Dazzle

Practical guide

The EcoVadis Workbook

How EcoVadis scores you, and what changed in 2026

Start here

A practical guide to the EcoVadis assessment, with the 2026 methodology changes folded in

EcoVadis assesses your sustainability management system entirely through the documents you upload. No site visits, no interviews, no independent verification. What you submit is what gets scored.

That makes the assessment learnable. This guide walks through how the scoring works, what evidence earns points, and where teams lose them. 9 methodology changes landed between April and May 2026, and page 3 covers those first, because they change what your existing evidence pack is worth.

How to use this guide

Pages	Part	What you leave with
3	What changed in 2026	The 9 changes, and which 2 can move your score
4 to 7	How EcoVadis scores	Policies, actions and results, and where your weight sits
8 to 10	Your scorecard	A roadmap from your current level toward the next one
11 to 13	Evidence	A document library that answers the questions asked
14	Submission	A final review that catches the usual point losses
15 to 16	About Dazzle	How to get an expert, and who wrote this

◆ 2 things this guide does not claim

EcoVadis has no submission cutoff and no universal deadline. The urgency is score based. A lower score appears when your scorecard is republished, not on a calendar date.

The medal percentile thresholds circulating publicly are third party estimates. EcoVadis does not publish them, so this guide describes what medal level companies have in common instead.

The boxes marked ⇒ are for you to fill in. The boxes marked ◆ carry guidance worth remembering.

WHAT CHANGED IN 2026

9 changes, 2 that move your score

EcoVadis methodology release notes 32.1 to 32.9, released between 1 April and 7 May 2026

2 that can move your score

Note	What changed	What it affects
32.2	Turnover no longer counts for site level coverage. Use employees or sites	Coverage thresholds for Policies, Endorsements and Reporting
32.3, 32.4	Audit reports accepted as evidence, certificates marked in progress no longer accepted	What counts as valid evidence

3 that change what your scorecard tells you

Note	What changed	What it affects
32.9	Scope 2 splits into location and market based	Reliability, now judged per metric
32.6	Improvement Areas become diagnostic and specific	Your scorecard feedback
32.8	Environmental risk preparedness replaces the climate physical risk question	Strengths and Improvement Areas

4 worth knowing about

Note	What changed	What it affects
32.1	Methodology published per product, with Major.Minor versioning and a 30 day consultation before material changes	How you find out what changed
32.5	GRI reporting "with reference" is now eligible for a score of 75	Reporting quality scores
32.7	CSDDD Annex II alignment in Environment, with a new option on offshore waste discharge	Biodiversity, Air Pollution, Materials
32.10	Coming in Q2. 2 business days to flag factual errors before publication	Scorecard corrections

The change that catches teams out

A company that resubmits last year's evidence pack unchanged can score lower, with nothing changed in its performance. Coverage built on turnover is void, and certificates flagged as in progress now carry no points.

PART 1. HOW ECOVADIS SCORES

Everything runs through your documents

Reviewers assess quality, relevance and completeness. They cannot verify anything you do not show them

EcoVadis structures its whole methodology around the Plan, Do, Check, Act cycle. Every indicator maps to one stage, and a strong score needs evidence at each one.

Stage	Indicator	What it means
Plan	Policies	Your documented commitments on a topic
Do	Actions and measures	Evidence those commitments are implemented
Check	Reporting and results	KPI data showing performance over time
Act	Implied in trends	Improvement across years, against targets

Your score runs out of 100 across 4 themes and 21 criteria. Which criteria are activated, and how heavily each theme weighs, is set by your industry code, company size and country of operation. Two companies in one sector can have very different profiles, so read your scorecard page first.

Theme	Focus areas
Environment	Energy and GHG, water, biodiversity, air pollution, materials, product end of life impacts
Labour and Human Rights	Health and safety, working conditions, social dialogue, human rights, child and forced labour
Ethics	Anti-corruption, fair business practices, data privacy, information security
Sustainable Procurement	Supplier environmental and social practices, responsible sourcing

EXERCISE ⇒

Write down your assessment profile. Everything later in this guide is judged against it, so start here.

