

Sustainability Assessment Questionnaire on CSR/ Sustainability for Automotive Sector Suppliers

Corporate Social Responsibility (CSR)/Sustainability is a process for companies to integrate environmental, social, and governance (ESG) topics into its corporate strategy, operations and supply chain.

Drive Sustainability has a set of common guidelines - the [Guiding Principles](#) - outlining minimum expectations for Automotive Industry suppliers on key CSR/Sustainability areas. These are based on fundamental principles of social, environmental and governance responsibility that are consistent with applicable laws and international standards, which may include the UN Guiding Principles on Business and Human Rights, ILO Conventions, OECD Guidelines for Multinational Enterprises, the Rio Declaration on Environment and Development, as well as the Paris Agreement.

In line with the [Guiding Principles](#), this Sustainability Assessment Questionnaire (SAQ) is designed to indicate and verify supplier compliance on CSR/Sustainability topics through the assessment and verification of implementing a management system/s – defined as a combination of policies, processes, functions, tools and internal controls– that help an organisation to control its operations, reach objectives and ensure continuous improvement.

It was developed in 2014 and revised in 2022* by the members of Drive Sustainability - The Automotive Partnership. It is currently being put into use by thirteen of the members** and is intended to avoid duplication and improve efficiency when responding to standard questions pertaining to CSR/Sustainability activities.

The questionnaire relates to both Company and Site level:

- > Site refers to "the industrial location where production takes place";
- > Headquarters refers to "the local administrative centre of an enterprise";
- > Parent company refers to the "global top parent of the requested location/site".

Suppliers can reference the 'Guidance' section found on the far right side of the assessment for clarifications.

* 2022 Working Group members: BMW Group, Daimler Truck AG, Ford, Honda, Jaguar Land Rover, Mercedes-Benz AG, Scania CV AB, Stellantis, Toyota Motor Europe, Volkswagen Group, Volvo Cars and Volvo Group.

** OEMs using the SAQ: BMW Group, Daimler Truck AG, Ford, Geely, Honda, Jaguar Land Rover, Mercedes-Benz AG, Polestar, Scania CV AB, Toyota Motor Europe, Volkswagen Group, Volvo Cars and Volvo Group.

Information for suppliers

Buyers may collect the questionnaires through a 3rd party service provider. Please contact your buyer to understand if submissions should be made through a specific service provider.

With support from partners:



Site: Name:

Address of site (country, city and/or street):

BACKGROUND INFORMATION

Please insert the location of the site corresponding to the DUNS No.

What is the staff headcount at this location?

- 0-9 (micro enterprise)
- 10-49 (small enterprise)
- 50-99 (medium-sized enterprise)
- 100-249 (medium-sized enterprise)
- 250-499 (large enterprise)
- 500-999
- 1000-1999
- 2000-2999
- 3000-3999
- 4000-4999
- 5000-9999
- 10000-49999
- ≥50.000

Headquarter: Yes
 No

Site Supplier ID: (fill in those that apply)

DUNS number:
Other (please specify):

Parent Company: Name:

Address of site (country, city and/or street):

What is the total staff headcount for the company group?

- 0-9 (micro enterprise)
- 10-49 (small enterprise)
- 50-99 (medium-sized enterprise)
- 100-249 (medium-sized enterprise)
- 250-499 (large enterprise)
- 500-999
- 1000-1999
- 2000-2999
- 3000-3999
- 4000-4999
- 5000-9999
- 10000-49999
- ≥50.000

Parent Supplier ID: (fill in those that apply)

DUNS number:
 Other (please specify):
 Business area:

Completed by: Name:
 Job title:
 E-mail:
 Tel:

| A. COMPANY MANAGEMENT (GENERAL) | BACKGROUND INFORMATION |
|---|---|
| <p>1. Has your company appointed senior management representation for environmental, social, ethics or human rights?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>1a. Does your company have a management person responsible for Social Sustainability? *</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>If yes, please provide:</p> <p>Name: <input type="text"/></p> <p>E-mail: <input type="text"/></p> <p>Job title: <input type="text"/></p> <p>1b. Does your company have a management person responsible for Compliance/Business Ethics? *</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>If yes, please provide:</p> <p>Name: <input type="text"/></p> <p>E-mail: <input type="text"/></p> <p>Job title: <input type="text"/></p> <p>1c. Does your company have a management person responsible for Environmental Sustainability? *</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>If yes, please provide:</p> <p>Name: <input type="text"/></p> <p>E-mail: <input type="text"/></p> <p>Job title: <input type="text"/></p> | <p>Companies are expected to appoint a senior management representative who, irrespective of other responsibilities, serves as a management person responsible for ensuring that the company meets its commitment related to social sustainability, compliance/business ethics and environmental sustainability. Companies should also determine clear responsibilities (in terms of time dedication) of designated representatives to the respective function, with proper documentation (e.g. job description).</p> <p>For companies that fall within the scope of the German Supply Chain Due Diligence Act (LkSG), the official person responsible for social sustainability may also be considered responsible for human rights-related topics required by the law.</p> <p>The contact details that you provide in response to this question will not be contacted without prior notice. In the first instance, enquiries will be directed to the person that completes this sustainability-assessment questionnaire.</p> <p>Social sustainability relates to practices that contribute to the quality of life of both employees and communities that could be impacted by the company's operations. Companies should respect the human rights of workers and treat all people with dignity as recognised by the international community. Examples of social topics to address include non-discrimination, freedom of association and health and safety. (See Section B - Working Conditions and Human Rights)</p> <p>Compliance relates to the principles that guide business conduct in its relations towards its business partners and customers. Companies are expected to uphold the highest standards of integrity and to operate honestly and equitably throughout the supply chain in accordance with local laws. Examples of unethical business practice include corruption, unfair competition, and conflicts of interest. (See Section C - Business Ethics)</p> <p>Environmental sustainability relates to practices that contribute to the quality of the environment on a long-term basis. Companies are expected to support a proactive approach to environmental responsibility by protecting the environment, conserving natural resources and reducing the environmental footprint of their production, products and services throughout their life-cycle. Examples of company practices include reducing greenhouse gas emissions and waste reduction programmes. (See Section D - Environment)</p> |

| A. COMPANY MANAGEMENT (GENERAL) | BACKGROUND INFORMATION |
|---|--|
| <p>1d. Does your company have a management person responsible for monitoring sustainability risks (e.g. a Human Rights Officer)? *</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>If yes, please provide:</p> <p>Name: <input type="text"/></p> <p>E-mail: <input type="text"/></p> <p>Job title: <input type="text"/></p> <p>* Please fill out the contact details, even if the person is the same as above.</p> | <p>Companies benefit significantly from appointing a Human Rights Officer (HRO) or similar title, with the task of monitoring sustainability and/or human rights risks. This task is best performed if kept strictly separate from the everyday ongoing operational due diligence. The six criteria below demonstrate if this is the case:</p> <ul style="list-style-type: none"> > The HRO regularly checks operational compliance with the company's human rights and environmental policies and statutory requirements. > The HRO is available to all staff for advice on human rights and environmental issues. > The HRO might make suggestions for remedial actions regarding violations identified but other staff carries out the action. > The HRO liaises with senior management and proposes risk management improvements. > The HRO reports to senior management but is not bound by superiors' instructions (e.g. the HRO is, by contract, protected against dismissal). > The HRO briefs senior management, at least once a year, on risk management position. |
| <p>2. Does your company publish a Corporate Social Responsibility (CSR)/Sustainability Report?</p> <p><input type="checkbox"/> Yes, as a separate report according to Global Reporting Initiative (GRI) or other globally accepted standard</p> <p>Please upload report and specify which standard</p> <p><input type="text"/></p> <p><input type="checkbox"/> Yes, as an integrated part of the Annual Report, e.g. Annual and Sustainability Report, according to GRI or other globally accepted standard</p> <p>Please provide the name of the globally accepted standard</p> <p><input type="text"/></p> <p><input type="checkbox"/> Yes, but not according to globally accepted standards</p> <p>Please provide the name of the alternative standard</p> <p><input type="text"/></p> <p><input type="checkbox"/> No</p> <p>2a. If answered "Yes" to Q2, is the most recent report assured by a third party?</p> <p><input type="checkbox"/> Yes, the assurance letter is included in the report</p> <p><input type="checkbox"/> Parts are assured, the scope is explained in the assurance letter</p> <p><input type="checkbox"/> No</p> | <p>A CSR/Sustainability report is an organisational report that gives information about economic, environmental, social, and ethical performance.</p> <p>Examples of CSR/Sustainability reports aligned to internationally recognised standards and frameworks are:</p> <ul style="list-style-type: none"> > GRI (GRI's Sustainability Reporting Standards) > ISO 26000 Guidance on Social Responsibility > Climate Disclosure Standards Board (CDP-CDSB) > United Nations Global Compact - Communication on Progress (UNGC-COP) > AFAQ 26000 Sustainable Development <p>In the European Union (EU), the EU Directive on the disclosure of non-financial and diversity information Directive 2014/95/EU sets out the rules on disclosure of non-financial and diversity information by large companies. Subsequently, the Directive was transposed into the national legislation of EU Member States with some differences in implementation between countries.</p> |

