

For SMEs who want to be ready without the overwhelm



You don't need to be an expert. You just need to get your house in order.
Here's what to think about if you're starting your ESG journey:

1 ❖ Know what data you already have

You don't have to create everything from scratch. Most of it's already in your inbox.

- ☐ Energy invoices
- ☐ Mobility reimbursements or fleet info
- ☐ Payroll, diversity, or HR stats
- ☐ Policies (even basic ones) on ethics, wellbeing, or safety
- ☐ List of top suppliers + where they're based
- ☐ Company structure or ownership

2 ❖ Decide who's in charge

It doesn't need to be a new hire. Just make it someone's job to gather ESG info.

- ☐ Assign one person (or team) to keep track of ESG questions
- ☐ Brief them on where the key data lives
- ☐ Let the rest of the team know who to ask

3 ❖ Centralize what you can

Collect ESG-related info in one shared folder. That way, when someone asks, you'll be ready.

- ☐ Create an ESG folder (drive, Dropbox, Notion, whatever works)
- ☐ Drop in invoices, policies, HR docs, supplier lists
- ☐ Keep things labelled and dated

4 ❖ Check what your accountant already tracks

You might be halfway there without realizing it.

- ☐ Ask your accountant what ESG-relevant data they already manage
- ☐ See if they can export reports or summaries
- ☐ Ask if they're hearing ESG questions from other clients

5 ❖ Prepare for the questions you'll be asked

Not from regulators. From banks, buyers, and partners.

- ☐ What's your energy use or carbon footprint?
- ☐ Do you have diversity or wellbeing policies?
- ☐ Can you name your main suppliers and their locations?
- ☐ Have you done any ESG assessments before?

6 ❖ Avoid doing it manually forever

Collecting this once is fine. Doing it monthly by hand? Not so much.

- ☐ Look into tools (like ResultX) that plug into your systems
- ☐ Avoid spreadsheet chaos
- ☐ Get ahead before it becomes a last-minute scramble

Prefer to talk it through with someone? We've got you.

BOOK A FREE ESG CALL

New product coming out on September 1. Generate your VSME report in minutes. For free. We'll let you know when it's live.