Industry or ISIC code	
Number of employees and sites	
Assessment scope: group, entity or site	
Highest weighted theme	

PART 1. HOW ECOVADIS SCORES

Actions carry the most weight

Within each pillar, the indicators are weighted Policies 25 percent, Actions 40 percent, Results 35 percent

EcoVadis treats implementing actions as the most relevant part of a sustainability management system, followed by reporting, then policies. That ordering is worth knowing before you decide where to spend your effort. No indicator should be disregarded, but a policy you polish for a week moves less than an action you can finally evidence.

Policies

25%

Forward looking commitments. Qualitative objectives plus SMART quantitative targets, each with a deadline and a baseline year to measure against.

Actions

40%

Concrete measures in place. Procedures, training programmes, equipment, audits, all part of a structured management system.

Results

35%

Tracked KPIs and monitoring data covering your entire assessment scope. Multi-year data is ideal, because reviewers want performance over time rather than a snapshot.

◆ Why all 3 layers matter

A strong policy without actions reads as commitment without implementation. Actions without reporting read as no performance management. Results without a policy read as ad hoc data collection rather than strategic management.

EXERCISE ⇒

For your highest weighted theme, score yourself honestly on each layer.

Layer	Rating	What is missing, and what would close it
Policies		
Actions		
Results		

PART 1. HOW ECOVADIS SCORES

What a reviewer looks for in a policy

2 assessments at once: the quality of the document, and the strength of the commitments in it

Quality dimension	What the reviewer checks
Scope of commitment	Does it cover all relevant sub-topics? A safety policy that only mentions physical hazards scores lower than one covering the full range
Specificity	"We will reduce GHG emissions by 30 percent by 2030" scores higher than "we are committed to reducing our environmental impact"
Authorisation	Signed by a senior leader. A policy endorsed by the CEO or Board signals real commitment. Unsigned or undated scores significantly lower
Recency	A visible review or effective date. Clearly outdated policies do not score
Applicability	It says it applies to your organisation. A parent policy must state that it extends to the entity being assessed
Site coverage	It reaches all sites and operating entities rather than one location. Broader coverage strengthens the score

Strong evidence against the common mistake

What scores	What does not
A dedicated environmental or sustainability policy that names the topic being assessed	A generic Code of Conduct in place of a topic-specific policy
Signed and dated by the CEO or Board within the last 2 to 3 years	No visible signatory or date, so authorisation cannot be confirmed
States explicitly that it applies to all group entities and locations	A group policy that never mentions the entity being assessed

EXERCISE ⇒

Take one real policy and run it through the 6 dimensions above. Note the 2 you would strengthen first.

Policy selected

Improvement 1

Improvement 2

Actions and results

Actions prove commitments are being put into practice. Results prove they are working

Evidence EcoVadis accepts for actions

Measure type	Accepted evidence
Training and awareness	Training records, attendance registers, e-learning reports, curricula
Procedures and programmes	Procedures, work instructions, manuals, checklists, energy efficiency and waste reduction projects
Risk assessments	Internal, supplier, safety or environmental. Company specific, not a template
Stakeholder engagement	Consultation minutes, engagement reports, grievance mechanisms
Certifications	Valid certificates such as ISO 14001, 45001, 50001 or SA8000, in date

KPI data EcoVadis looks for

Theme	Examples
Environment	Energy in MWh, GHG Scope 1 and 2 in tCO2e, water withdrawal, waste by type, renewable share
Labour and Human Rights	Lost time injury frequency rate, turnover, training hours per employee, bargaining coverage
Ethics	Anti-corruption audits, share of employees trained, whistleblower reports handled
Sustainable Procurement	Share of suppliers assessed on ESG, spend under a supplier code, audit counts

The most common reporting mistake is data that does not match the question. Where EcoVadis asks for renewable energy consumption, total energy consumption is not sufficient. Prefer multi-year, verified data covering all operations.

EXERCISE ⇒

Map your KPI availability. Anything without a year of data is a reporting gap.

