



## **ECOVADIS POLICY & PROCEDURE DEVELOPMENT WORKSHOP TRAINING**



MTBM Group Sdn. Bhd. (1600656-M)

Level 8, MCT Tower, Sky Park, One City, Jalan USJ 25/1, 47650 Subang Jaya, Selangor

**Course Title:** EcoVadis Policy & Procedure Development Workshop Training

**Course Validity:** 1 Day

**Validity:** Not Applicable

**HRD Corp Scheme:** Claimable

## **INTRODUCTION**

This workshop provides participants with hands-on guidance to develop policies, procedures and documentation required for EcoVadis sustainability assessments. It focuses on aligning organisational practices with EcoVadis expectations across Environment, Labour & Human Rights, Ethics and Sustainable Procurement. Participants will learn how to structure policies, define procedures, create measurable KPIs, and prepare evidence-ready documents that support higher scoring during EcoVadis evaluations.

## **OBJECTIVE(S):**

- Understand EcoVadis documentation and policy requirements
- Learn how to draft policies aligned with all four EcoVadis themes
- Understand procedure development, workflow mapping and control measures
- Develop KPIs, responsibilities and monitoring mechanisms
- Strengthen organisational readiness with evidence-ready documentation

**TARGET GROUP(S):**

- Sustainability and ESG teams
- Compliance and CSR personnel
- HSE and HR teams
- Procurement and supply chain personnel
- Managers, executives and project leaders
- Anyone involved in policy drafting or implementation

**ENTRY REQUIREMENT(S):**

- Able to read, write, and communicate in Malay/English

**TOPIC(S):**

1. Overview of EcoVadis Policy & Documentation Expectations
2. Policy Structure and Mandatory Components
3. Procedure Development and Workflow Mapping
4. Environment Theme – Required Policies & Operational Procedures
5. Labour & Human Rights – Policies, Controls & Social Compliance Procedures
6. Ethics – Integrity, Anti-Corruption & Reporting Policies
7. Sustainable Procurement – Supplier Due Diligence & Monitoring Procedures
8. KPI Development, Monitoring & Evidence Preparation
9. Common Policy Gaps and Strengthening Techniques

**LIST OF REFERENCE BOOK(S):**

- EcoVadis Methodology Documentation
- Sustainability & ESG Guidelines
- Ethics & Anti-Corruption Frameworks
- Environmental & Social Compliance Manuals

**LIST OF TEACHING AID(S):**

- LCD projector
- Computer
- Whiteboard with accessories

**METHODOLOGY(S):**

- Lecture
- Group discussions
- Case studies

## TRAINING SCHEDULE

### Day 1

Time	Activity / Topic
8:30 am – 9:00 am	Registration and Introduction
9:00 am – 9:45 am	Topic 1: EcoVadis Policy Requirements Overview
9:45 am – 10:30 am	Topic 2: Policy Structure, Format & Required Elements
10:30 am – 10:45 am	<b>Morning Tea Break</b>
10:45 am – 11:30 am	Topic 3: Environmental, Labour & Human Rights Policy Development
11:30 am – 12:30 pm	Topic 4: Ethics & Sustainable Procurement Policy Development
12:30 pm – 1:30 pm	<b>Lunch Break</b>
1:30 pm – 2:30 pm	Topic 5: Procedure Development, Workflow Mapping & KPIs
2:30 pm – 3:30 pm	Topic 6: Evidence Preparation & Documentation Strengthening
3:30 pm – 3:45 pm	<b>Afternoon Tea Break</b>
3:45 pm – 5:00 pm	Workshop: Drafting EcoVadis-Aligned Policies & Procedures