

**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.