KPI	Tracked?	Years held	Published?
GHG Scope 1 and 2			
Energy and renewable share			
Lost time injury frequency rate			
Suppliers assessed on ESG			

PART 2. YOUR SCORECARD

Read the feedback, not just the number

Since April 2026 the Improvement Areas name specific missing elements rather than broad themes

Your scorecard shows an overall score from 0 to 100 and 4 theme scores, each weighted for your industry, size and location. A 10 point gain in a heavily weighted pillar moves your overall score more than the same gain in a light one, so the weighting decides where your effort is worth spending.

- **Strengths** praise what is already there, for example an environmental policy with quantitative GHG targets.
- **Improvement Areas** flag what is missing. Since the 2026 update these are specific: absent quantitative targets, weak endorsements, no ISO 27001 or ISO 37001, sector best practices not identified.
- **Document feedback** sits per uploaded file. This is where the hidden points are, because it tells you whether a document was rejected on a formality or on substance.
- **360 Watch** shows external findings that may be affecting your score, and Live News flags what may become one.

◆ The distinction that decides your plan

Every gap is either a documentation issue or an implementation issue. A policy rejected because it had no date is documentation. A policy rejected because it makes no specific commitment is implementation. The first takes an afternoon, the second takes a quarter, and treating them the same is why roadmaps slip.

EXERCISE ⇒

Open your scorecard and fill in the grid. The lowest score in your heaviest pillar is where you start.

	ENV	LAB	ETH	SP
Weight for your company				
Current theme score				
Policies indicator				
Actions indicator				
Results indicator				

PART 2. YOUR SCORECARD

What each level has in common

Described by practice rather than by percentile, because the percentile thresholds are third party estimates

	Bronze	Silver	Gold	Platinum
Policies	Qualitative objectives, some targets	Plus scope of application	Plus governance	Plus a review mechanism
Certifications	Not required	1 relevant certificate	Plus endorsements, UNGC or SBTi	Same, at all sites
Measures	2 to 4 strengths, key criteria	2 to 4 strengths, key criteria	4 or more, on 50% of criteria	4 or more, on 50% of criteria
Reporting	KPIs, 2 years, two thirds of criteria	Plus a published report	Plus action coverage over 50%	Plus a standard-aligned report

◆ The pattern in this table

Moving up a level is rarely about writing a better policy. It is about widening coverage and adding evidence to criteria you left empty. Read across a row and the progression is almost always more criteria covered, more sites included, more years of data.

EXERCISE ⇒

Mark what you already have in place and what you do not, then set a realistic near-term target.

Practices already in place

Practices not yet in place

My realistic near-term target

PART 2. YOUR SCORECARD

Build the roadmap in this order

Layering the analysis from the previous pages, from weighting down to individual documents

1. Identify your most heavily weighted pillars, then the lower scoring ones among them.
2. Find the lowest relevant indicator scores. Remember actions carry 40 percent.
3. List strengths and improvement areas per pillar to spot criteria with the least positive feedback.
4. Name the missing elements in policies, reporting and coverage.
5. Mark each gap as documentation or implementation, then plan to tackle both at once.
6. Prioritise what is fast to implement and also addresses the lowest indicators in your heaviest pillars.

EXERCISE ⇒

Write your roadmap, most important first. An action without an owner and a date is a wish.

Action	Theme or criterion	Doc or impl	Owner	Target date

PART 3. EVIDENCE

7 indicators, one document library

Organise the library before you open the questionnaire, not while you are filling it in

Code	Indicator	What it covers
POLI	Policies	Written commitments, objectives and SMART quantitative targets
ENDO	Endorsements	Formal membership of recognised initiatives such as UNGC or SBTi
MESU	Measures	Concrete actions and procedures implemented in your operations
CERT	Certifications	Certificates from accredited external bodies, ISO 14001 or SA8000 for example
COVE	Coverage	How widely actions and certifications are deployed across your sites
REPO	Reporting	Quantitative KPI data, monitored regularly, covering your full scope
360	360 Watch	External signals: news, NGO reports, trade union findings. Not controlled by you