| A. COMPANY MANAGEMENT (GENERAL) | BACKGROUND INFORMATION |
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| <p>2b.1. If answered "Yes" to Q2, what human rights elements are disclosed in the CSR report?</p> <ul style="list-style-type: none"> <input type="checkbox"/> Our company's identified potential and actual human rights risks <input type="checkbox"/> Description of existing measures that our company has already taken to address human rights risks and a review of the effectiveness of these measures <input type="checkbox"/> Description of future measures that our company plans to take to manage our human rights risks <input type="checkbox"/> We do not report on our company's human rights risks <p>2b.2. If answered "Yes" to Q2, what environmental elements are disclosed in the CSR report?</p> <ul style="list-style-type: none"> <input type="checkbox"/> Our company's identified environmental risks <input type="checkbox"/> Description of existing measures that our company has already taken to address environmental risks and a review of the effectiveness of these measures <input type="checkbox"/> Description of future measures that our company plans to take to manage our environmental risks <input type="checkbox"/> We do not report on our company's environmental risks <p>2c. If answered "Yes" to Q2, does your company report annually on the fulfilment of statutory due diligence obligations (e.g. the German LkSG) in the previous year?</p> <ul style="list-style-type: none"> <input type="checkbox"/> Yes Please upload relevant document <input type="checkbox"/> No | |
| <p>3. Does your company have a Code of Conduct?</p> <ul style="list-style-type: none"> <input type="checkbox"/> Yes Please upload relevant document <input type="checkbox"/> No <p>3a. If answered "Yes" to Q3, does your company organise training for your employees on the Code of Conduct?</p> <ul style="list-style-type: none"> <input type="checkbox"/> Yes Please upload relevant document <input type="checkbox"/> No, but we communicate the Code of Conduct through extranet/brochures, etc. Please upload relevant document <input type="checkbox"/> No | <p>A Code of Conduct is a set of rules outlining the responsibilities or proper practice for an individual (employee) and organisation. It should cover social, ethical, and environmental aspects.</p> |

| A. COMPANY MANAGEMENT (GENERAL) | BACKGROUND INFORMATION |
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| <p>4. Does your company have a grievance mechanism or documented complaints procedure established at this location?</p> <p><input type="checkbox"/> Yes Please upload relevant document</p> <p><input type="checkbox"/> No</p> <p>4a. If answered "Yes" to Q4, what are the characteristics of your company's grievance mechanism or complaints procedure? Tick all that apply.</p> <p><input type="checkbox"/> Outlines who is responsible for the complaints procedure if applicable (there is a complaint body in place which third parties can contact directly or via an external service provider) Please provide the contact details <input type="text"/></p> <p><input type="checkbox"/> The responsible person(s) entrusted by the enterprise is impartial, independent, and not bound by instructions</p> <p><input type="checkbox"/> The written rules of the complaints procedure outline the ways in which a complaint may proceed and indicates the approximate time each step may take</p> <p><input type="checkbox"/> The written rules of the complaint procedure are publicly made available in relevant local languages in all countries in which we operate</p> <p><input type="checkbox"/> Complainant is provided confirmation of receipt upon reporting the complaint</p> <p><input type="checkbox"/> The complainant 's identity is treated confidentially</p> <p><input type="checkbox"/> Commitment to non-retaliation against complainants</p> <p><input type="checkbox"/> Complaints can be reported anonymously</p> <p><input type="checkbox"/> The complainant or their representative is consulted during remediation/resolution</p> <p><input type="checkbox"/> Evaluation of complaints procedure effectiveness at least once every 12 months and on an adhoc basis</p> <p><input type="checkbox"/> Appeal procedure</p> <p><input type="checkbox"/> None of the above</p> <p>4b. If answered "Yes" to Q4, what kind of complaints can be submitted? Tick all that apply.</p> <p><input type="checkbox"/> Human rights complaints</p> <p><input type="checkbox"/> Environmental complaints</p> <p><input type="checkbox"/> Unethical business practices</p> | <p>According to the UN "Protect, Respect and Remedy" Framework, companies must respect human rights and provide a remedy if their operations caused or contributed to adverse human rights impacts. Operational-level grievance mechanisms, for those potentially impacted by a company's activities, are recommended as an effective process through which companies can enable remediation</p> |

| A. COMPANY MANAGEMENT (GENERAL) | BACKGROUND INFORMATION |
|---|------------------------|
| <p>4c. If answered "Yes" to Q4, which stakeholder groups is the complaints mechanism available to? Tick all that apply.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Internal Stakeholders (company/non-permanent employees, direct suppliers, service providers etc.) <input type="checkbox"/> External Stakeholders (contractors, indirect suppliers, local communities etc.) <input type="checkbox"/> Others <p>4d. If answered "Yes" to Q4, how does your company optimise accessibility of the complaints procedure for all the stakeholder groups that are entitled to use it? Tick all that apply.</p> <ul style="list-style-type: none"> <input type="checkbox"/> By carrying out trainings <input type="checkbox"/> By different media <ul style="list-style-type: none"> <input type="checkbox"/> Online <input type="checkbox"/> Phone <input type="checkbox"/> Email <input type="checkbox"/> App <input type="checkbox"/> By participating in a joint industry complaint procedure <input type="checkbox"/> None of the above | |

| B. HUMAN RIGHTS AND WORKING CONDITIONS | BACKGROUND INFORMATION |
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| <p>5. Does your company have a formal policy covering working conditions and human rights?</p> <ul style="list-style-type: none"> <input type="checkbox"/> Yes Please upload relevant document <input type="checkbox"/> No | <p>A human rights and working conditions policy is a formal document, agreed upon by senior management, that demonstrates a company's commitment to treating employees and wider stakeholders with dignity, fairness and respect. The policy should outline the company's responsibility to respect and protect human rights based on compliance with law and international guidelines. In the workplace, human rights include the right to a safe working environment, the right to fair remuneration and equal pay for equal work, the right to organise and participate in collective bargaining and the right to be protected from forced labour and trafficking.</p> <p>The list presented refers to the Global Automotive Sustainability Guiding Principles</p> <p>Human rights are the rights we are entitled to simply because we are human beings. They represent the universally agreed minimum conditions that enable all people to maintain their dignity. Human rights are inherent to all of us, whatever our nationality, place of residence, sex, national or ethnic origin, colour, religion, or any other status.</p> <p>Source: Universal Declaration of Human Rights</p> |

