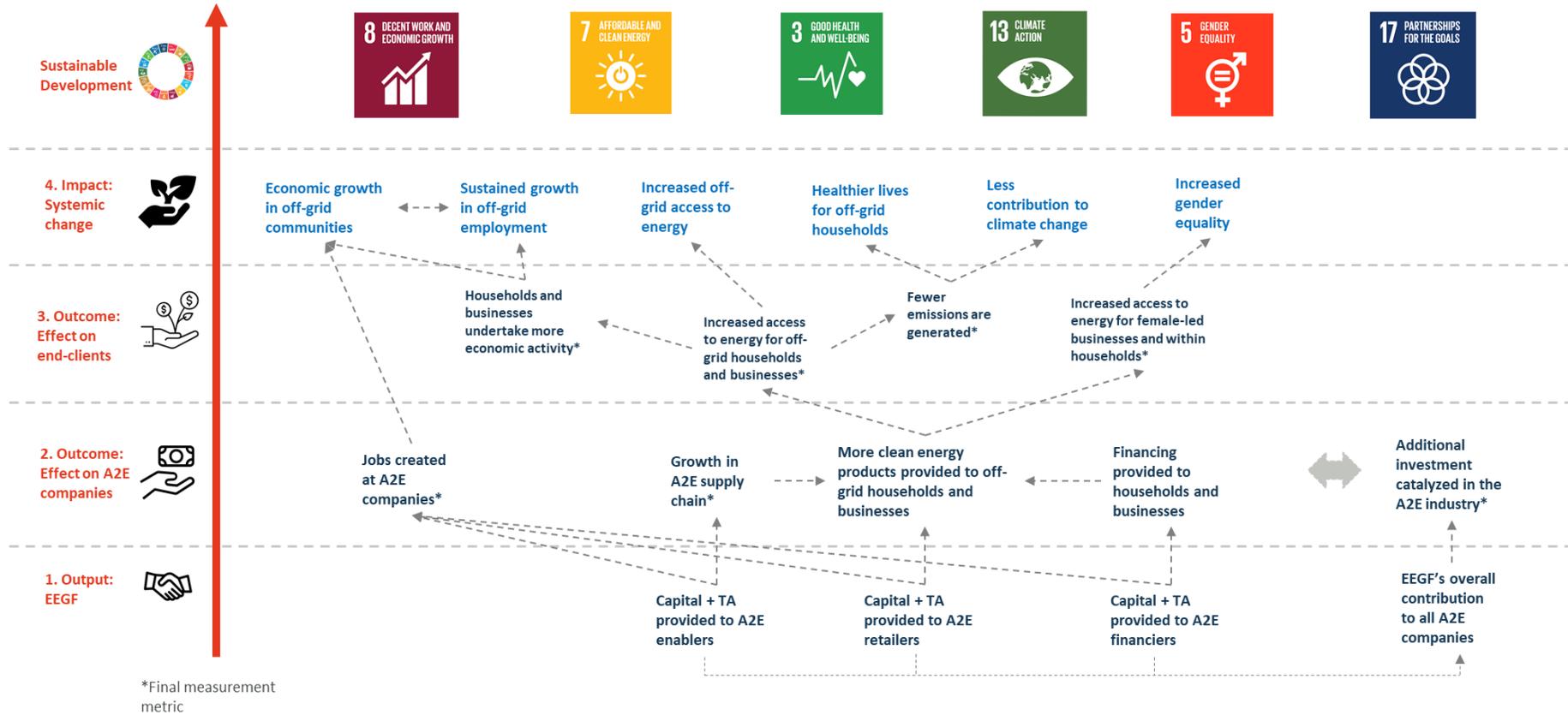
Theory of Change

To show the steps required in achieving the Fund impact objectives, a Theory of Change (ToC) has been developed, which demonstrates how the activities of the Fund affect first its investee companies and thereafter the end-beneficiaries. It is noted that there are other potential benefits stemming from improved access to energy in off-grid settings beyond what is captured in the ToC. However, to be included, an impact topic should satisfy the following criteria:

- 1) It needs to be related to an impact and SDG related to off-grid energy access;
- 2) There needs to be a high degree of confidence that access to energy is linked to the outcome and not unduly affected by exogenous variables;
- 3) It needs to be applicable to different developing country contexts;
- 4) It needs to be applicable to both off-grid households and businesses.