Work down this list, not up it

#	Document, highest value first
1	**Sustainability or annual report.** Can evidence policies, actions and results across all 4 themes at once. Submit it first and attach it to as many answers as it genuinely supports
2	**Broad purpose documents.** Employee handbook, Code of Conduct, CDP report, UNGC Communication on Progress. Each covers multiple answers
3	**Endorsements.** UNGC, SBTi and similar formal commitments. Informal pledges and charity initiatives do not qualify
4	**Certifications.** ISO 14001, 45001, 27001, 37001, SA8000, FSC. From an accredited body, with valid dates
5	**Standalone policies per theme.** A clear issue date, covering your full scope
6	**Action documents per theme.** Procedures, training plans and attendance records, risk assessments. 1 solid document per action type is enough
7	**KPI data per theme.** Within 2 calendar years, with year and unit, covering full scope. Raw data without consolidation gets rejected

◆ Where the answer is already written down

Every question in the questionnaire carries an "Examples of documents to attach" section. Download the questionnaire to Excel and the same text sits in column K. It tells you what will score before you upload anything.

PART 3. EVIDENCE

What not to waste a slot on

You get 55 new documents per assessment. Documents from previous assessments do not count against it

1 document can be attached to many answers, so a strong sustainability report might satisfy 20 of them on its own. The categories below are rejected outright, which makes every one of them a slot spent for nothing.

- ISO 9001, because quality management is not an EcoVadis criterion
- Financial statements with no sustainability data
- Philanthropy and employee volunteering
- Self-attestation letters written for EcoVadis
- Sister company documents. Parent, subsidiary and your own sites are fine
- Anything without your company name or logo, training material excepted
- Policies and actions over 8 years old, KPI data over 2 years old, expired certificates
- Password protected or corrupted files
- Hyperlinks as the evidence, because reviewers do not click them
- Business continuity and insider trading files
- Scans that are not machine readable
- Emails
- Certificates marked in progress, new for 2026

EXERCISE ⇒

Audit your library. Anything in the last column is a slot you get back.

Document	Have it	Find it	Create it	Not needed
Sustainability or annual report				
Code of Conduct or employee handbook				
Formal endorsement, UNGC or SBTi				
ISO 14001 or ISO 45001 certificate				
Environmental policy				
Health and safety policy				
Anti-corruption policy or Code of Ethics				
Supplier Code of Conduct				
Training records				
GHG inventory or emissions data				

PART 3. EVIDENCE

The rules that get evidence rejected

Validity, scope and the one place where merging documents is allowed

Document validity

Document type	Valid for	Key requirement
Policies, including Code of Conduct	8 years	A clear issue date, and it covers your full scope
Actions and measures	8 years	Implemented at 1 operational site or more
Reporting and KPI data	2 years	Calendar years, with the year, the unit and full scope
External audit reports	2 years	From an accredited body
Certificates	Per expiry	3 years from issue if no expiry is printed on it

Scope rules

Type	What is accepted
Policies and endorsements	A parent policy is valid where it covers your company. A subsidiary policy only where it reaches 80% of your operations
Actions and measures	1 solid example from 1 site is enough. You do not need to evidence every site
Results and KPIs	Parent data only where yours is clearly disaggregated. Site data from 80% of operations, or 95% for energy and GHG
Certifications	A parent certificate is not valid unless your company's scope is listed on the certificate itself

◆ Merging is prohibited, with named exceptions

Combining unrelated documents into one file to get around the 55 limit will be rejected. Merging is fine for certificates from multiple sites, KPI data consolidated across sites, a training plan with its materials and attendance, and policies inside one management manual. Add a cover page and a navigation table with page numbers.

EXERCISE ⇒

Run one real document through this before you upload it.

- [ ] It carries your company name or logo
- [ ] It has a clear issue date and is inside its validity period
- [ ] It is a pdf, docx, xlsx or pptx, under 30 MB, not password protected
- [ ] The evidence is in the document itself, not behind a hyperlink
- [ ] For KPIs, it states the reporting year and the unit

PART 4. SUBMISSION

Where the last points are won and lost

Strong practices score nothing if the evidence is not linked to the question that asks for it

LINK EVERY ANSWER

If a document is not attached to a question, you do not get the points for that question, even if the same document is linked to 100 others. Put your document count where your theme weight is, and skip CAR questions, which are not scored.

