Nisto Project

Impact Reporting

Community-Centered Social and Indigenous Impact Frameworks for Project Focused Supply Chains

nisto

Onboarding Guide

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1. PREPARE

Employee Diversity

Enhance Payroll records with employee diversity information.

Vendor Participation in Social Economy

Enrich vendor records with diverse and socially declarative data.

Evidence

Prepare ERP (Supply Chain/Payroll) data for submission into the Nisto Project Platform.

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Nisto People

https://www.nisto.io/people

Nisto People is the tool that allows your employees to declare their unique diverse identities without your business needing to ask the questions. As well, you avoid exposure to legal liability by not storing that sensitive information on your systems.

Nisto People has been developed as a safe space to ask and capture diverse information about your employees - protecting their answers from you (and us)... Using the Nisto Project platform - you can unlock the diversity of your employees on projects accurately and in real time.

How it Works

1. As an employer - **Send your employee to https://www.nisto.io to fill out the diversity survey or print out the QR code and post it for all to use.**

Your employee will be asked 12 questions about their identity.

2. Once the employee completes the survey - they will be provided with a 12 digit alphanumeric code. **You must store that code on their payroll record.**

That's it. Your payroll dataset is prepared to be enriched and unlocked.
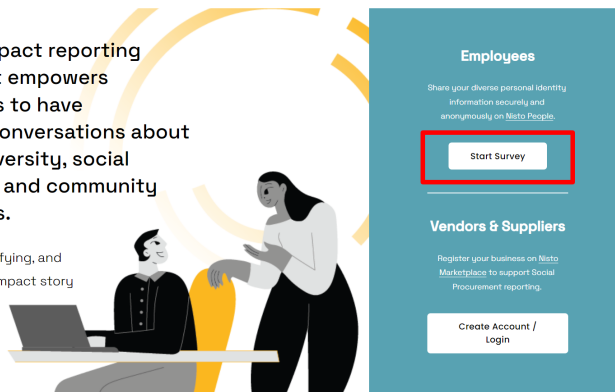
Nisto Marketplace

https://www.nisto.io/marketplace

Nisto Marketplace is the application that allows your vendors to declare their diverse ownership, social purpose and other elements which help support social and Indigenous impact reporting.
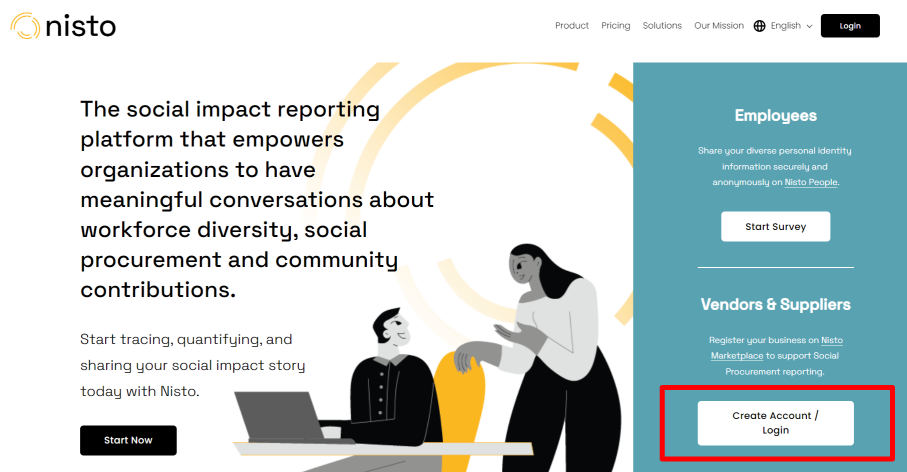
A Nisto Marketplace profile is made available in Nisto Project for connection to a vendor account - and their declarations will inform the reporting engine to provide you the most accurate report on social procurement across all categories.

How it Works

1. As a purchaser - **Send your vendors to https://www.nisto.io to create a Nisto Marketplace account.**

Your vendor will be asked about their ownership, third party certifications, social purpose, corporate size and other items that support critical Social and Indigenous Impact reporting.