| B. HUMAN RIGHTS AND WORKING CONDITIONS | BACKGROUND INFORMATION |
|---|--|
| <p>5a. If answered "Yes" to Q5, which of the following areas are covered by this policy?</p> <ul style="list-style-type: none"> <input type="checkbox"/> Child labour and young workers <input type="checkbox"/> Wages and benefits <input type="checkbox"/> Working hours <input type="checkbox"/> Modern slavery (i.e. slavery, servitude and forced or compulsory labour and human trafficking) <input type="checkbox"/> Ethical recruiting <input type="checkbox"/> Freedom of association and collective bargaining <input type="checkbox"/> Non-discrimination and harassment <input type="checkbox"/> Women's Rights <input type="checkbox"/> Diversity, Equity, and Inclusion <input type="checkbox"/> Rights of Minorities and Indigenous Peoples <input type="checkbox"/> Land, Forest and Water Rights and Forced Eviction <input type="checkbox"/> Use of Private or Public Security Forces <p>5b. If answered "Yes" to Q5, do you organize training for your employees on this policy?</p> <ul style="list-style-type: none"> <input type="checkbox"/> Yes Please upload relevant document <input type="checkbox"/> No, but we communicate it through Intranet/ Brochures, etc. Please upload relevant document <input type="checkbox"/> No | <p>Child labour and young workers relate to the prohibition of employment of children who are under the legal minimum working age. Moreover, suppliers are expected to ensure that legally young workers that are under 18 years of age do not work at night or overtime and are protected against conditions of work which are harmful for their health, safety, or development consistent with ILO Minimum Age Convention No. 138. The supplier should ensure that the duty of young workers doesn't interfere with their school attendance. Young workers daily total duty time and schooling shall not exceed 10 hours. Source: EU Charter of Fundamental Rights and ILO</p> <p>Wages and benefits relate to the basic or minimum wage or salary and any additional entitlements payable directly or indirectly, in cash or in kind, by the employer to the worker and arising out of the worker's employment. Suppliers must provide their workers with remuneration in accordance with applicable regulations and prevailing industry practices; such remuneration should be adequate to cover basic needs and enable a decent standard of living for the workers and their family, which includes respecting minimum wages, overtime compensation, medical leave, and government-mandated benefits. Source: ILO-UNGC and the Global Automotive Sustainability Practical Guidance</p> <p>Working hours relate to regular workweeks that should not exceed 48 hours. A workweek shall be restricted to 60 hours in emergency situations, including overtime. All overtime shall be voluntary. Employees should have a minimum of one day off every seven days. Laws and regulations on the maximum number of working hours and time off shall be respected. Source: Ethical Trading Initiative, based on ILO conventions</p> <p>Modern slavery refers to all work or service exacted from any person under the menace of any penalty and for which that person has not offered themselves voluntarily. Examples include forced overtime, retention of identity documents, as well as human trafficking. Modern Slavery is subject to the Modern Slavery Act 2015 by the Parliament of the United Kingdom. This Act requires that companies, who meet identified criteria, publish a "slavery and human trafficking statement" every year six months after the end of the company's financial year. Source: International Labour Organisation (ILO) and The National Archives UK</p> <p>Ethical recruiting refers to hiring workers lawfully, in line with the International Labour Standards, and in a fair and transparent manner that respects human rights. Examples of unethical recruitment include misleading or defrauding potential workers about the nature of the work, asking workers to pay recruitment fees, and/or confiscating, destroying, concealing, and/or denying access to worker passports and other government-issued identity documents. Workers must receive a written notification at the start of their recruitment in a language well understood by them, stating in a truthful, clear manner their rights and responsibilities.</p> |

B. HUMAN RIGHTS AND WORKING CONDITIONS

BACKGROUND INFORMATION

Source: ILO and the Global Automotive Sustainability Practical Guidance

Freedom of association relates to the right to freedom of peaceful assembly and to freedom of association at all levels, in particular in political, trade union and civic matters, which implies the right of everyone to form and to join trade unions for the protection of their interests. This includes collective bargaining, as a process of negotiations between employers and a group of employees, aimed at reaching an agreement that regulates working conditions.

Source: EU Charter of Fundamental Rights

Harassment is defined as a harsh and inhumane treatment - or the threat of such treatment - including any sexual harassment, sexual abuse, corporal punishment, mental or physical coercion or verbal abuse of workers.

Source: Global Automotive Sustainability Practical Guidance.

Non-discrimination is a principle that requires the equal treatment of an individual or group, irrespective of their particular characteristics, including sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation. Companies should pay equal remuneration for work of equal value not only with regard to gender but also all other potential bases for discrimination. This does not however, prohibit unequal payment due to different local living costs.

Source: EU Charter of Fundamental Rights

Women's rights refers to the principle that women are entitled to political, economic and social equality. Gender inequality underpins problems such as unequal opportunity in employment and unequal pay for equal work. The efforts for the advancement of women have resulted in several declarations and conventions, of which the [Convention on the Elimination of All Forms of Discrimination against Women](#) is the central document. The Convention gives positive affirmation to the principle of equality by requiring States parties to take "all appropriate measures, including legislation, to ensure the full development and advancement of women, for the purpose of guaranteeing them the exercise and enjoyment of human rights and fundamental freedoms on a basis of equality with men" (article 3).

Source: Convention on the Elimination of All Forms of Discrimination against Women and Global Automotive Sustainability Practical Guidance

Diversity, equity and inclusion relates to the principle that companies should develop and promote inclusive cultures where diversity is valued, celebrated and everyone is able to contribute fully and reach their full potential. Companies should encourage diversity in all levels of their workforce and leadership, including boards of directors.

Source: Global Automotive Sustainability Practical Guidance

Rights of minorities and indigenous peoples refer to respect for the rights of local communities to decent living conditions, education, employment, social activities, and

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| | <p>the right to Free, Prior, and informed Consent (FPIC) to developments that affect them and the lands on which they live, with particular consideration for the presence of vulnerable groups. Source: Global Automotive Sustainability Practical Guidance</p> <p>Land, forest and water rights and forced eviction relates to the avoidance of forced eviction and the deprivation of land, forests and waters in the acquisition, development or other use of land, forests and waters. Source: Global Automotive Sustainability Practical Guidance</p> <p>Private or public security forces refers to the commission or use private or public security forces to protect the business project if, due to a lack of training or control on the part of the company, the deployment of the security forces may lead to violations of human rights. Source: Global Automotive Sustainability Practical Guidance</p> |
| <p>6. Does your site have a management system in place to manage the human rights and working conditions issues?</p> <p><input type="checkbox"/> Yes, we have an internationally recognised certified management system Please provide the following information:</p> <p>Certification standard: <input type="text"/></p> <p>Awarding body: <input type="text"/></p> <p>Certificate number: <input type="text"/></p> <p>Valid until: <input type="text"/></p> <p>Please upload relevant document</p> <p><input type="checkbox"/> Yes, we have a nationally recognised certified management system Please provide the following information:</p> <p>Certification standard: <input type="text"/></p> <p>Awarding body: <input type="text"/></p> <p>Certificate number: <input type="text"/></p> <p>Valid until: <input type="text"/></p> <p>Please upload relevant document</p> <p><input type="checkbox"/> Yes, but the system is uncertified Please upload relevant document</p> <p><input type="checkbox"/> No</p> | <p>A management system is a set of documented controls, processes and /or procedures reviewed by management. It could be internal or developed according to a standard (Certified Management System). Certified management systems provide enhanced assurance to stakeholders that a company is committed to operate business in a sustainable manner and has implemented all the necessary processes. While the SAQ also recognises internally developed management systems, the highest score is achieved if a management system is certified according to internationally recognised standards.</p> <p>Relevant internationally accepted certification standards include:</p> <ul style="list-style-type: none"> > SA8000 Social Management System > RSCI audit certificate (FULL label) |

| C. HEALTH AND SAFETY | BACKGROUND INFORMATION |
|---|---|
| <p>7. Does your company have a formal written health and safety policy, which complies with local law, industry requirements and international standards?</p> <p><input type="checkbox"/> Yes Please upload relevant document</p> <p><input type="checkbox"/> No</p> <p>7a. If answered "Yes" to Q7, which of the following areas are covered by this policy? Please tick all that apply.</p> <p><input type="checkbox"/> Personal protective equipment</p> <p><input type="checkbox"/> Machine safety</p> <p><input type="checkbox"/> Emergency preparedness</p> <p><input type="checkbox"/> Incident and accident management</p> <p><input type="checkbox"/> Workplace ergonomics</p> <p><input type="checkbox"/> Handling of chemical and/or biological substances</p> <p><input type="checkbox"/> Fire protection</p> <p>7b. If answered "Yes" to Q7, does your company organize training for your employees on this policy?</p> <p><input type="checkbox"/> Yes Please upload relevant document</p> <p><input type="checkbox"/> No, but we communicate it through Intranet/ Brochures, etc. Please upload relevant document</p> <p><input type="checkbox"/> No</p> | <p>Health and safety refers to the science of the anticipation, recognition, evaluation and control of hazards arising in or from the workplace that could impair the health and well-being of workers, taking into account the possible impact on the surrounding communities and the general environment. Source: ILO</p> <p>A health and safety policy is a formal document, agreed upon by senior management, that demonstrates a company's commitment to relevant health and safety standards. The policy should outline the company's responsibility to operate in compliance with law and international guidelines. A health and safety should highlight the commitment of management and employees to a healthy and safe workplace with a 'zero accidents' goal. It is the responsibility of management to provide sufficient resources and organisation for health and safety and to do regular risk assessment and reporting in order to ensure continuous improvement of the system.</p> <p>Health and safety training should include the provision of clear instructions to employees on how to ensure they carry out daily tasks safely and without risk of harm to health.</p> <p>Training may cover one or more of the topic areas listed below:</p> <ul style="list-style-type: none"> > Fire evacuation drills and fire safety training > Training on use of personal protective equipment > Training on company health and safety policy > Work environment inspections > Training on work with hazardous materials > Distribution of educational materials on health and safety procedures > Information campaign for workers on health and safety procedures specific to the site |

