

Standard Work Instruction

Global Sustainability Department

SWI-ESG-NCO-01

TITLE: Onboarding New Country/Business Unit



Sustainability

1.0 Purpose

This process establishes standards for when new countries or business entities are added to scope for carbon/ESG data collection and calculation. Please follow the workflow as described below.

2.0 Brink's Sustainability Onboarding New Country/Business Unit

- 2.1 Email GM and CFO to find responsible parties in the country
- 2.2 Schedule a meeting with entity – include fleet manager or lead, facilities manager or lead, CFO or finance lead and communications lead.
- 2.3 Purpose – introduce the country/business unit to ESG and document POC, data, systems & processes at the country level, determine which bucket below fleet, fuel usage, vehicle refrigerants, facilities, purchased energy, facilities fuel (generators and heating), facilities refrigerants, renewable energy, etc. fall into. Also check on initiatives and sustainable legislation that may be applicable.
- 2.4 ESG Team member to note the systems and way that the country manages their fleet and facilities, and other items then compile meeting minutes. This should be completed as soon as possible with the entity to ensure that memories stay fresh.
- 2.5 Share the minutes with the country/business unit and ask them to confirm that the information in the minutes are complete and accurate, ask that they please confirm by a specific date.
- 2.6 Once all the above has been completed and aligned follow the columns below.

Semi-Automatic	Manual	Part automated & part manual	API
If processes have been identified that can be automated with Alteryx, share the template noting fields required in raw files with the entity, when the minute notes are shared with the country.	For processes that have been identified as manual, provide the entity the template for data entry	Follow the automated section for what raw files are available – and then follow manual files for the rest of the assets/emissions	Schedule a meeting with the entity to discuss the API, include IT. Include controls manager as the system that the data is coming from may need controls developed or reviewed from the country/business unit.
When minutes are agreed by entity, ask for raw files for automation – be sure to explain what a raw file is, download directly from a system or provider, not manipulated by the country	Share the procedures with the entity on the timing of the data completion and providing the data to the ESG team		
Review file, does it have all the mandatory fields to map	Schedule a meeting with the entity to “train” on completion of the template and loading of the data		
Map Alteryx	Set a deadline for the entity to provide data for the first sets of data and explain the deadlines for loading monthly		
Test run the data and load into NZC	Test loading the data into NZC		
Share procedures with the entity on the timing of load instructions for providing the data			

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3.0 Documentation

3.1 See Brink's Sustainability Data Collection for additional details

[Brink's Sustainability Data Collection](#)

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