NAME DOCUMENTS FOR WHAT THEY PROVE

Supplier_Code_of_Conduct_2024.pdf tells the reviewer what they are looking at. Document_1_final.pdf makes them work it out, and they may not.

ANSWER EVERYTHING YOU CAN

You never lose points for stating something you have, and you may pick up residual points for partial evidence. Leaving a question blank scores zero with certainty.

Comment boxes that earn points

Comments give context the files cannot show: why a topic does not apply, which page to look at, how a parent commitment reaches you. Aim for 3 to 5 sentences. Name the objective, point to the page, reference the document by filename.

◆ What a comment box cannot do

Data that exists only in the comment box earns no score. Use it to explain and to point at the evidence, and keep the substance in the uploaded document. Avoid copying policy text, vague statements and very long explanations.

EXERCISE ⇒

Final review, before you press submit.

- [ ] Coverage recalculated on employees or sites, not turnover
- [ ] No certificates marked in progress left in the pack
- [ ] Scope 2 reported as location based and market based, each with its own evidence
- [ ] Every answered question has a document attached, with the pdf page number noted
- [ ] No more than 55 new documents, with previously accepted ones reused, not re-uploaded
- [ ] No orange warning icons for missing attachments or page references
- [ ] Comment boxes point at the evidence rather than repeating the policy text
- [ ] Check and Submit page reviewed for unanswered mandatory questions

WORKING WITH DAZZLE

An expert on your scorecard in 48 hours

Dazzle is the network behind sustainability teams

You can use this workbook on your own, or get the help of an independent EcoVadis consultant. Our experts are trained to know exactly what changed in the methodology, where those changes affect your scorecard, and which actions will have the biggest impact before your next assessment. Examples of services:

Gap assessment

For teams preparing their EcoVadis re-assessment. One of our independent consultants reviews your latest scorecard: policies, actions, reporting, against the newest criteria and hands back a prioritised gap analysis of high impact actions.

Implementation support

For teams who have their gaps and impact actions clearly outlined. One of our independent consultants works with you on the prioritised and high impact actions.

Questionnaire support

For teams ready to start their resubmission. One of our independent consultants can support at every stage of the process, from data collection, questionnaire completion, and a final review before submission.

Trusted by 100+ industry-leading businesses

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3 steps, usually inside 48 hours

Tell us the profile you need. Within hours you get a shortlist of matched profiles, and you interview whoever you like with no commitment. The work starts once you approve the proposal from your chosen expert.

dazzle-platform.com/ecovadis-consultant

The people who wrote this

The 4 independent consultants from the Dazzle network who put this workbook together

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◆ Why independent, and why it matters here

Dazzle's EcoVadis consultants include former EcoVadis employees and specialists who ran assessments at EcoVadis accredited consulting partners. They know the methodology and how each answer is scored, which is where the content of this guide comes from.

> **"Elisa's hands-on approach was key in achieving our EcoVadis Gold Medal. Dazzle's network of specialised freelancers is highly recommended for any sustainability project."**
>
> Anthonie Trapman, Senior QESH Advisor at Dazzle client, Ewals Cargo Care

Client spotlight: Dazzle client, Kolmar Group

Kolmar Group, a global trader in petrochemicals, oil products and biofuels, partnered with Dazzle for EcoVadis support. Through our consultant Viktoria we delivered 5 EcoVadis projects covering gap assessment, corrective action plan implementation, document preparation and questionnaire submission. The collaboration has grown into a partnership running since 2024, 10 projects in total across EcoVadis, CSRD reporting and sustainability strategy.

> **"Dazzle matched us with exactly the right EcoVadis specialist. Viktoria understood our industry, knew where to focus, and delivered results that exceeded our expectations."**
>
> Swann Dabet, Kolmar Group