| C. HEALTH AND SAFETY | BACKGROUND INFORMATION |
|--|---|
| <p>8. Does your site have a health and safety management system in place?</p> <p><input type="checkbox"/> Yes, we have an internationally recognised certified management system</p> <p>Please provide the following information:</p> <p>Certification standard: <input type="text"/></p> <p>Awarding body: <input type="text"/></p> <p>Certificate number: <input type="text"/></p> <p>Valid until: <input type="text"/></p> <p>Please upload the relevant document</p> <p><input type="checkbox"/> Yes, we have a nationally recognised certified management system</p> <p>Please provide the following information:</p> <p>Certification standard: <input type="text"/></p> <p>Awarding body: <input type="text"/></p> <p>Certificate number: <input type="text"/></p> <p>Valid until: <input type="text"/></p> <p>Please upload the relevant document</p> <p><input type="checkbox"/> Yes, but the system is uncertified</p> <p>Please upload the relevant document</p> <p><input type="checkbox"/> No</p> | <p>A health and safety management system relates to organised efforts and procedures for identifying workplace hazards, reducing accidents and exposure to harmful situations and substances. It also includes the training of personnel in accident prevention, accident response, emergency procedures, and use of protective clothing and equipment. A management system can be developed internally or in accordance with national or international standards. Certified management systems provide enhanced assurance to stakeholders that a company is committed to operate business in a sustainable manner and has implemented all the necessary processes. While the SAQ also recognises internally developed management systems, the highest score is achieved if a management system is certified according to internationally recognised standards.</p> <p>Relevant internationally accepted certification standards include:</p> <ul style="list-style-type: none"> > ISO 45001 Occupational health and safety |

| D. BUSINESS ETHICS | BACKGROUND INFORMATION |
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| <p>9. Does your company have a formal policy covering business ethics?</p> <p><input type="checkbox"/> Yes</p> <p>Please upload relevant document</p> <p><input type="checkbox"/> No</p> | <p>A business ethics policy is a formal document, agreed upon by senior management, that demonstrates a company's commitment to conducting business, in accordance with local laws, in its business and supply chains. The policy should outline the company's responsibility to operate in compliance with law and international guidelines.</p> <p>The list presented refers to the Global Automotive Sustainability Guiding Principles</p> <p>Corruption can take many forms that vary in degree from the minor use of influence to institutionalised bribery. It is defined as the abuse of entrusted power for private gain. This can mean not only financial gain but also non-financial advantages. Source: UN Global Compact and Transparency International</p> <p>Data protection and security refers to an individual's right to make their own decisions about who can process their personal data and for what purpose. It also relates to the protection and safeguarding of such data from unauthorized access and data corruption throughout its lifecycle.</p> |

| D. BUSINESS ETHICS | BACKGROUND INFORMATION |
|--|--|
| <p>9a. If answered "Yes" to Q9, which of the following areas are covered by this policy?</p> <ul style="list-style-type: none"> <input type="checkbox"/> Anti-Corruption and Anti-Money Laundering <input type="checkbox"/> Data Protection and Data Security <input type="checkbox"/> Financial responsibility (Accurate Records) <input type="checkbox"/> Disclosure of Information <input type="checkbox"/> Fair competition and anti-trust <input type="checkbox"/> Conflicts of interest <input type="checkbox"/> Counterfeit parts <input type="checkbox"/> Intellectual property <input type="checkbox"/> Export controls and economic sanctions <input type="checkbox"/> Whistleblowing and protection against retaliation | <p>Financial responsibility refers to a company's responsibility to accurately record, maintain and report business documentation including, but not limited to, financial accounts, quality reports, time records, expense reports and submissions to customers or regulatory authorities, when appropriate. Books and records are expected to be maintained in accordance with applicable law and generally accepted accounting principles. Source: Global Automotive Sustainability Practical Guidance</p> <p>Disclosure of information refers to a company's responsibility to disclose financial and non-financial information in accordance with applicable regulations and prevailing industry practices and, when applicable, disclose information regarding labour force, health and safety practices, environmental practices, business activities, financial situation and performance. Source: Global Automotive Sustainability Practical Guidance</p> <p>Fair competition and anti-trust refers to companies upholding standards of fair business and competition including, but not limited to, avoiding business practices that unlawfully restrain competition, improper exchange of competitive information and price fixing, bid rigging or improper market allocation. It is the prime responsibility of large, medium and small companies alike to comply with competition rules. Companies need to be aware of the risks of infringing competition rules and how to develop a compliance policy/strategy that best suits their needs. An effective compliance policy/strategy enables a company to minimize the risk of involvement in competition law infringements, and the costs resulting from anti-competitive behaviour. Source: Global Automotive Sustainability Practical Guidance and European Commission</p> <p>Conflicts of interest occurs when an individual or a corporation (either private or governmental) is in a position to exploit their own professional or official capacity in some way for personal or corporate benefit. Source: OECD</p> <p>Counterfeit parts refers to the requirement for companies to develop, implement and maintain methods and processes appropriate to their products and services to minimize the risk of introducing counterfeit parts and materials into deliverable products. Companies are also expected to establish effective processes to detect counterfeit parts and materials and, if detected, quarantine the materials and notify the Original Equipment Manufacturer (OEM) customer and/or law enforcement as appropriate. Finally, companies are expected to confirm that any sales to non-OEM customers are compliant with local laws and those products sold will be used in a lawful manner. Source: Global Automotive Sustainability Practical Guidance</p> |

| D. BUSINESS ETHICS | BACKGROUND INFORMATION |
|---|--|
| <p>9b. If answered "Yes" to Q9, does your company organize training for your employees on your business ethics policy?</p> <p><input type="checkbox"/> Yes Please upload relevant document</p> <p><input type="checkbox"/> No, but we communicate it through Intranet/ Brochures, etc. Please upload relevant document</p> <p><input type="checkbox"/> No</p> | <p>Intellectual property refers to creations of the mind, such as inventions; literary and artistic works; designs; and symbols, names and images used in commerce. It is protected in law by, for example, patents, copyright and trademarks, which enable people to earn recognition or financial benefit from what they invent or create. Source: World Intellectual Property Organisation</p> <p>Export controls and economic sanctions refer to restrictions on the export or re-export of goods, software, services and technology, as well as with applicable restrictions on trade involving certain countries, regions, companies or entities and individuals. Source: Global Automotive Sustainability Practical Guidance</p> <p>Retaliation is defined as a direct or indirect adverse administrative decision and/or action that is threatened, recommended or taken against an individual who has reported suspected wrongdoing that implies a significant risk or cooperated with a duly authorized audit or an investigation of a report of wrongdoing. Companies are expected to establish processes (whistleblowing system) that allow concerns to be raised anonymously with confidentiality and without retaliation. Source: WHO and Global Automotive Sustainability Practical Guidance</p> |

| E. ENVIRONMENT | BACKGROUND INFORMATION |
|--|---|
| <p>10. Does your company have a formal environmental policy, which includes a commitment to legal compliance, continuous measurement and continuous improvements in environmental performance?</p> <p><input type="checkbox"/> Yes Please upload relevant document</p> <p><input type="checkbox"/> No</p> <p>10a. If answered "Yes" to Q10, which of the following areas are covered by this policy? Please tick all that apply.</p> <p><input type="checkbox"/> GHG emissions reporting</p> <p><input type="checkbox"/> Energy efficiency</p> <p><input type="checkbox"/> Renewable energy</p> <p><input type="checkbox"/> Decarbonisation</p> <p><input type="checkbox"/> Water quality, consumption & management</p> <p><input type="checkbox"/> Air quality</p> <p><input type="checkbox"/> Responsible chemical management</p> <p><input type="checkbox"/> Sustainable resources management</p> <p><input type="checkbox"/> Waste reduction</p> <p><input type="checkbox"/> Reuse and recycling</p> <p style="text-align: right;"><i>continued on next page</i></p> | <p>An environmental policy shows the company's overall intentions and direction related to its environmental performance. It reflects the company's commitment and is formally expressed by top management. It provides a framework for action, setting environmental objectives which take into account applicable legal and other requirements and the company's environmental impact of its operations, products and services, with the purpose of decreasing the environmental impact, saving resources and costs. The policy should ensure that there are no detrimental changes to soil, water pollution, harmful noise emissions or excessive water consumption.</p> <p>The list presented refers to the Global Automotive Sustainability Guiding Principles and is explained in the related Guidance Document.</p> <p>Greenhouse gases trap heat in the atmosphere and contribute to global warming.</p> <p>Energy efficiency refers to the amount of energy productively used given the same amount of energy inputs.</p> <p>Renewable energy refers to energy that comes from natural resources that are not depleted when used. Examples include wind, solar or geothermal energy.</p> <p>Decarbonisation refers to the removal of GHG emissions from a company's value chain.</p> |

- Animal welfare
- Biodiversity, land use and deforestation
- Soil quality
- Noise emissions
- Other areas (please specify)

10b. If answered "Yes" to Q10, does your company organize training for your employees on your environmental policy?

