

**Sustainability Questionnaire**

1. **Information about the supplier:**

Company name: *please enter*

Address: *please enter*

No. of employees: *please enter*

Date of questionnaire completion: *please enter*

1. **Are you the holder of an ISO standard certificate? If yes, please specify:**
2. **Are you the holder of any other environmental certificate, license or similar? If yes, please specify:**
3. **Have you been granted any awards or are you a member of an initiative in the area of social responsibility** (e.g. Family-Friendly Company, Golden Thread, Horus, ISO, EMAS, etc.):

*please enter*

1. **General understanding of the concept of sustainability**

1. What does sustainability mean to you? (you can check more than one answer)

[ ]  Ensuring an encouraging work environment and conditions that go beyond law

[ ]  Careful management of the environment that goes beyond law

[ ]  Charitable donations to underprivileged environments, groups and individuals that are free from exploitative abuse

[ ]  Honesty towards business partners that goes beyond law

[ ]  Other: *Click here if you wish to enter text.*

2. Do you have in place written core values / code of ethics?

[ ]  YES

[ ]  NO

If YES, please provide the name of the document: *please enter*

3. Do you reward employees who set an example by their ethical behaviour?

[ ]  YES

[ ]  NO

4. Do you punish non-ethical behaviour?

[ ]  YES

[ ]  NO

1. **Social responsibility as part of your strategy**

1. Do you have in place a social responsibility strategy?

[ ]  YES

[ ]  NO

If YES, please provide the name of the document: *please enter*

2. Do your key stakeholders take part in shaping your social responsibility strategy?

[ ]  YES

[ ]  NO

If YES, please describe how you involve them: *please enter*

3. Do you develop/offer products that are environmentally friendly or contribute to solving environmental problems?

[ ]  YES

[ ]  NO

4. Do you have activities in place aimed at systematic and sustainable environmental management?

[ ]  YES

[ ]  NO

1. **Attitude to employees**

[ ]  Employees are adequately remunerated for their work.

[ ]  We reward above-average work results.

[ ]  We offer additional training to our employees.

[ ]  We offer family-friendly work conditions.

[ ]  We hire, taking into account diversity by age and sex.

[ ]  We encourage innovation and reward employees for being innovative.

[ ]  We encourage and assist our employees in their health protection efforts, and benefits on and off the job.

[ ]  Other: *Click here if you wish to enter text.*

1. **Attitude to customers and suppliers**

[ ]  We regularly seek to raise the awareness of our customers with regard to environmental sustainability issues and inform them of our products’ sustainability.

[ ]  We buy fair trade or similar materials/products:

 *please enter*

[ ]  We do not mislead our customers when advertising and selling our products, and we deliver on our promises.

[ ]  We settle our obligations regularly and timely.

[ ]  We have partly or fully replaced business gifts with charitable donations.

1. **Attitude to local and international community**

[ ]  In our purchasing, we often give priority to local suppliers.

[ ]  In our purchasing, we give priority to sustainability-oriented suppliers.

[ ]  We support local associations financially (through sponsorships or donations).

[ ]  We help socially weak individuals and groups.

[ ]  We are involved in international social responsibility projects.

[ ]  Other: *Click here if you wish to enter text.*

1. **Involvement of customers and suppliers**

[ ]  We regularly inform our customers/suppliers of any significant changes and decisions in the company.

[ ]  We have a two-way communication with our customers and suppliers, regularly checking their satisfaction with us.

[ ]  Our plans and strategies reflect the opinions, suggestions and wishes of our business partners.

[ ]  Other: *Click here if you wish to enter text.*

1. **Social responsibility reporting**

[ ]  We report publicly about our social responsibility (describe how, how often and to whom): *please enter*

[ ]  We report in accordance with international guidelines/standards (enter which): *please enter*

Thank you for your cooperation. Your answers will help us embed sustainability principles across our business. We are developing into a group that actively co-creates a better planet for everyone.

The buyer will take into account the information disclosed in this questionnaire when selecting a supplier, and suppliers who return completed questionnaires will enjoy a certain advantage over those who do not.