



Global Reporting Initiative (GRI) Correspondence Index

This is a self-declaration assessment in accordance to the Core option of the Global Reporting Initiative (GRI) as of June 2015.

1. G4 General Standard Disclosures

General Standard Disclosures	Description	Cross-reference or answer	Additional information
Strategy and Analysis			
G4-1	Sustainability strategy statement	<ul style="list-style-type: none"> Responsible Business Annual Report – June 2015, CWT President & CEO’s Message, page 7 	
G4-2	Description of key impacts, risks and opportunities	<ul style="list-style-type: none"> The Materiality Analysis performed in 2013 is still valid in 2014. Please refer to the Responsible Business Report 2013. 	
Organizational Profile			
G4-3	Name	Carlson Wagonlit Travel	
G4-4	Primary brands, products, and/or services	<ul style="list-style-type: none"> Responsible Business Annual Report – June 2015, About CWT, pages 8 to 9 CWT Business Travel CWT Solutions Group CWT Energy, Resources & Marine CWT Meetings & Events 	
G4-5	Location of headquarters	<ul style="list-style-type: none"> Global and EMEA office (Europe, Middle East & Africa) - Paris, France Asia Pacific - Singapore, Singapore Americas - Minneapolis, Minnesota, US 	
G4-6	Countries of operation	<ul style="list-style-type: none"> Responsible Business Annual Report – June 2015, About CWT, pages 8 to 10 CWT Corporate Website 	



General Standard Disclosures	Description	Cross-reference or answer	Additional information
G4-7	Ownership	<ul style="list-style-type: none"> • Responsible Business Annual Report – June 2015, Message from the Chair of Carlson’s Board, pages 5 to 6 • CWT Corporate website • Carlson Corporate Website 	
G4-8	Markets served	<ul style="list-style-type: none"> • Responsible Business Annual Report – June 2015, About CWT , pages 8 to 10 	
G4-9	Scale and Size	<ul style="list-style-type: none"> • Responsible Business Annual Report – June 2015, About CWT , pages 8 to 10 	
G4-10	Workforce	<ul style="list-style-type: none"> • Responsible Business Annual Report – June 2015, About CWT, page 8 	Responsible Business Annual Report – June 2015 , Fostering Diversity, Inclusion & Equal Opportunity (page 32) section of Chapter 4
G4-11	Collective bargaining agreements	<ul style="list-style-type: none"> • Responsible Business Annual Report – June 2015, Chapter 4 : Human Resources and Human Rights, European Works Council, page 31 	
G4-12	Supply chain	<ul style="list-style-type: none"> • Responsible Business Annual Report – June 2015, Chapter 2: Responsible Business Strategy & Governance, 2014 Major Achievements, pages 14 to 15 • Responsible Business Annual Report – June 2015, Chapter 3: Ethics and Business Behavior, 2014 Major Achievements, page 22 	
G4-13	Significant changes	Carlson Completes Acquisition of Carlson Wagonlit Travel	
G4-14	Precautionary approach	<ul style="list-style-type: none"> • Responsible Business Annual Report – June 2015, Business Continuity Management, pages 56 to 57 	



General Standard Disclosures	Description	Cross-reference or answer	Additional information
G4-15	External principles	<ul style="list-style-type: none"> UN Global Compact Ten Principles, Responsible Business Annual Report – June 2015, Chapter 2 : Responsible Business Strategy & Governance, pages 18 to 19 Trace International, please refer to Responsible Business Report 2013 	
G4-16	Memberships in associations	<ul style="list-style-type: none"> UN Global Compact Ten Principles, Responsible Business Annual Report – June 2015, Chapter 2 : Responsible Business Strategy & Governance, page 18 Trace International, please refer to Responsible Business Report 2013, page 31 	<ul style="list-style-type: none"> Global Business Travel Association (GBTA), CWT President & CEO is incumbent chair Global Travel & Tourism Partnership (GTTP), please refer to Responsible Business Report 2013
Identified Material Aspects and Boundaries			
G4-18	Defining content	Please refer to Responsible Business Report 2013 , p. 14-16	
G4-19	Material aspects	Please refer to Responsible Business Report 2013 , p. 16	
G4-20	Aspect boundary within the organization	Please refer to Responsible Business Report 2013 , p. 14-16	
G4-21	Aspect boundary outside the organization	Please refer to Responsible Business Report 2013 , p. 14-16	<p>The material aspects identified as having impacts outside of CWT are:</p> <ul style="list-style-type: none"> Ethics towards Stakeholders Responsible Relations with Partners & Suppliers Global Community Involvement Strategy and