- Yes
Please upload relevant document
- No, but we communicate it through Intranet/ Brochures, etc.
Please upload relevant document
- No

Water quality and consumption includes access to clean water and the conservation for future generations.

Air quality is the level of air pollution in the atmosphere. Responsible chemical management takes into account the life cycle of chemicals including handling, storage and disposal.

Sustainable resource management is the practice of using less to preserve resources.

Waste reduction is the practice of using less resources to minimise waste and preserve resources.

Reuse refers to the practice of using existing materials or products as they are to reduce waste whilst recycling refers turning a product into a raw material that can be used again, often within a completely new product.

Animal welfare refers to the conditions in which an animal lives. An animal is in a good state of welfare if it is healthy, comfortable, wellnourished, safe, able to express innate behavior, and if it is free from unnecessary pain, fear or distress.

Biodiversity, land use, deforestation and soil quality all refer to the maintenance of ecosystems so that flora and fauna are not lost and natural habitats do not suffer irreparable damage. As part of the European Union's Green Deal plans to protect ecosystems and biodiversity, the European Commission has proposed a new law to halt deforestation and minimise the EU's impact on forests worldwide. The [proposed law](#) will require companies that sell commodities linked to deforestation and forest degradation - such a soy, palm oil, wood and beef products (e.g. leather) - to ensure they are 'deforestation free' before placing them on the European market or exporting them from the EU.

Source: EU Commission (Directorate-General for Environment)

Soil quality refers to the measure of the condition of soil to do what it needs to do, specifically in relation to enhancing the environment and human health.

Noise emissions relate to the release of noise into the environment from various sources that can be grouped in: transportation activities, industrial activities and daily normal activities.

| E. ENVIRONMENT | BACKGROUND INFORMATION |
|--|--|
| <p>11. Does your site have an environmental management system in place?</p> <p><input type="checkbox"/> Yes, we have an internationally recognised certified management system</p> <p>Please provide the following information:</p> <p>Certification standard: <input type="text"/></p> <p>Awarding body: <input type="text"/></p> <p>Certificate number: <input type="text"/></p> <p>Valid until: <input type="text"/></p> <p>Please upload the relevant document</p> <p><input type="checkbox"/> Yes, we have a nationally recognised certified management system</p> <p>Please provide the following information:</p> <p>Certification standard: <input type="text"/></p> <p>Awarding body: <input type="text"/></p> <p>Certificate number: <input type="text"/></p> <p>Valid until: <input type="text"/></p> <p>Please upload the relevant document</p> <p><input type="checkbox"/> Yes, but the system is uncertified</p> <p>Please upload the relevant document</p> <p><input type="checkbox"/> No</p> | <p>A management system can be developed internally or in accordance with national or international standards. Environmental audits enable an organisation to assess and demonstrate its compliance to legislation; environmental performance; and the benefits and limitations of its environmental policy. It is a way of measuring the extent to which a company lives up to the shared values and objectives it has committed itself to. Environmental audits can be conducted internally or by an external body that issues a certificate. Certified management systems provide enhanced assurance to stakeholders that a company is committed to operate business in a sustainable manner and has implemented all the necessary processes. While the SAQ also recognises internally developed management systems, the highest score is achieved if a management system is certified according to internationally recognised standards.</p> <p>Examples of relevant internationally accepted certification standards include:</p> <ul style="list-style-type: none"> > ISO14001:2015 EMS > ISO14064 GHG > PAS 2060 Carbon neutrality > BS8555 Certification: Implementation of environmental management systems > PAS2050 Carbon footprint > EU Eco-Management and Audit Scheme (EMAS) |

| E. ENVIRONMENT | BACKGROUND INFORMATION |
|---|--|
| <p>12. Does your site have an energy management system?</p> <p><input type="checkbox"/> Yes, we have an internationally recognised certified management system Please provide the following information:</p> <p>Certification standard: <input type="text"/></p> <p>Awarding body: <input type="text"/></p> <p>Certificate number: <input type="text"/></p> <p>Valid until: <input type="text"/></p> <p>Please upload the relevant document</p> <p><input type="checkbox"/> Yes, we have a nationally recognised certified management system Please provide the following information:</p> <p>Certification standard: <input type="text"/></p> <p>Awarding body: <input type="text"/></p> <p>Certificate number: <input type="text"/></p> <p>Valid until: <input type="text"/></p> <p>Please upload the relevant document</p> <p><input type="checkbox"/> Yes, but the system is uncertified Please upload the relevant document</p> <p><input type="checkbox"/> No</p> | <p>An energy management system is a systematic process for continually improving energy performance and maximising energy savings. A management system can be developed internally or in accordance with national or international standards. Certified management systems provide enhanced assurance to stakeholders that a company is committed to operate business in a sustainable manner and has implemented all the necessary processes. While the SAQ also recognises internally developed management systems, the highest score is achieved if a management system is certified according to internationally recognised standards.</p> <p>Relevant internationally accepted certification standard:</p> <ul style="list-style-type: none"> > ISO 50001 - Energy Management |
| <p>13. What percentage of electricity used at your site in the last calendar year came from renewable sources?</p> <p><input type="checkbox"/> 91%-100%</p> <p><input type="checkbox"/> 81%-90%</p> <p><input type="checkbox"/> 71%-80%</p> <p><input type="checkbox"/> 61%-70%</p> <p><input type="checkbox"/> 51-60%</p> <p><input type="checkbox"/> 41-50%</p> <p><input type="checkbox"/> 31-40%</p> <p><input type="checkbox"/> 21-30%</p> <p><input type="checkbox"/> 11-20%</p> <p><input type="checkbox"/> 1-10%</p> <p><input type="checkbox"/> Not applicable</p> <p><input type="checkbox"/> Not known</p> <p>Please upload relevant document</p> | <p>Renewable energy sources are inexhaustible energy sources replenished naturally over time. The following energy sources can be classified as renewable:</p> <ul style="list-style-type: none"> > Wind > Solar > Hydro > Biomass > Geothermal > Marine |

| E. ENVIRONMENT | BACKGROUND INFORMATION |
|---|---|
| <p>14. What percentage of heating/cooling used at your site in the last calendar year came from renewable sources?</p> <p><input type="checkbox"/> 91%-100%</p> <p><input type="checkbox"/> 81%-90%</p> <p><input type="checkbox"/> 71%-80%</p> <p><input type="checkbox"/> 61%-70%</p> <p><input type="checkbox"/> 51-60%</p> <p><input type="checkbox"/> 41-50%</p> <p><input type="checkbox"/> 31-40%</p> <p><input type="checkbox"/> 21-30%</p> <p><input type="checkbox"/> 11-20%</p> <p><input type="checkbox"/> 1-10%</p> <p><input type="checkbox"/> Not applicable</p> <p><input type="checkbox"/> Not known</p> <p>Please upload relevant document</p> | |
| <p>15. Does your company set Greenhouse Gas reduction targets?</p> <p><input type="checkbox"/> Yes</p> <p>Please upload relevant document</p> <p><input type="checkbox"/> No</p> <p>15a. If answered "Yes" to Q15, are the targets Science Based Target initiative (SBTi) approved?</p> <p><input type="checkbox"/> Yes</p> <p>Please provide the International Securities Identification Number (ISIN) associated with your approved SBTi targets</p> <div style="border: 1px solid black; height: 20px; width: 400px; margin: 5px 0;"></div> <p><input type="checkbox"/> No, but in accordance with other standards (SME Climate Hub, Race to Zero, or equivalent)</p> <p><input type="checkbox"/> No</p> <p>15b. If answered "Yes" to Q15, does your company have emission reduction targets for your upstream supply chain emissions (scope 3)?</p> <p><input type="checkbox"/> Yes</p> <p>Please upload relevant document</p> <p><input type="checkbox"/> No</p> | <p>According to the Greenhouse Gas Protocol, a key component of effective Greenhouse Gas (GHG) management is setting a GHG emission reduction target and tracking performance against the target. Emission reduction targets could cover:</p> <ul style="list-style-type: none"> > Scope 1 - Direct company emissions related to burning fossil fuel on-site; > Scope 2 - Indirect company emissions related to the production of purchased electricity, heat or steam; > Scope 3 - Indirect company emissions related to your company's value chain activities, including upstream and downstream emissions. |

