

Finding and Understanding CSR Documents

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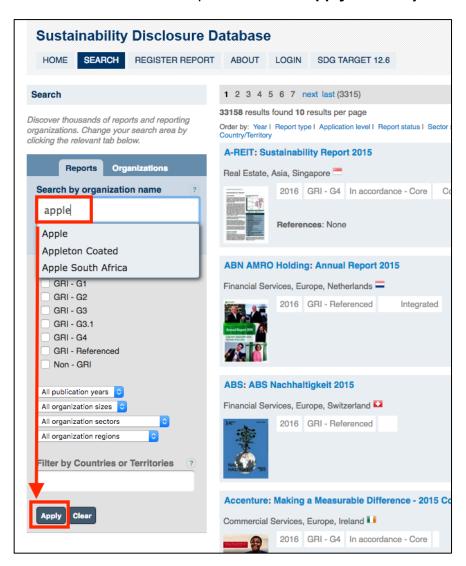
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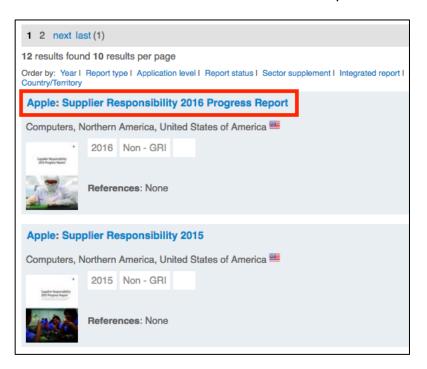
Sustainability Disclosure Database (via the Global Reporting Initiative)

Sustainability Disclosure Database acts as a free aggregator that collects different types of sustainability reports created by companies. This database can be useful to search if you need to find a number of corporate social responsibility reports created by a company.

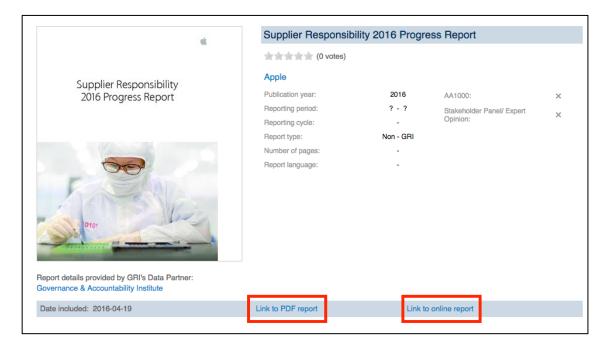
- 1. Click on this link to access Sustainability Disclosure Database.
- 2. Type in the name of the company you would like to search. If the company is covered by the database it will automatically pop up in the drop-down list. **Apple** is used as an example here. Click **Apply** to finish your search.



3. You will now be taken to results page. The most recently published reports will be listed first. Click on the title of the report.



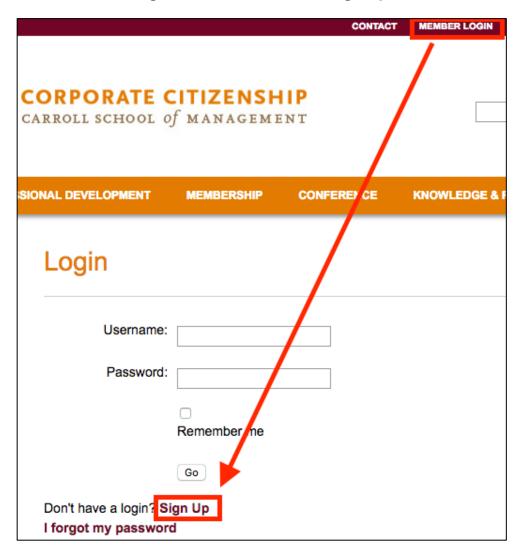
4. You will be taken to a new page where you can typically read a PDF of the report or view the report on the company's website.



How to Read a Corporate Social Responsibility Report: A user's guide

If you are unfamiliar with the concept of company-produced corporate social responsibility reports (CSR), the Boston College Center for Corporate Citizenship has created a free user guide that will help explain how to read these types of reports. Keep in mind that CSR documents created by companies should be read critically, as these documents are trying to portray a company in the best possible light.

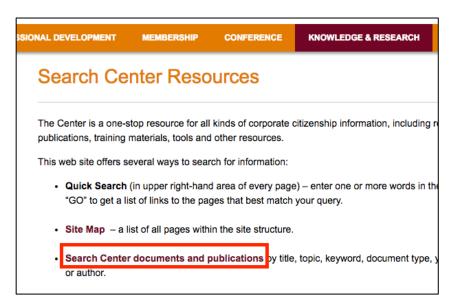
- 1. Click on this link to access the Boston College Center for Corporate Citizenship.
- 2. In order to access the free report, you will need to create your own login. Click on **Member Login** and then click on the **Sign Up** link.



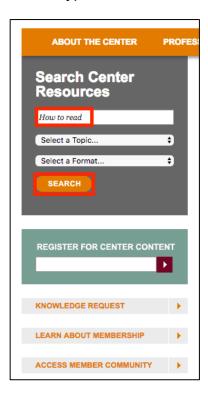
After you have created your login, hover over Knowledge & Research and click on Search Center Resources



3. Click on the Search Center documents and publications link.



4. Type **How to read** into the search box on the left and click the **Search** button.



5. You should only see one search result. Click on the **Download** link on the right side to access the 72-page user guide. This guide covers topics such as what makes for high quality CSR reporting, how to read key elements in a CSR report, and stakeholder data.

