

Standard Work Instructions

Global Sustainability Department

SWI-ESG-DCR-01

TITLE: Data Collection and Review



Sustainability

1.0 Purpose

This work instruction establishes standards for data collection, review and upload to the Net Zero Cloud application. Please follow the workflow as described below.

2.0 Brink's Sustainability Data Collection and Review

2.1 Countries, that have been onboarded, are to submit data as followed:

- 2.1.1 Vehicles - Submit data by the 10th day of the subsequent month, e.g. May data submitted by June 10th.
- 2.1.2 Facilities - Submit data by the 10th day of the 2nd month following consumption, e.g. June data submitted by the 10th day of August
- 2.1.3 Data should be emailed to ESGDataSubmission@brinks.fr

2.2 Data Manager and Analysts should review data, ensuring that it is complete and accurate – see exhibit A for checklist

2.3 Run Alteryx Script and review files for any errors - also see checklist in exhibit A for details

2.4 Amend Errors and upload into Net Zero Cloud.

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Exhibits

Exhibit A

Review Central Document showing how the countries are submitting their data : Manual/SA (Semi-Automatic)/API – stored in the Sustainability Drive	ESG Data Tracking Status
Review Data Submission	
For Templates:	Template:
Are all columns correctly labeled?	
Are the countries providing the correct data for Vehicle ID and Stationary Asset ID (Facilities)? Need to remain the same for the whole year	Sustainability - Stationary Asset IDs - All Documents (sharepoint.com)
Are there any foreign characters? (e.g. "¿" "#")	
Does End Date come after Start Date?	
Usage Type not standard - refer to options in Template	
If Semi-Automatic:	
Review previous submission example for any differences	
E.g. have any columns been amended?	
Review and prepare for Alteryx scripts	
If Alteryx script is LOCAL, ensure you are using the updated local script	
Ensure all Error Files per country are mapped to Error Files folder	
Ensure all Column Error Files per country are mapped to Error Files folder	
Ensure all Output Files are mapped to Good File folder	
Ensure that raw data file is mapped correctly	
Ensure configurable data file is mapped correctly	
Run Alteryx scripts:	
Check All Countries Output file to ensure it is a csv file	
Check Error and Column Error file for any errors	
Refer to Error Resolution Guide for errors found	
Rerun the script and check the date format for Start/End Date, which should be YYYY/MM/DD – DO NOT OPEN IT AS THIS MAY CHANGE THE DATE FORMAT AND THE DATA WILL NOT BE IMPORTED INTO NZC IF THE DATE FORMAT IS INCORRECT (workaround open the CSV file in Notepad format if you need to check the date format)	Specific to European Countries
Check the number of entries, total consumption and cost (if included) in the output file against the raw file for any differences	
If there are any blank cells for consumption replace these with 0 or this will error out	

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How to Resolve Alteryx Errors		How to Resolve Alteryx Errors
	Refer to How to Resolve Alteryx Errors document on Sustainability SP Site	
	Once all errors are resolved, upload to PRD (Production) using DataLoader	
DataLoader		
	Output file from Alteryx (csv format)	
	Ensure login to DataLoader is successful	
	Upload Output file and complete mapping. Ensure that both areas of mapping match and there are no blank spaces	
	Run the data. Result should come back with 0 errors	
	If DataLoader errors – go back and check output file and rerun	
	Data can now be reviewed in Salesforce	
Salesforce		
	Login to Salesforce and go to Staging	
	View All. Ensure the same number of records on the Output file match the number of records shown in All	
	Process records. Once all records have disappeared from this section, go to the Error List with the Staging section. Review to make sure that no records have errored out. If an error has occurred, open a record and review the error for troubleshooting.	
	Once all records have successfully uploaded, update tracking sheet to show that data has loaded into Production	
Data Quality Review		
	Update tracking spreadsheet in Issues when submitting cell	ESG Data Tracking Status
	Save final submitted file to corresponding folder in Sustainability SP folder	Link to SP Repository
	Ensure the same naming convention for all output files has been used and that the location is correct (error files are in error file folder not Output files and vice versa)	
	For Renewable Energy, Alteryx script has fuel consumption listed but when it pulls it into NZC it populates energy produced	
	For Vehicle Fuel, check mileage is reasonable	
	Excel - Mileage divided by consumption and look for extreme examples - if this is unreasonable (e.g. 500 miles per gallon) then delete and will be estimated	Report to Compliance Manager if mileage is deleted to be estimated so it can be noted in those processes

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Document Control Page

Process Owner	ESG
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Document Revision Control				
Version	Author	Effective Date	Section	Change Description
1	Regional Data Team	10.13.23		Initial document
2	Regional Data Team	10.01.24	2.0, 3.1	Data Due Date from the 5 th to the 10 th and updated process flow diagram

Approval Signatures Record		
Reviewer / Approver	Role	Date
Mike Garland	Compliance Manager	09.20.2024
Tracy Wright	Program Lead	09.20.2024