



ECOVADIS UNDERSTANDING & IMPLEMENTATION TRAINING



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Course Title: EcoVadis Understanding & Implementation Training

Course Validity: 2 Days

Validity: Not Applicable

HRD Corp Scheme: Claimable

INTRODUCTION

This training provides a comprehensive understanding of the EcoVadis sustainability rating system and equips participants with practical strategies for successful implementation. The programme covers the EcoVadis methodology, scoring framework, documentation requirements, improvement planning and performance tracking across the four key themes: Environment, Labour & Human Rights, Ethics and Sustainable Procurement. Participants will learn how to prepare evidence, strengthen policies and create an organisation-wide sustainability management system aligned with EcoVadis criteria.

OBJECTIVE(S):

- Understand the EcoVadis rating system and scoring methodology
- Learn requirements for Environment, Labour & Human Rights, Ethics and Sustainable Procurement
- Understand documentation, evidence and policy expectations for scoring improvement
- Identify gaps and develop action plans to strengthen sustainability performance
- Learn how to implement EcoVadis criteria across operations and supply chains
- Strengthen readiness for EcoVadis submission and continuous improvement cycles

TARGET GROUP(S):

- Sustainability teams
- Compliance, ESG and CSR personnel
- HSE and HR teams
- Procurement and supply chain personnel
- QA/QC staff
- Managers, executives and project leaders

ENTRY REQUIREMENT(S):

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

TOPIC(S):

1. Introduction to EcoVadis Platform & Assessment Process
2. EcoVadis Methodology and Scoring Framework
3. Environment Theme: Policies, Actions & Reporting Requirements
4. Labour & Human Rights: Controls, Social Compliance & Evidence
5. Ethics Theme: Integrity, Business Conduct & Anti-Corruption Systems
6. Sustainable Procurement: Supplier Due Diligence & Monitoring
7. Documentation, Evidence Submission & Best Practices
8. Gap Assessment, Corrective Actions & Improvement Planning
9. Managing Sustainability Performance & KPI Tracking
10. Preparing for EcoVadis Submission & Continuous Improvements

LIST OF REFERENCE BOOK(S):

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

LIST OF TEACHING AID(S):

- LCD projector
- Computer
- Whiteboard with accessories

METHODOLOGY(S):

- Lecture
- Group discussions
- Case studies
- Implementation workshop

TRAINING SCHEDULE

Day 1

Time	Activity / Topic
8:30 am – 9:00 am	Registration and Introduction
9:00 am – 9:45 am	Topic 1: Introduction to EcoVadis & Assessment Overview
9:45 am – 10:30 am	Topic 2: EcoVadis Methodology & Scoring Principles
10:30 am – 10:45 am	Morning Tea Break
10:45 am – 11:30 am	Topic 3: Environment – Policies, Actions & Indicators
11:30 am – 12:30 pm	Topic 4: Labour & Human Rights – Controls & Compliance Duties
12:30 pm – 1:30 pm	Lunch Break
1:30 pm – 2:30 pm	Topic 5: Ethics – Responsible Business Conduct Requirements
2:30 pm – 3:30 pm	Topic 6: Sustainable Procurement – Supplier ESG Controls
3:30 pm – 3:45 pm	Afternoon Tea Break
3:45 pm – 5:00 pm	Workshop: EcoVadis Gap Identification & Initial Readiness Review

TRAINING SCHEDULE

Day 2

Time	Activity / Topic
8:30 am – 9:00 am	Recap of Day 1
9:00 am – 9:45 am	Topic 7: Documentation & Evidence Submission Best Practices
9:45 am – 10:30 am	Topic 8: Developing Policies, KPIs & Sustainability Governance
10:30 am – 10:45 am	Morning Tea Break
10:45 am – 11:30 am	Topic 9: Improvement Planning & Continuous Performance Tracking
11:30 am – 12:30 pm	Topic 10: Preparing for EcoVadis Submission & Audit Follow-Up
12:30 pm – 1:30 pm	Lunch Break
1:30 pm – 2:30 pm	Workshop: Drafting EcoVadis-Ready Documentation
2:30 pm – 3:30 pm	Workshop: Evidence Review & Scoring Strengthening Techniques
3:30 pm – 3:45 pm	Afternoon Tea Break
3:45 pm – 5:00 pm	Final Workshop: EcoVadis Implementation Roadmap & Q&A