| E. ENVIRONMENT | BACKGROUND INFORMATION |
|---|---|
| <p>16. Does your site use any substances with restrictions under any national or international statutory provision in production or operations?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>16a. If answered "Yes" to Q16, does your site have written procedures to manage substances with restrictions under any regulations?</p> <p><input type="checkbox"/> Yes</p> <p>Please upload relevant document(s) – including REACH, RoHS, ELV 2000/53/EC or other written procedures to manage substances with restrictions</p> <p><input type="checkbox"/> No</p> <p>16b. If answered "Yes" to Q16a, which of the following areas are covered by these written procedures? Please tick all that apply.</p> <p><input type="checkbox"/> The manufacture of mercury-added products, the use of mercury and mercury compounds in manufacturing processes and the treatment of mercury waste (ref. to the Minamata convention)</p> <p><input type="checkbox"/> The production and use of Persistent Organic Pollutants (ref. to the Stockholm Convention on Persistent Organic Pollutants)</p> <p><input type="checkbox"/> The handling, collection, storage and disposal of waste of Persistent Organic Pollutants (ref. to the Stockholm Convention on Persistent Organic Pollutants)</p> <p><input type="checkbox"/> The export of hazardous waste (ref. to the Basel Convention on the Control of Transboundary Movements of Hazardous Wastes and their Disposal)</p> <p><input type="checkbox"/> The import of hazardous and other wastes (ref. to the Basel Convention on the Control of Transboundary Movements of Hazardous Wastes and their Disposal)</p> <p><input type="checkbox"/> Others, please specify</p> <div style="border: 1px solid black; height: 20px; width: 400px; margin-top: 5px;"></div> | <p>Restrictions are a tool to protect human health and the environment from unacceptable risks posed by chemicals. Restrictions may limit or ban the manufacture, placing on the market or use of a substance. A restriction applies to any substance on its own, in a mixture or in an article, including those that do not require registration. It can also apply to imports.</p> <p>Examples of hazardous (restrictive) substances include but are not limited to: Chrom6, lead, AZO dyes, DMF, PAHs, Phthalates, PFOS, nickel release. Source: European Chemicals Agency</p> <p>Examples of regulations on restricted substances and chemical handling:</p> <p>REACH (Registration, Evaluation, Authorisation, and Restriction of Chemicals) is a European Union Regulation addressing the production and use of chemical substances, and their potential impact on both human health and the environment. The regulation defines and includes substances, preparations, and articles. Manufacturers and importers are required to gather information on the properties of their chemical substances and to register the information in a central database run by the European Chemicals Agency.</p> <p>RoHS (Restriction of Hazardous Substances) or the Restriction of the Use of Certain Hazardous Substances in Electrical and Electronic Equipment Directive (2011/65/UE) bans the placing on the EU market of new electrical and electronic equipment containing more than the agreed levels of lead, cadmium, mercury and other substances.</p> <p>ELV 2000/53/EC lays down measures which aim at the prevention of waste from vehicles and, in addition, at the reuse, recycling and other forms of recovery of end-of life vehicles and their components so as to reduce the disposal of waste, as well as the improvement in environmental performance of all the economic operators involved in the life cycle of vehicles and especially the operators directly involved in the treatment of end-of life vehicles.</p> <p>The Minamata Convention on Mercury. The production of mercury- added products is permitted under the exceptions of Annex A, under registered exceptions, or if there is an alternative strategy for the product reported to the Conference of Parties by a country (Art. 4(2) lit. a). The use of mercury (compounds) in manufacturing processes is permitted under Annex B or under registered exceptions (Art. 5(2) and Art. 6). The Convention also addresses interim storage of mercury and its disposal once it becomes waste, sites contaminated by mercury as well as health issues. Mercury waste must be treated according to Art. 11(3).</p> |

| E. ENVIRONMENT | BACKGROUND INFORMATION |
|--|--|
| | <p>The Stockholm Convention on Persistent Organic Pollutants. The Convention requires its parties to take measures to eliminate or reduce the release of POPs into the environment. The production and use are permitted for laboratory-scale research or as reference standard (Art. 3(5)), under the exceptions of Annex I, under the grace period of Art. 4(2) Sentence 1 Regulation (EU) 2019/1021, or under Annex I, part B Regulation (EC) No. 850/2004. The handling, collection, storage, and disposal is permitted under Art. 6.</p> <p>The Basel Convention prohibits the import and export of hazardous waste from and to third party countries and some of the party countries. In addition to the provisions of the convention, Council Directive 91/689/EEC must be taken into account when defining hazardous waste</p> |
| <p>17. Does your company have a current CDP score?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> Please upload relevant document</p> <p><input type="checkbox"/> No</p> <p>17a. If answered "Yes" to Q17, please specify your CDP score related to Climate Change</p> <p>Score <input type="text"/></p> <p>Year <input type="text"/></p> <p>17b. If answered "Yes" to Q17, please specify your CDP score related to Water</p> <p>Score <input type="text"/></p> <p>Year <input type="text"/></p> <p>17c. If answered "Yes" to Q17, please specify your CDP score related to Forests</p> <p>Score <input type="text"/></p> <p>Year <input type="text"/></p> | <p>CDP uses a scoring methodology to incentivise companies to measure and manage environmental impacts through participation in CDP's climate change, water, forests, and supply chain programs. Each of CDP's questionnaires (Climate change, Water and Forests) has an individual scoring methodology.</p> |

| F. RESPONSIBLE SUPPLY CHAIN MANAGEMENT | BACKGROUND INFORMATION |
|---|--|
| <p>18. Does your company have set CSR/Sustainability requirements towards suppliers?</p> <p><input type="checkbox"/> Yes Please upload relevant document</p> <p><input type="checkbox"/> No</p> <p>18a. If answered "Yes" to Q18, which areas are covered by these CSR/Sustainability requirements? Please tick all that apply.</p> <p><input type="checkbox"/> <u>Human rights and working conditions</u></p> <p><input type="checkbox"/> Child labour and young workers</p> <p><input type="checkbox"/> Wages and benefits</p> <p><input type="checkbox"/> Working hours</p> <p><input type="checkbox"/> Modern slavery (i.e. slavery, servitude and forced or compulsory labour and human trafficking)</p> <p><input type="checkbox"/> Ethical recruiting</p> <p><input type="checkbox"/> Freedom of association and collective bargaining</p> <p><input type="checkbox"/> Non-discrimination and harassment</p> <p><input type="checkbox"/> Women's Rights</p> <p><input type="checkbox"/> Diversity, Equity, and Inclusion</p> <p><input type="checkbox"/> Rights of Minorities and Indigenous Peoples</p> <p><input type="checkbox"/> Land, Forest and Water Rights and Forced Eviction</p> <p><input type="checkbox"/> Use of Private or Public Security Forces</p> <p><input type="checkbox"/> <u>Health and Safety</u></p> <p><input type="checkbox"/> Health and safety</p> <p><input type="checkbox"/> <u>Business ethics</u></p> <p><input type="checkbox"/> Anti-Corruption and Anti-Money Laundering</p> <p><input type="checkbox"/> Data Protection and Data Security</p> <p><input type="checkbox"/> Financial responsibility (Accurate Records)</p> <p><input type="checkbox"/> Disclosure of Information</p> <p><input type="checkbox"/> Fair competition and anti-trust</p> <p><input type="checkbox"/> Conflicts of interest</p> <p><input type="checkbox"/> Counterfeit parts</p> <p><input type="checkbox"/> Intellectual property</p> <p><input type="checkbox"/> Export controls and economic sanctions</p> <p><input type="checkbox"/> Whistleblowing and protection against retaliation</p> <p style="text-align: right;"><i>continued on next page</i></p> | <p>CSR/sustainability requirements for suppliers are often set out in either a specific supplier code of conduct document or a company conduct document which applies to both internal employees as well as external business partners, such as suppliers. The objective, through these CSR requirements, should be to promote healthy working conditions, human rights, and environmental responsibility throughout the entire supply chain</p> |