General Standard Disclosures	Description	Cross-reference or answer	Additional information
			Policy <ul style="list-style-type: none"> Contribution to the Local Economic and Social Development
G4-22	Re-statements	None	
G4-23	Changes	List of countries included in the geographic coverage for the Carbon Footprint measurement; please refer to Responsible Business Annual Report – June 2015 , Measuring the Carbon Footprint of Our Activities, Chapter 6: Environment, pages 41 to 51	Carbon Footprint measurement reflects 2013 historical data in latest CWT Responsible Business report
Stakeholder Engagement			
G4-24	Stakeholder Groups	Employees, customers, partners, suppliers, NGOs	
G4-25	Basis for selection	Through the materiality assessment	
G4-26	Approaches to stakeholder engagement	Stakeholder dialogue: Meetings, conventions, conferences, CSR assessments, employee engagement	
G4-27	Key topics from stakeholders	Responsible Business Annual Report – June 2015 , Responsible Purchasing, Chapter 3: Ethics & Business Behavior, pages 22 to 23	CSR assessments in our supply chain; annual employee engagement surveys and corrective action plans
Report Profile			
G4-28	Reporting period	2014 calendar year; Please refer to the Responsible Business Annual Report – June 2015 , About this Report, page 2	Carbon Footprint measurement reflects 2013 historical data in latest CWT Responsible Business report
G4-29	Date of previous report	Activities and accomplishments in 2013 calendar year published in June 2014	



General Standard Disclosures	Description	Cross-reference or answer	Additional information
G4-30	Reporting cycle	Annual; Please refer to the Responsible Business Annual Report – June 2015 , About this Report, page 2	
G4-31	Contact	Responsible Business Annual Report – June 2015 , About this Report, page 2	
G4-32	GRI Content Index	This is a self-declaration assessment in accordance to the Core option of the Global Reporting Initiative (GRI) as of June 2015.	
G4-33	Assurance	None	This is a self-declaration assessment in accordance to the Core option of the Global Reporting Initiative (GRI) as of June 2015.
Governance			
G4-34	Governance structure	For Governance structure: Please refer to CWT Corporate website , and the RB Governance description in 2013 Responsible Business Report , pages 19-22	
G4-35	Authority	For Governance structure: Please refer to CWT Corporate website , and the RB Governance description in 2013 Responsible Business Report , pages 19-22	
G4-36	Executive-level positions	For CWT’s Governance structure: Please refer to CWT Corporate website . For the RB Governance description please refer to 2013 Responsible Business Report , pages 19-22	
G4-37	Consultation process	For Governance structure: Please refer to CWT Corporate website , and the RB Governance description in 2013 Responsible Business Report , pages 19-22	
G4-38	Highest governance body	Responsible Business Council	



General Standard Disclosures	Description	Cross-reference or answer	Additional information
		Please refer to the RB Governance description in 2013 Responsible Business Report , pages 19-22	
G4-39	Chair	President and CEO chairing the Responsible Business Council Please refer to the RB Governance description in 2013 Responsible Business Report , pages 19-22	
G4-40	Selection process	Please refer to the RB Governance description in 2013 Responsible Business Report , page 19	
G4-41	Conflicts of interest	Responsible Business Annual Report – June 2015 , Chapter 3: Ethics and Business Behavior, page 22	
G4-42	Executive roles	Please refer to the RB Governance description in 2013 Responsible Business Report , pages 19-22	
G4-43	Measures	Please refer to the RB Governance description in 2013 Responsible Business Report , page 19	
G4-45	Identification and management	Please refer to the RB Governance description in 2013 Responsible Business Report , pages 19-22	
G4-46	Effectiveness review	Please refer to the RB Governance description in 2013 Responsible Business Report , page 19	
G4-47	Frequency of review	5 Responsible Business Councils per year	
G4-48	Highest committee	Responsible Business Council, please refer to the RB Governance description in 2013 Responsible Business Report , pages 19-22	
G4-49	Communication of concerns	<ul style="list-style-type: none"> • Responsible Business Annual Report – June 2015, Ethics Helpline, Chapter 3: Ethics & Business Behavior, page 22 • Responsible Business Council, please refer 	



General Standard Disclosures	Description	Cross-reference or answer	Additional information
		to the RB Governance description in 2013 Responsible Business Report , pages 19-22 <ul style="list-style-type: none"> • Business Conduct Council, please refer to the Ethics and Compliance Governance section in the 2013 Responsible Business Report, page 30 	
Ethics and Integrity			
G4-56	Values	<ul style="list-style-type: none"> • Responsible Business Annual Report – June 2015, 2014 Major Achievements, Chapter 3: Ethics and Business Behavior, page 22 • Please refer to Chapter 4: Ethics and Business Behavior, and Chapter 5: Human Resources of the 2013 Responsible Business Report 	
G4-57	Seeking advice	<ul style="list-style-type: none"> • Responsible Business Annual Report – June 2015, 2014 Major Achievements, Chapter 3: Ethics and Business Behavior, page 22 • Please refer to Chapter 4: Ethics and Business Behavior of the Responsible Business Report 2013, page 34 	
G4-58	Reporting concerns	<ul style="list-style-type: none"> • Responsible Business Annual Report – June 2015, Chapter 3: Ethics and Business Behavior, pages 22 to 24 • Please refer to Chapter 4: Ethics and Business Behavior of the 2013 Responsible Business Report, page 34 	



