

KEY ESG: Employee Commuting: Microsoft Forms Template – User Guide.

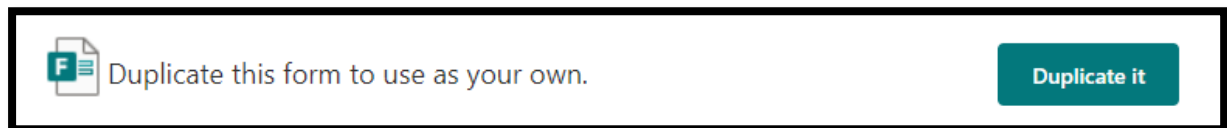
At KEY ESG, making ESG reporting as straightforward as possible is what we do.

To help you calculate the carbon emissions from your employee commuting, we have created a Microsoft Forms template that you can use to collect data and automatically generate an Excel file which can be directly uploaded to the KEY ESG app.

If your company operates using Microsoft 365, this form can collect responses from all users within your Microsoft system and you can also add your company-specific questions where required.

1: To begin, click on the link provided. This will open a duplicate MS form template.

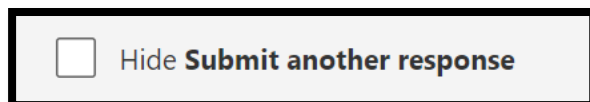
2: Click on 'Duplicate' to create a copy of the form linked to your MS profile.



3: Review instructions and add any additional questions which you wish to ask your employees.

NOTE: Do not alter the questions marked with a * as these are mandatory fields are needed to allow uploading of the resulting spreadsheet. These include 'Transport type', 'Units', 'Distance' and 'Number of trips'.

4: Check the form settings – By clicking on the three dots menu in the top right and selecting 'Settings'. Here you can add start and end dates. Please make sure you do not tick 'Hide Submit another response' so that users can enter more than one type of transport.

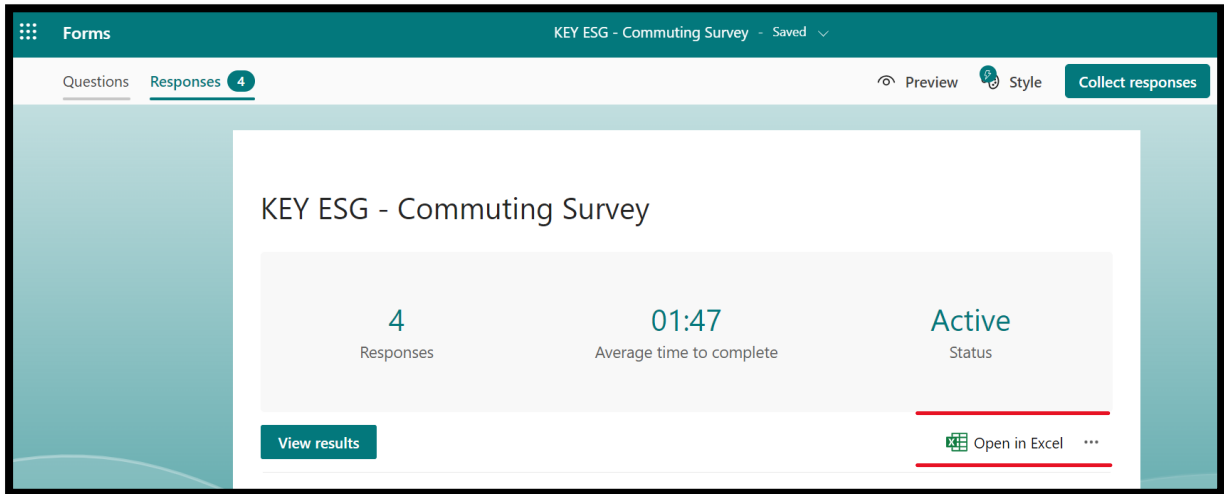


5. When you are ready to send out your survey to employees, click on 'Collect Responses' We would recommend only collecting responses from within your organisation. From here, copy the link displayed.



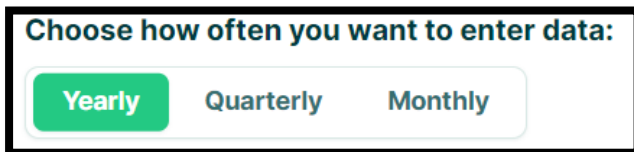
6. Send this link to all your employees, with details of your request and deadline – we recommend requesting responses to return at least 2 weeks before you need results for submission, to allow for annual leave.

7. Once responses are collected, results can be found within the Microsoft Forms account of the user who issued the survey. (See Office 365 apps)
You will be able to download the responses by clicking on 'Open in Excel'.



8: Check your responses. Download and save the Excel file. If there are any of your company questions that you would like to remove the result from, you can delete the column from the template. ***Do not alter the rows for 'Transport type', 'Units', 'Distance' and 'Number of trips', as this could impact the template upload to KEY ESG.***

9. Within the KEY ESG app, under 'Commuting', check that the cadence is set to 'Yearly'



10: Upload the Excel by clicking on 'Import Spreadsheet' and follow the onscreen instructions.

Congratulations – You have just uploaded your employee commuting data for the reporting year!

Should you have any questions, please feel free to reach out to the team via the chat function in the app.

https://forms.office.com/Pages/ShareFormPage.aspx?id=1xltphkb_063Gxjrj4TO26tRhcdgZ6gdKtGLd0IYbuxlUNjZVS05DTIVLN01FWENGvUtaWIBWMUxCNiQIQCN0PWcu&sharetoken=DbYJLaqdqoUUoicAD4KM