- Environment
 - GHG emissions reporting
 - Energy efficiency
 - Renewable energy
 - Decarbonisation
 - Water quality, consumption & management
 - Air quality
 - Responsible chemical management
 - Sustainable resources management
 - Waste reduction
 - Reuse and recycling
 - Animal welfare
 - Biodiversity, land use and deforestation
 - Soil quality
 - Noise emissions
 - Other areas (please specify)
-
- Upstream supplier management
 - Definition and implementation of similar standards towards own tier-1 suppliers
 - Binding requirements towards Tier-1 suppliers to pass on standards along the supply chain

F. RESPONSIBLE SUPPLY CHAIN MANAGEMENT

BACKGROUND INFORMATION

18b. If answered "Yes" to Q18, does your company use any of the following channels to communicate its Supplier CSR/Sustainability Requirements to your suppliers? Please tick all that apply.

- Included in Terms and Conditions
Please upload relevant document
- Supplier training
Please upload relevant document
- Supplier Code of Conduct/ Supplier Sustainability Policy
Please upload relevant document
- Company website/ Supplier portal
Please upload relevant document
- None

18c. Which processes does your company have in place to review if suppliers fulfil your requirements? Please tick all that apply.

- 3rd party audits conducted by an accredited certification body
Please upload relevant document
- 2nd party audits conducted by your company
Please upload relevant document
- Sustainability-assessment questionnaire (SAQ)
- None

If a company sets requirements for their suppliers, they must have provisions to monitor the implementation of these requirements within the business operations of their supplier. Supplier monitoring provides information and identifies areas for collaborative positive improvements. This can be achieved through:

- > A 3rd party audit is an external audit performed by independent organisations such as registrars (certification bodies) or regulators.
- > A 2nd party audit is an external audit performed by customers or by others on their behalf. It can also be done by regulators or any external party that has a formal interest in an organisation.
- > A sustainability-assessment questionnaire (SAQ) may be used to assess CSR and Sustainability activities of a supply chain, and identify potential improvements.

19. Does your company perform sustainability risk assessment as part of the due diligence activities?

- Yes
- No

19a. If answered "yes" to Q19, what is the scope of the risk assessment? Please tick all that apply.

- Own business area
- Direct suppliers (Tier 1)
- Indirect suppliers (Tier n)

19b. If answered "yes" to Q19, how often does your company conduct risk assessment?

- Yearly

continued on next page

- Every 2 years
- Ad hoc when we expect the risk situation to change significantly
- Ad hoc when we know that there might be a violation, e.g. from a complaint
- Other

G. RESPONSIBLE SOURCING OF RAW MATERIALS

BACKGROUND INFORMATION

20. Are any of the following materials contained in your products?
Please Tick all that apply.

- Aluminium/ Bauxite
- Chromium
- Cobalt
- Copper
- Cotton
- Glass (silica sand)
- Gold
- Graphite (natural)
- Leather
- Lithium
- Magnesium
- Manganese
- Mica
- Molybdenum
- Nickel
- Niobium
- Palladium
- Platinum
- Polysilicon
- Rare Earth Elements
- Rhodium
- Natural Rubber
- Steel / Iron
- Tantalum
- Tin
- Tungsten
- Zinc
- All

Platinum has been added to the materials priority list as this metal is part of the Platinum Group Metals (PGM). Platinum, together with palladium and rhodium have the highest automotive industry consumption at the moment.

G. RESPONSIBLE SOURCING OF RAW MATERIALS

20a. If any raw material from the list above selected, does your company have a policy on the responsible sourcing of these raw materials?

- Yes
Please upload relevant document
- No

20a1. If answered yes to Q20a, which of the following materials are covered by this policy? Please tick all that apply.

- Aluminium/ Bauxite
- Chromium
- Cobalt
- Copper
- Cotton
- Glass (silica sand)
- Gold
- Graphite (natural)
- Leather
- Lithium
- Magnesium
- Manganese
- Mica
- Molybdenum
- Nickel
- Niobium
- Palladium
- Platinum
- Polysilicon
- Rare Earth Elements

continued on next page

BACKGROUND INFORMATION

A responsible raw materials policy is a document showing a company's commitment, agreed upon by senior management, to the sustainable and ethical procurement of raw materials. Raw materials are primary commodities that are used to manufacture products. Companies that provide products containing raw materials are expected to conduct due diligence to understand the source of the raw materials used in their products.

Companies are expected to:

- > ensure not to contribute to human rights abuses, bribery and ethics violations, or negatively impact the environment.
- > use validated conflict free smelters and refiners for procurement of tin, tungsten, tantalum and gold contained in the products they produce

Reference: The Responsible Minerals Initiative

For more information on priority materials, producer countries, and associated environmental, social, and governance issues please refer to the [Raw Materials Outlook](#) and the [Material Change report](#).

- Rhodium
- Natural Rubber
- Steel / Iron
- Tantalum
- Tin
- Tungsten
- Zinc
- All

20b. If any raw material from the list above is selected, does your company participate in raw material specific initiative(s)?

- Yes
Please upload relevant document
- No

20c. If tantalum, tin, tungsten, or gold are selected, does your company have a company-scope Conflict Minerals Reporting Template (CMRT)?

- Yes
Please upload CMRT template, using the latest version from the RMI website
- No
Please complete and upload CMRT template, using the latest version from the RMI website

20d. If cobalt and/or mica is selected, does your company have a company-scope EMRT (Extended Minerals Reporting Template)?

- Yes
Please upload EMRT template, using the latest version from the RMI website
- No
Please complete and upload EMRT template, using the latest version from the RMI website

The Conflict Minerals Reporting Template (CMRT) is a free, standardised reporting template developed by the [Responsible Minerals Initiative \(RMI\)](#) that facilitates the transfer of information through the supply chain regarding mineral country origin and the smelters and refiners being used.

The Extended Minerals Reporting Template (EMRT) is a free, standardized reporting template developed by the [Responsible Minerals Initiative \(RMI\)](#) to identify pinch points and collect due diligence information in the cobalt and mica supply chains.

21. Does your company have a responsible sourcing raw materials management system or undertake supply chain mapping?

- Yes
Please upload relevant document
- No

H. ADDITIONAL INFORMATION

22. Please use the space below to provide additional information (e.g. comments regarding policy, timing for certification, etc.).

Drive Sustainability - The Automotive Partnership

Drive Sustainability is an Automotive Partnership between BMW Group, Daimler Truck AG, Ford, Geely, Honda, Jaguar Land Rover, Mercedes-Benz AG, Scania CV AB, Toyota Motor Europe, Volkswagen Group, Volvo Cars and Volvo Group.

The Partnership, facilitated by CSR Europe, aims to drive sustainability throughout the automotive supply chain by promoting a common approach within the industry and by integrating sustainability in the overall procurement process.

Drive Sustainability operates under strict anti-trust policies.

About CSR Europe

CSR Europe is the leading European business network for Corporate Sustainability and Responsibility. With our corporate members and National CSR organisations, we unite, inspire & support over 10,000 enterprises at local, European and global level.

We support businesses & industry sectors in their transformation and collaboration towards practical solutions and sustainable growth. We are for systemic change; therefore, following the SDGs, we want to co-build with the European leaders and stakeholders an overarching strategy for a Sustainable Europe 2030.