Beginning at the bottom-most level of the ToC, the Outputs represent the first layer of activities, which are carried out by EEGF, namely the provision of capital and technical assistance (TA). These activities, theoretically-speaking, cause the activities that are linked to them in the second layer of the model, which are the intermediate Outcomes that occur. Progressing from this are the longer-term Outcome activities, and finally the ultimate Impact objectives that benefit end-customers, the environment, and A2E employees.

EEGF Theory of Change



Final reported indicators

As randomized-controlled trials cannot be conducted on a regular basis, true causal impact cannot be measured for every investment. Consequently, EEGF’s annually-reported indicators for each portfolio company are represented by the Outcome activities, which have been translated into measurement indicators.³

Outcome activity	Indicator
Off-grid households and businesses have increased access to energy	1. Number of households and businesses receiving clean energy technologies. 2. $\frac{\text{KW of aggregate capacity sold}}{\text{Number of end beneficiaries}}$
Households and businesses undertake more economic activity	3. Additional income generated (USD)
Jobs created at A2E companies	4. Number of quality jobs created and sustained
Increased sales in A2E supply chain	5. Revenue generated by A2E enabling companies
Increased access to energy for female-led businesses and in households*	6. Additional light-hours used by women in off-grid households (hours)
	7. Number of female-led businesses receiving clean energy technologies.
CO2e emissions avoided	8. CO2e emissions avoided (tons)
Additional investment catalyzed	9. USD in follow-on investment

Although EEGF commits to reporting Outcomes at the end of each calendar year, many are based on proxy indicators developed by the Global Off-grid Lighting Association (GOGLA). By periodically conducting end-client surveys, the assumptions used in these proxies will be refined over time to ensure the Outcomes measured are representative of EEGF’s portfolio. For example, GOGLA assumes an average of USD 288 of additional income will be generated by a 5W solar system over its life. On-the-ground surveys with clients will test if this assumption is true for EEGF’s end-clients. If not, the proxy will be adjusted with the new findings.

³ Details on the calculation of the Outcome indicators can be found in the Impact Measurement Methodology document.

Impact Management System



1. Screening

- a. Fit with Fund mandate

Prior to conducting Due Diligence (DD), prospective investees are screened on the meta characteristics that influence their fit with the Fund mandate, including business model, location, sector, company type, client demographic, and size. This relates to alignment with EEGF’s impact goal, which is to benefit off-grid BoP households and businesses in Africa and Asia by investing in privately-held, early-stage, access to energy (A2E) companies.

Output: Record of screening

- b. Assigning a pathway on the Theory of Change

If a company fits with the Fund mandate, it is assigned to a specific pathway on the Theory of Change. As EEGF invests in companies along the A2E value chain, different companies’ have different ways in which they contribute to the impact goals. The pathway chosen depends on the fit of a company’s business model into one or more of the following categories: A2E retailer, financier, recycler, or enabler (see appendix for definitions of each).

Output: Completed company-specific ToC template

2. Due Diligence

- a. Commitment, capacity and track record (CCTR) capabilities on impact management

The prospective investee is engaged and their CCTR capabilities on impact management are assessed. This consists of a desk review of available company documentation. The assessment results in a high-level determination if a company has the necessary commitment and capacity to understand, monitor and report on impact in the A2E space. Significant deficiencies can prevent further company engagement, but will more likely result in a requirement for capacity building.

Output: Record of impact CCTR screening

- b. Expected impact assessment

A company’s expected impact assessment represents the projected impact (in terms of outputs and outcomes) that a company is likely to have over the duration of EEGF’s investment. This is done for a set of indicators corresponding to the impact pathway assigned. Available documentation and the company’s own projections are used in estimating its *output* (e.g. number of products sold) over the life of the investment. To arrive at estimations for the *outcome* level, GOGLA impact metric benchmarks are used. Company’s projected to contribute very weakly to the Fund’s impact targets are

not considered for further engagement. Ambiguities that hinder proper projection are highlighted as focus points for the on-site visit.

Output: Completed Expected Impact template

c. Impact memo 1

Before an on-site visit occurs, the Investment Committee (IC) convenes to determine if it is worth proceeding, given all the preliminary findings. A summary of the expected impact on each relevant indicator is captured in an Impact memo, which is sent to the IC members.

Output: Completed Impact memo 1 template

d. Clearance in Principle

A company receives 'Clearance in Principle' (CiP) if the IC does not identify any major issues given the findings to date.

