

World of Business Sustainability Resources

Sustainability Reports

Reports may be listed under the following headings: sustainability, social responsibility, environmental, corporate citizenship, safety health & the environment. You can either go to **Google** and search for the company that you are interested in or use one of the sites below.

[Dow Jones Sustainability Index](#) –companies that make up this list are sorted by country and industries that they are members of. There are various sub-indexes. You may have to register to view certain parts of the site.

[Dow Jones Sustainability Index – North America by Name.](#)

[Corporate Register](#) -you must register for this site, but you should be able to find most if not all the companies listed on the **DJSI-Dow Jones Sustainability Index** along with their reports.

[CSRWire](#) –search for reports and release dates by companies.

[Global Reporting Initiative \(GRI\)](#) –click on **search** to find list of reports covered. GRI's vision is that reporting on economic, environmental, and social performance by all organizations becomes as routine and comparable as financial reporting.

Annual Reports and Securities and Exchange Commission (S.E.C.) Documents.

[S.E.C. Edgar](#)- database of reports for all publicly traded companies which trade on U.S. exchanges. Go to **Companies and Other Filers**, type in the name of your company.

You will want to look at the following documents.

Form 10-K –official audited financial year report. You will want to read the following sections.

Part 1, Item 1 –Business (describes business(es) the company is involved in.

Part 1, Item 3 – Legal proceedings against or by company.

Part II, Item 7 –Management's Discussion and Analysis of Financial Condition and Results of Operations.

Part II, Item 7a -Quantitative and Qualitative Disclosures About Market Risk.

Form 10-Q –unaudited financial quarterly report. Look at the same sections as the 10-K.

Annual Reports-go to **Google**, type in the name of the company. Once you are on the company's site, search for **Investor Relations**.

[Yahoo Finance](#) –Type in the company ticker symbol and find news, financials and links to S.E.C. documents, corporate web site, etc. Go to **Investor Relations** to find annual, corporate social responsibility or sustainability reports.

[Google Finance](#) –similar to Yahoo Finance. Go to **Investor Relations** to find annual, corporate social responsibility or sustainability reports.

Electronic Databases-you will want to search databases for articles in newspapers, magazines and press releases by companies, which might **support or refute the claims made in their reports**. If using from off campus or in the dorms, when prompted for your **user name, password**, put in your **IC email user name** (without the @Ithaca.edu, and **your password**).

A good search strategy to use might be the following:

(Company name) and (sustainability or environment or conserve or conservation). Each database will usually allow **truncation** (adding endings onto root words such as (*, !, ?) an example being – **environment*** –results in - **environment, environmental**. Consult the help screens for each database. See the example below:

Business and Company ASAP

Advanced search

Click in the entry box and enter search expression

Key Word (ke)	▼	merck	AND	▼
Key Word (ke)	▼	sustain* or environment*	AND	▼
Key Word (ke)	▼			

Select index then enter search term. Use AND OR NOT to connect the expression.

Limit the current search (optional)

to articles with text

[ABI/Inform](#) –covers a wide variety of newspapers and magazines including the New York Times and Wall Street Journal.

[Business and Company ASAP](#) -Business and management information: journals, newspapers, directories, newswire releases.

[Business and Company Resource Center](#) - company & industry information, investment reports, etc.

[Business Source Premier](#) - Business topics: management, economics, finance, accounting, international business, etc. SWOT analysis on selected companies.

[Lexis/Nexis](#)-over 10,000 sources including both U.S. & International newspapers, magazines, newsletters, newswires, transcripts of radio & television broadcasts, etc.

[Newspaper Source](#) -Selected full text for 25 national (U.S.) and international newspapers; full text television and radio news transcripts are provided from CBS News, FOX News, NPR, etc.

Other Sources –these may help to support or refute reports that companies publish.

[CorpWatch](#) - investigates and exposes corporate violations of human rights, environmental crimes, fraud and corruption around the world.

[SIRAN](#) Social Investment Research Analyst Network –analyzes CSR reports. Database contains many of the S&P 100 Index companies.

Citing Sources

Go to the Library Home Page and use [Noodlebib](#). The software will format your citations for you in either M.L.A. or A.P.A. styles after it asks you a series of questions. You may also consult the library homepage under **Writing & Citing**.