That's it - When your data is in Nisto Project - you will be ready to connect your vendors Marketplace profile to their vendor record.

Nisto Project

https://www.nisto.io/project

Nisto Project is the platform that brings all the data, evidence and diversity enrichment together. It is the platform that performs all the heavy lifting on aggregations, sharing of impact and opens up the world of credible social and Indigenous impact reporting for your organization.
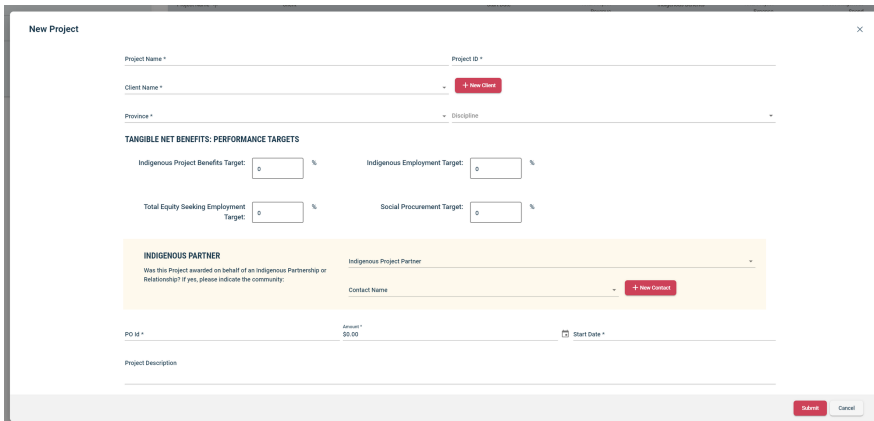
How to Prepare your Evidence (data) for Nisto Project

Nisto Project was developed to meet your data where it resides. In almost all instances - a direct data extract from your ERP, Payroll or Accounting system is good enough.

Project Setup

1. Log into Nisto Project with the credentials provided to you at www.nisto.io
2. On the Projects Screen - select [+ Add New ▾] and then 'Project'.
3. Fill in the mandatory (and optional) information about your project. If your Client is not listed in the dropdown - select the '+ New Client' button and add them.

That's it - your Project is created and ready for data.

Nisto Project

Project Procurement / Project Expenses

On a regular basis, you will be required to prepare data regarding Project Procurement or Project Expenses.

This data must be provided in a table (*.xls, *.xlsx, or *.csv). The table of procurement must include the following column headers:

Project Name,

Vendor Name,

Vendor ID,

Amount Paid to Vendor ($),

Date Paid.

Do not feel the need to aggregate transactions by Vendor - if you made 25 payments to a single vendor - please keep the data as granular and raw as possible. This will allow you to further categorize and enhance the data for reporting purposes in Nisto Professional and is far less work when extracting the data from your ERP or Accounting System.

Important: On the next page - submission of Project Contributions - you will learn how to prepare that data... Worth noting is that this data will be submitted in the dataset above.

Nisto Project

Project Contributions

As part of your project - you may share revenues with Indigenous communities or other partners that identify with marginalized groups in Canada.

These transactions are important and add credibility to your organization as part of the reconciliation economy and alignment with community first principles.

In Nisto Project - we treat these transactions the same way we treat project procurement - expenses tied to a vendor.

Therefore, this data must be provided in a table (*.xls, *.xlsx, or *.csv). The Vendor in this case can be an Indigenous community or other organization that receives the benefit. The table of Project Contributions must include the following column headers:

Project Name,
Vendor Name,
Vendor ID,
Amount Paid to Vendor ($),
Date Paid.

Important: The list of Project Contributions is submitted in the same table as Project Procurement / Project Expenses.

Nisto Project

Project Payroll

The diversity of your workforce is critical for aligning with project goals, and company aspirations and generally reflecting a cross-section of employees that reflect the diversity of Canada.

The data required for the Equity, Equality, and Diversity Project Reports starts with...