Output: Record of IC decision (minutes)

e. Site visit

Once CiP is received, an on-site visit is conducted by the EEGF investment team. The goal is to corroborate, refute, or bring more clarity to the initial expected impact assessment. It typically consists of:

- A review of all relevant documents including Impact policy, environmental impact assessment reports, etc.
- On-site inspection of the potential investee's operations, with special focus on areas highlighted.
- Interviews with relevant stakeholders, including management, staff, beneficiaries, consumers or suppliers.

Output: Revised Expected Impact template

f. Impact Action Plan

When deemed necessary, an Impact Action Plan will be developed with the prospective investee, containing:

- Corrective actions and timelines to correct the impact management deficiencies uncovered during the DD process.
- A monitoring mechanism to ensure that the deliverables in the action plan are fulfilled within the agreed upon timeframe.

Output: Completed Impact Action Plan template

g. ESG memo 2

The final investment decision is taken by the Investment Committee with input from the investment, ESG, and Impact teams. For the Impact side, this is in the form of a final Impact memo, which summarizes the expected impact given what has been learned at DD.

Output: Completed Impact memo 2 template.

3. Investment decision

The Investment Committee decides if a company receives Final Approval for investment. Discussion points from an ESG perspective at the IC meeting include, but are not limited to:

- Does a company represent a good fit with the mandate of EEGF in terms of geography, sector and size?
- What is the consequence of the company's inclusion on the Fund's overall expected impact?
- Are the company's impact targets realistic?
- What are the opportunities for cross-pollination with the rest of EEGF's portfolio?
- Are there other alternatives that can achieve better impact results?
- Given the financial instrument(s) proposed, how does the Fund intend to maintain influence and oversight over the company?
- What are the potential barriers to achieving the desired impact?
- Will EEGF's involvement contribute to an expansion of its impact?
- Is an Action Plan required?

Output: Record of IC decision (minutes)

4. Investment agreement

If Final Approval has taken place, it is critical that the shareholder's agreement, or the equivalent, reflects the interests of EEGF from an impact perspective. This should address the following:

- *Confirmation of DD:* A confirmation that a company is in compliance with the Fund's minimum impact standards, besides what is outlined in the Action Plan.
- *Compliance with impact requirements:* A statement in compliance with the Impact Action Plan.
- *Monitoring:* A statement in commitment that the investee company will report annually on its performance along the Fund's impact metrics.

Output: Contractual agreement including impact components

5. Ownership and monitoring

EEGF's Impact team will engage with investees to support them in the fulfillment of their Impact Action Plan. Engagement is an important component as the fund is focused on post-grant/seed-stage companies where it is rare that a company has every issue completely addressed. However, this does not detract from a company's potential to have a significant positive impact, given the right support.

After investments are made, the Manager monitors annually the impact performance of its investees. Furthermore, investees will report back on progress on Impact Action Plans, if required, according to the agreed-upon timelines. An overall reassessment is done if there is a subsequent investment proposal or if there are significant changes in its business model or scale. EEGF reports its impact performance in an Impact Report available to Fund investors.

Output: Updated Impact Action Plan; Annual impact report

6. Exit

It is EEGF's responsibility to ensure that impact management practices are continued after the investment comes to an end, particularly so for equity stakes. This includes ensuring that a commitment to impact is properly integrated in an organization well before exit and that management is fully in support. For equity investments, this also stipulates finding a buyer that has a similar commitment to impact.

Output: N/A

Summary of items produced during Impact process

- 1) Record of initial screening
- 2) Completed company-specific ToC template
- 3) Record of impact CCTR screening
- 4) Completed Expected Impact template
- 5) Completed Impact memo 1 template
- 6) Record of IC decision (CiP)
- 7) Revised Expected Impact template [post site visit]
- 8) Completed Impact Action Plan template
- 9) Completed Impact memo 2 template
- 10) Record of IC decision (FA)
- 11) Contractual agreement including impact
- 12) Annual impact report

Roles and responsibilities

The **Impact team** is responsible for the:

1. Initial screening, expect impact assessment, and Impact memos
2. Overall implementation of the Impact process
3. Reporting to the Board any major concerns or incidents
4. Training of fellow staff
5. Monitoring and reporting results to Fund investors

The **Investment team** is responsible for:

1. Communication with the investee companies
2. On-site Due Diligence
3. Presenting to ICs

The **IC** is responsible:

1. Determining if a company receives Clearance in Principle
2. Determining if a company receives Final Approval
3. Deciding upon the course of action in extraordinary circumstances

ESG

ESG Management System

Following the CDC Toolkit, EEGF implements a six-step ESG management system.



