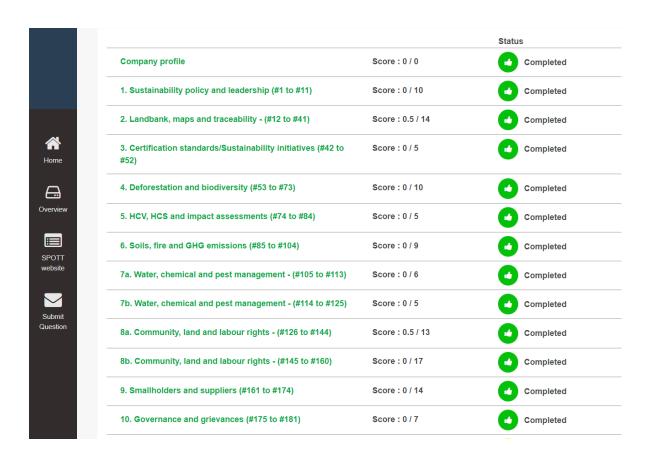


## **Providing feedback in Probench**

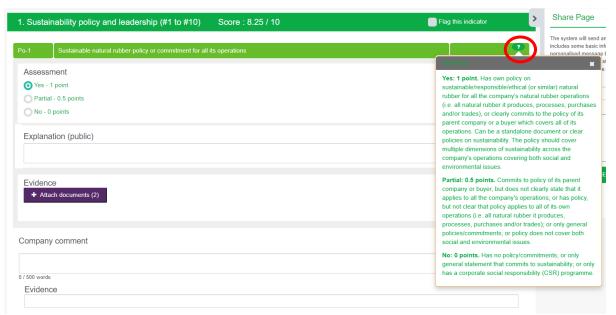
- 1. The login page can be found here: <a href="https://spott.reportingframework.com/">https://spott.reportingframework.com/</a>
- 2. To provide feedback on the draft assessment, open the survey by clicking 'SPOTT NR 2022'. The 'Overview' tab then provides an overview of the SPOTT assessment categories and scores. Please review each category, starting with the 'Company profile' section. To open a category, click on the category name.

## Surveys & Reports

| OPEN          | SUBMITTED        |         |
|---------------|------------------|---------|
| #Survey Name  | Deadline         | Reports |
| SPOTT NR 2022 | 28-01-2022 23:55 |         |



3. All assessments are conducted in-line with the SPOTT Natural Rubber scoring criteria. It is strongly recommended that you review these criteria closely before providing feedback. You can check the criteria for each indicator by clicking on the "?" icon next to the indicator name on Probench.



4. SPOTT assesses companies based on publicly available data. If you wish to provide feedback on your assessment, please provide us with descriptions and links to where relevant information is published. Please add your feedback and weblinks in the 'Company comment and evidence' box at each indicator. If evidence is in a large report, add a page number and/or quote to the box for SPOTT to review:

## Company comment and evidence

e.g., p90 in the 2021 sustainability report states "The company commits to implement best management practices for soil and peat across all its operations" – www.company.com/sustainabilityreport2021

29 / 500 words

5. Probench provides a feature that allows you to share the results or particular sections with your colleagues via email (see screenshot below), however please note that the email address(es) you share info with will be visible to the SPOTT team.



6. Once you have added your feedback, please click 'SAVE AS DRAFT' and then 'NEXT' at the bottom of the survey to move onto the next section. We recommend saving any updates **at least every hour**, to avoid the system timing out and losing any feedback.



6. Please let the SPOTT team know once you have added your feedback to the assessment, and click 'Submit' and then 'Confirm' to send a notification through Probench.

Please click here to submit

Please click here to submit

←PREVIOUS

NEXT→
CONFIRM