This data must be provided in a table (*.xls, *.xlsx, or *.csv). The table of employment must include the following column headers:

Project Name,
Rate / Hour,
Hours Worked,
Gross Wages Paid,
Occupation,
Nisto People diversity Code
Date Paid

Important: Nowhere in this data payload does Nisto Professional request any Personally Identifiable Information (PII).

2. SUBMIT

Communications

Virtual Data Room

Communication
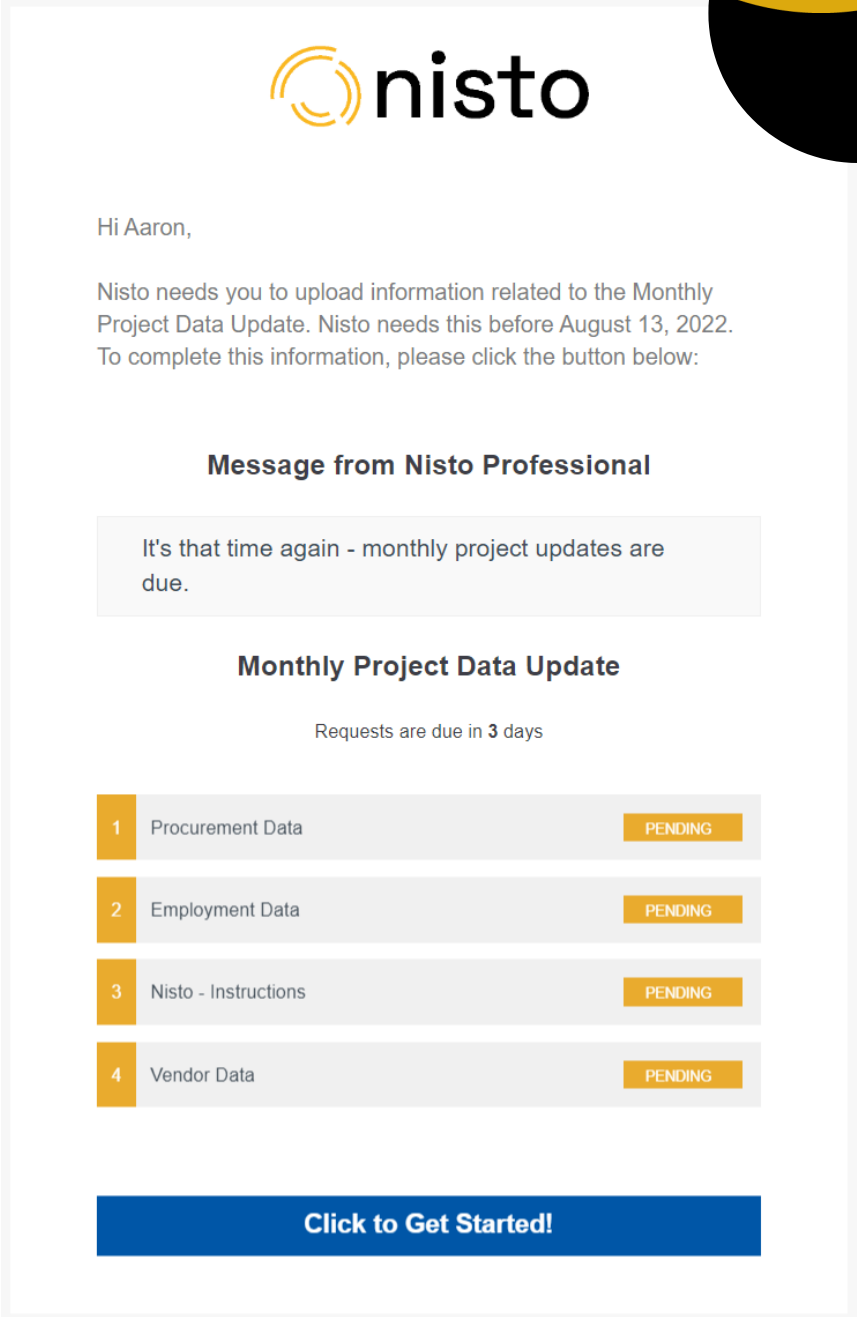
The intent of Nisto Project is to report on the results of your effort toward Social Impact. We, therefore, react to historical transactions rather than what you plan to accomplish.