1. Screening and categorization

a. Compliance with exclusion list

Prospective investees are screened against the FMO exclusion list and not considered for investment if falling into one or more of the 'no-go' sectors.

Output: Record of screening

b. Identify ESG exposure and categorize accordingly

Given the high-level characteristics of a prospect, key ESG issues are identified and a risk exposure rating determined. Factors that are considered include the company's sector, size, business model, customer demographic, geographic exposure, and EEGF's proposed financing instrument. The result is one of four ratings assigned: A (high risk); B+ (medium-high risk); B (medium risk); or C (low risk).

Output: Completed ESG risk categorization template

c. Determine scope of ESG DD

If a company has been categorized as high or medium-high risk, either a member of the ESG team or a third-party consultant will accompany the Investment team on the on-site portion of DD. The medium risk category will warrant special attention at DD; low risk implies no additional action beyond the standard procedure.

Output: ESG DD plan

2. Due Diligence

a. Commitment, capacity and track record (CCTR) capabilities

The prospective investee will be engaged and their CCTR capabilities will be assessed. This will consist of a desk review of available company documentation and phone interviews with the company management and ESG staff if needed. The assessment will reveal if a company has the necessary commitment, awareness, and capacity to understand, monitor and report on ESG. It will also reveal if management shows a willingness for further capacity building, which is a central element for the early-stage companies targeted by EEGF.

Output: Record of ESG CCTR screening

b. ESG management assessment

EEGF's ESG management assessment of prospective investees is conducted with a proprietary questionnaire that determines the extent to which a company manages the ESG issues to which it is exposed. The questionnaire addresses all relevant ESG topics mentioned in the ESG policy statement section. They are based on the and based on the standards listed in section 4, with special focus on the IFC Performance Standards and the GOGLA Consumer Protection Code. The questionnaire is self-completed by prospects and sent back for review to EEGF's ESG team, along with supporting documentation. The questionnaire yields a score out of 100, which can be used for the final ESG memo that is sent to the Investment Committee (IC). Company's scoring below a certain threshold will not be considered for further engagement unless there is a clear and feasible improvement plan already in place. The ESG assessment will also guide the on-site visit by highlighting the areas on which a company is deficient.

Output: Completed ESG questionnaire

c. ESG memo 1

Before an on-site visit occurs, the Investment Committee convenes to determine if it is worth proceeding, given all the preliminary findings. A summary of the ESG issues, including the 0-100 ESG management rating, is captured in an ESG memo, which is sent to the IC members.

Output: Completed ESG memo 1 template

d. Clearance in Principle

A company receives 'Clearance in Principle' (CiP) if the IC does not identify any major issues given the findings to date.

Output: Record of IC decision (minutes)

e. Site visit

Once CiP is received, an on-site visit is conducted by the EEGF investment team, accompanied by the ESG team or a third-party consultant if the initial screening resulted in a medium-high or high risk category. The goal is to corroborate, refute, or bring more clarity to the initial ESG assessment. It typically consists of:

- A review of all relevant documents including ESG policy, environmental impact assessment reports, etc.
- On-site inspection of the potential investee's operations, with special focus on areas highlighted.
- Interviews with relevant stakeholders, including management, staff, beneficiaries, consumers or suppliers.

Output: Revised ESG assessment

f. Use of third-party consultants

If a company's operations require a high-level of technical expertise, then third-party consultants will be hired to help in the ESG DD. This can also be triggered if the initial screening process resulted in a high risk category. For example, a country's complex human rights situation may demand the expertise of local consultants.

Output: Consultant DD report; Revised ESG questionnaire

g. ESG Action Plan (including stakeholder engagement)

When deemed necessary, an ESG Action Plan will be developed with the prospective investee, containing:

- Corrective actions and timelines to correct the ESG management deficiencies uncovered during the DD process.
- A monitoring mechanism to ensure that the deliverables in the action plan are fulfilled within the agreed upon timeframe.
- Stakeholder engagement plan, if the ESG assessment reveals that certain stakeholders may be materially affected by the company's operations.