2. G4 Specific Standard Disclosures: Aspects

Specific Standard Disclosures	Description	Cross-reference or answer	Additional information
ENVIRONMENT			
Energy			
G4-EN3	Energy consumption within the organization	Responsible Business Annual Report – June 2015 , Chapter 5: Environment, pages 41 to 51	
G4-EN4	Energy consumption outside of the organization	Responsible Business Annual Report – June 2015 , Chapter 5: Environment, pages 41 to 51	
G4-EN5	Energy intensity	Responsible Business Annual Report – June 2015 , Chapter 5: Environment, pages 41 to 51	
G4-EN6	Reduction of energy consumption	Responsible Business Annual Report – June 2015 , Chapter 5: Environment, pages 41 to 51	
Emissions			
G4-EN15	Direct Greenhouse Gas (GHG) emissions (Scope 1)	Responsible Business Annual Report – June 2015 , Chapter 5: Environment, pages 41 to 51	
G4-EN16	Energy Indirect Greenhouse Gas (GHG) emissions (Scope 2)	Responsible Business Annual Report – June 2015 , Chapter 5: Environment, pages 41 to 51	
G4-EN17	Other Indirect Greenhouse Gas (GHG) emissions (Scope 3)	Responsible Business Annual Report – June 2015 , Chapter 5: Environment, pages 41 to 51	
G4-EN18	Greenhouse Gas (GHG) emissions intensity	Responsible Business Annual Report – June 2015 , Chapter 5: Environment, pages 41 to 51	
G4-EN19	Reduction of Greenhouse Gas (GHG) emissions	Responsible Business Annual Report – June 2015 , Chapter 5: Environment, pages 41 to 51	
Compliance			
G4-EN29	Monetary value of significant fines and total number of non-monetary sanctions for non-compliance with environmental laws and regulations	None	
Transport			
G4-EN30	Significant environmental impacts	Responsible Business Annual Report – June 2015	



Specific Standard Disclosures	Description	Cross-reference or answer	Additional information
	of transporting products and other goods and materials for the organization's operations, and transporting members of the workforce	2015 , Chapter 5: Environment, pages 41 to 51	
SOCIAL			
LABOR PRACTICES & DECENT WORK			
Training and Education			
G4-LA10	Programs for skills management and lifelong learning that support the continued employability of employees and assist them in managing career endings	<ul style="list-style-type: none"> • Responsible Business Annual Report – June 2015, Training and Development, Chapter 4: Human Resources and Human Rights, pages 34 to 35 • Please also refer to Human Capital Development in Chapter 5: Human Resources of the Responsible Business Report 2013, page 34 	
Diversity and Equal Opportunity			
G4-LA12	Composition of governance bodies and breakdown of employees per employee category according to gender, age group, minority group membership, and other indicators of diversity	<ul style="list-style-type: none"> • Responsible Business Annual Report – June 2015, Fostering Diversity, Inclusion & Equal Opportunity, Chapter 4: Human Resources and Human Rights, page 32 • Please also refer to Diversity, Inclusion & Equal Opportunity in Chapter 5: Human Resources of the Responsible Business Report 2013, page 34 	
HUMAN RIGHTS			
Supplier Human Rights Assessment			
G4-HR10	Percentage of new suppliers that were screened using human rights criteria	Responsible Purchasing program launched in 2014 including Responsible Supplier Code and supplier CSR performance assessment. Please	



Specific Standard Disclosures	Description	Cross-reference or answer	Additional information
		refer to Responsible Business Annual Report – June 2015 , 2014 Major Achievements, Chapter 3: Ethics & Business Behavior, page 22	
Human Rights Grievance Mechanisms			
G4-HR12	Number of grievances about human rights impacts filed, addressed, and resolved through formal grievance mechanisms	<ul style="list-style-type: none"> • Responsible Business Annual Report – June 2015, 2014 Major Achievements, Chapter 3: Ethics & Business Behavior, page 22 • Responsible Business Report 2013, Compliance Tools and Reporting: CWT Helpline, Chapter 4: Ethics & Business Behavior, page 34 	
SOCIETY			
Anti-corruption			
G4-S03	Total number and percentage of operations assessed for risks related to corruption and the significant risks identified	<ul style="list-style-type: none"> • Responsible Business Annual Report – June 2015, Chapter 3: Ethics & Business Behavior, page 22 • Responsible Business Report 2013, Chapter 4: Ethics & Business Behavior, p. 33 	
G4-S04	Communication and training on anti-corruption policies and procedures	Responsible Business Annual Report – June 2015 , Chapter 3: Ethics and Business Behavior, page 22	

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