Once you have registered and set up a project, the administrative email address used to create the Nisto Project account will be emailed on a monthly basis requesting the data needed for Project reporting compliance.

How it Works

1. Select the link on the monthly email to react to the data request.

SUBMIT

Virtual Data Room

Nisto Project utilizes a secure Virtual Data Room to receive and validate your datasets.

The Virtual Data Room provides the following features:

Allows for the secure submission of datasets,

Tracks communication inline with datasets for data corrections

How it Works

1. Select the link in your monthly email to open the VDR.
2. Finish off all the steps - with uploading Procurement data in step 5 and Employment Data in Step 6 - Select 'I'm Finished' when complete.

SUBMIT

3. ENRICH

Adding Vendor Class

Connection of Nisto Marketplace profile to Vendor Account

Applying the Context of Local to Vendors on Projects

Adding the Relationship between Non-Indigenous Vendors with Indigenous Partners

Vendor Class

A Vendor Class is a general category that any vendor or supplier may fall into. These categories allow for a more granular analysis of where your organizations sources different classes of vendors by social diversity category.

Vendors classes include the following: Service Provider, Goods Provider and Equipment Providers.

Important: For vendors that you pay where the expense is considered a contribution - please categorize the vendors primary expense class as 'Contribution'.

Edit Diversity Information

CLASSIFICATIONS

Primary Expense Class *

- Contribution
- Equipment Rentals
- Goods
- Services
- Third Party Certified Equit...

Social Procurement Category	Goods ($/%)	Services ($/%)
Small Enterprise Spend		
Certified Indigenous Business	$5,910 (1.18%)	$123,180 (24.59%)
Certified Equity Seeking Business (Less Indigenous)	$0 (0%)	$34,323 (6.85%)
Social Purpose Organizations	$1,234 (0.25%)	$68,165 (13.61%)
Self-Declared Equity Seeking Business	$0 (0%)	$45,061 (8.99%)
Local Spend	$0 (0%)	$0 (0%)
Small Enterprise Spend	$0 (0%)	$20,158 (4.02%)
Not Diverse / Unknown	$143 (0.03%)	$29,607 (5.91%)
TOTAL	$7,287 (1.45%)	$320,494 (63.97%)

Social Procurement Distribution by Category by Organization

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Connect to Nisto Marketplace

How it Works

1. Select 'Payees' tab within Nisto Project
2. Select the vendor which you would like to connect to their Nisto Marketplace Profile.
3. In the search box on the bottom right side of the app - search for the vendor you are looking to connect to.
4. Once found - select 'Connect' to leverage their Nisto Marketplace profile to inform your dataset.

ENRICH

Applying the Local Flag

How it Works

1. Select the 'Projects' tab within Nisto Project.
2. Select the 'Project' you are interested in marking a vendor local to.
3. In the Project - select the 'Payees' tab.
4. Select the pencil icon on the vendor you want to mark as 'Local' in the Payee table
5. Check the 'Is this Vendor local to this project' checkbox in the Edit Project Payee window.

That's it.

Indigenous Partnerships

How it Works

1. Select the 'Projects' tab within Nisto Project.
2. Select the 'Project' you are interested in marking a non-Indigenous vendor as a partner with an Indigenous community to.
3. In the Project - select the 'Payees' tab.
4. Select the pencil icon on the vendor you want to mark as 'Awarded based on their relationship to an Indigenous Community' in the Payee table.
5. Select the Indigenous Community the Vendor has a relationship with on this project.

That's it.

ENRICH

4. REPORT

Creation of a Project Report

Generate a Project Report

How it Works

1. Select the 'Reports' tab within Nisto Project.

2. Select the 'Report' you are interested in generating.

3. Select the 'Project' aligned