Output: Completed ESG Action Plan template

h. ESG memo 2

The final investment decision is taken by the Investment Committee with input from the investment, ESG, and Impact teams. For the ESG side, this is in the form of a final ESG memo, which summarizes the ESG risks and opportunities given what has been learned at DD.

Output: Completed ESG memo 2 template.

3. Investment decision

The Investment Committee decides if a company receives Final Approval for investment. Discussion points from an ESG perspective at the IC meeting include, but are not limited to:

- How much ESG risk is the company exposed to?
- Is the company fully committed to ESG principles and regulations?
- Are there opportunities to add value?
- Does the company seem well-equipped to manage the ESG risks and opportunities to which it is exposed?
- What are the opportunities for cross-pollination with the rest of EEGF's portfolio?
- Are there other alternatives that can achieve better impact results in light of the ESG risks?
- Given the financial instrument(s) proposed, how does the Fund intend to maintain influence and oversight over the company?
- Is an Action Plan required?
- Were there any limitations to the DD that could result in unmanaged risks?

Output: Record of IC decision (minutes)

4. Investment agreement

If Final Approval has taken place, it is critical that the shareholder's agreement, or the equivalent, reflects the interests of EEGF from an ESG perspective. This should address the following:

- *Confirmation of DD:* A confirmation that a company is in compliance with the Fund's minimum ESG standards, besides what is outlined in the Action Plan.
- *Compliance with ESG requirements:* A statement in compliance with the Fund's exclusion list, the principles central to the Fund (as a minimum the IFC Performance Standards, the UN Framework on Business and Human Rights, and the ILO Conventions), the ESG Action Plan, and relevant ESG regulations.

- *Grievance mechanism*: A statement in commitment to implement a grievance mechanism for its clients and employees.
- *Monitoring*: A statement in commitment that the investee company will inform the Fund immediately of material ESG changes, grievances, serious accidents, including those that result in loss of life, serious injury, material adverse impacts on communities and/or the environment, material breach of law or side letter requirements.

Output: Contractual agreement including ESG

5. Ownership and monitoring

EEF's ESG team will engage with investees to support them in the fulfillment of their ESG Action Plan. Engagement is an important component as the fund is focused on post-grant/seed-stage companies where it is rare that a company has every issue completely addressed. However, this does not detract from a company's potential to have a significant positive impact, given the right support.

After investments are made, the Manager monitors the ESG performance of its investees. This is done by company's reporting material ESG changes, incidents, or grievances as they happen and through an annual reporting questionnaire. Furthermore, investees will report back on progress on ESG Action Plans, if required, according to the agreed-upon timelines. An overall reassessment is done if there is a subsequent investment proposal or if there are significant changes in its ESG performance. EEGF reports its ESG performance in an annual ESG Report available to Fund investors.

Output: Updated ESG Action Plan; Incidents/grievance reports; Annual ESG report

6. Exit

It is EEGF's responsibility to ensure that ESG practices are continued after the investment comes to an end, particularly so for equity stakes. This includes ensuring that ESG practices are properly integrated in an organization well before exit and that management is fully in support. For equity investments, this also stipulates finding a buyer that has a similar commitment to ESG.

Output: N/A

Summary of items produced during ESG process

- 1) Record of initial screening
- 2) Completed ESG risk categorization template
- 3) ESG DD plan
- 4) Record of ESG CCTR screening
- 5) Completed ESG management questionnaire
- 6) Completed ESG memo 1 template
- 7) Record of CiP decision (minutes)
- 8) Revised ESG questionnaire (post-site visit)
- 9) [If necessary] Consultant report
- 10) [If necessary] Revised ESG questionnaire (post-site consultant)
- 11) Completed ESG Action Plan template
- 12) Completed ESG memo 2 template
- 13) Record of IC decision (Final Approval)
- 14) Contractual agreement including ESG
- 15) Incidents/grievance report

Roles and responsibilities

The **ESG team** is responsible for the:

1. Initial screening, ESG assessment, ESG memos, and contracting of consultants
2. On-site Due Diligence when required
3. Overall implementation of the ESG process
4. Reporting to the board any major concerns or incidents
5. Training of fellow staff
6. Monitoring and reporting results to Fund investors

The **investment team** is responsible for the:

1. Communications with the investee companies
2. On-site Due Diligence
3. Presentation to ICs

The **IC** is responsible for:

1. Determining if a company receives Clearance in Principle
2. Determining if a company receives Final Approval
3. Deciding upon the course of action in extraordinary circumstances