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SAQ 5.0 Scoring System

| Question | Answers | Sustainability Score |
|--|---|----------------------|
| 1. Has your company appointed senior management representation for environmental, social, ethics or human rights? | Yes | 0,00% |
| | No | 0,00% |
| 1a. Does your company have a management person responsible for Social Sustainability ? | Yes | 0,93% |
| | No | 0,00% |
| 1b. Does your company have a management person responsible for Compliance/Business Ethics ? | Yes | 0,93% |
| | No | 0,00% |
| 1c. Does your company have a management person responsible for Environmental Sustainability ? | Yes | 0,93% |
| | No | 0,00% |
| 1d. Does your company have a management person responsible for monitoring sustainability risks (e.g. a Human Rights Officer)? | Yes | 0,93% |
| | No | 0,00% |
| Max score for indicator | | 3,71% |
| 2. Does your company publish a Corporate Social Responsibility (CSR)/Sustainability Report ? | Yes, as a separate report according to the Global Reporting Initiative (GRI) or other globally accepted standard | 3,00% |
| | Yes, as an integrated part of the Annual Report, e.g. Annual and Sustainability Report, according to GRI or other globally accepted standard | 3,00% |
| | Yes, but not according to globally accepted standards | 1,50% |
| | No | 0,00% |
| Max score for question | | 3,00% |
| 2a. If answered "Yes" to Q2, Is the most recent report assured by a third party? | Yes, the assurance letter is included in the report | 0,19% |
| | Parts are assured, the scope is explained in the assurance letter | 0,19% |
| | No | 0,00% |
| Max score for question | | 0,19% |
| 2b.1 If answered "Yes" to Q2, What human rights elements are disclosed in the CSR report? | Our company's identified potential and actual human rights risks | 0,06% |
| | Description of existing measures that our company has already taken to address human rights risks and a review of the effectiveness of these measures | 0,06% |

| | | |
|--|--|--------|
| | Description of future measures that our company plans to take to manage our human rights risks | 0,06% |
| | We do not report on our company's human rights risks | 0,00% |
| Max score for question | | 0,19% |
| 2b.2 If answered "Yes" to Q2, What environmental elements are disclosed in the CSR report? | Our company's identified environmental risks | 0,06% |
| | Description of existing measures that our company has already taken to address environmental risks and a review of the effectiveness of these measures | 0,06% |
| | Description of future measures that our company plans to take to manage our environmental risks | 0,06% |
| | We do not report on our company's environmental risks | 0,00% |
| Max score for question | | 0,19% |
| 2c. If answered "Yes" to Q2, Does your company report annually on the fulfilment of statutory due diligence obligations (e.g. the German LkSG) in the previous year? | Yes | 0,19% |
| | No | 0,00% |
| Max score for question | | 0,19% |
| Max score for indicator | | 3,75% |
| 3. Does your company have a Code of Conduct? | Yes | 6,00% |
| | No | 0,00% |
| Max score for question | | 6,00% |
| 3a. If answered "Yes" to Q3, Does your company organise training for your employees on the Code of Conduct ? | Yes | 4,00% |
| | No, but we communicate the Code of Conduct through extranet/brochures, etc. | 2,00% |
| | No | 0,00% |
| Max score for question | | 4,00% |
| Max score for indicator | | 10,00% |
| 4. Does your company have a grievance mechanism or documented complaints procedure established at this location? | Yes | 3,00% |
| | No | 0,00% |
| Max score for question | | 3,00% |
| 4a. If answered "Yes" to Q4, What are the characteristics of your company's grievance mechanism or complaints procedure? Please tick all that apply. | Outlines who is responsible for the complaints procedure if applicable (there is a complaint body in place which third parties can contact directly or via an external service provider) | 0,02% |
| | The responsible person(s) entrusted by the enterprise is impartial, independent and not bound by instructions | 0,02% |
| | The written rules of the complaints procedure outline the ways in which a complaint may proceed and indicates the approximate time each step may take | 0,02% |
| | The written rules of the complaints procedure are publicly made available in relevant local languages in all countries in which we operate | 0,02% |

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| | Complainant is provided confirmation of receipt upon reporting the complaint | 0,02% |
| | The complainant's identity is treated confidentially | 0,02% |
| | Commitment to non-retaliation against complainants | 0,02% |
| | Complaints can be reported anonymously | 0,02% |
| | The complainant or their representative is consulted during remediation/resolution | 0,02% |
| | Evaluation of complaints procedure effectiveness at least once every 12 months and on an adhoc basis | 0,02% |
| | Appeal procedure | 0,02% |
| | None of the above | 0,00% |
| Max score for question | | 0,19% |
| 4b. If answered "Yes" to Q4, What kind of complaints can be submitted? Please tick all that apply. | Human rights complaints | 0,06% |
| | Environmental complaints | 0,06% |
| | Unethical business practices | 0,06% |
| Max score for question | | 0,19% |
| 4c. If answered "Yes" to Q4, Which stakeholder groups can submit complaints via the complaints mechanism? Please tick all that apply. | Internal stakeholders (company/non-permanent employees, direct suppliers, service providers etc.) | 0,09% |
| | External stakeholders (contractors, indirect suppliers, local communities etc.) | 0,09% |
| | Others | 0,00% |
| Max score for question | | 0,19% |
| 4d. If answered "Yes" to Q4, How does your company optimise accessibility of the complaints procedure for all the stakeholder groups that are entitled to use it? Please tick all that apply. | By carrying out training | 0,06% |
| | By different media | 0,06% |
| | Online | 0,00% |
| | Phone | 0,00% |
| | Email | 0,00% |
| | App | 0,00% |
| | By participating in a joint industry complaints procedure | 0,06% |
| | None of the above | 0,00% |
| Max score for question | | 0,19% |
| Max score for indicator | | 3,75% |
| 5. Does your company have a formal policy covering human rights and working conditions ? | Yes | 0,00% |
| | No | 0,00% |
| 5a. If answered "Yes" to Q5, Which of the following areas are covered by this policy? | Child labour and young workers | 0,29% |
| | Wages and benefits | 0,29% |
| | Working hours | 0,29% |
| | Modern slavery (i.e. slavery, servitude and forced or compulsory labour and human trafficking) | 0,29% |
| | Ethical recruiting | 0,29% |
| | Freedom of association and collective bargaining | 0,29% |
| | Non-discrimination and harassment | 0,29% |
| | Women's Rights | 0,29% |
| Diversity, Equity and Inclusion | 0,29% | |

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| | Rights of Minorities and Indigenous Peoples | 0,29% |
| | Land, Forest and Water Rights and Forced Eviction | 0,29% |
| | Use of Private or Public Security Forces | 0,29% |
| Max score for question | | 3,48% |
| 5b. If answered "Yes" to Q5, Does your company organise training for your employees on your human rights and working conditions policy? | Yes | 2,32% |
| | No, but we communicate it through Intranet/Brochures, etc. | 1,16% |
| | No | 0,00% |
| Max score for question | | 2,32% |
| Max score for indicator | | 5,80% |
| 6. Does your site have a management system in place to manage the human rights and working conditions issues? | Yes, we have an internationally recognised certified management system | 10,00% |
| | Yes, we have a nationally recognised certified management system | 7,50% |
| | Yes, but the system is uncertified | 5,00% |
| | No | 0,00% |
| Max score for indicator | | 10,00% |
| 7. Does your company have a formal written health and safety policy in place, which complies with local law, industry requirements and international standards? | Yes | 0,00% |
| | No | 0,00% |
| 7a. If answered "Yes" to Q7, Which of the following areas are covered by this policy? | Personal protective equipment | 0,50% |
| | Machine safety | 0,50% |
| | Emergency preparedness | 0,50% |
| | Incident and accident management | 0,50% |
| | Workplace ergonomics | 0,50% |
| | Handling of chemical and/or biological substances | 0,50% |
| | Fire protection | 0,50% |
| Max score for question | | 3,48% |
| 7b. If answered "Yes" to Q7, Does your company organise training for your employees on your health and safety policy? | Yes | 2,32% |
| | No, but we communicate it through Intranet/Brochures, etc. | 1,16% |
| | No | 0,00% |
| Max score for question | | 2,32% |
| Max score for indicator | | 5,80% |
| 8. Does your site have a health and safety management system in place? | Yes, we have an internationally recognised certified management system | 10,00% |
| | Yes, we have a nationally recognised certified management system | 7,50% |
| | Yes, but the system is uncertified | 5,00% |
| | No | 0,00% |
| Max score for indicator | | 10,00% |
| 9. Does your company have a formal policy in place regarding business ethics ? | Yes | 0,00% |
| | No | 0,00% |

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| 9a. If answered "Yes" to Q9, Which of the following areas are covered by this policy? | Anti-Corruption and Anti-Money Laundering | 0,35% |
| | Data Protection and Data Security | 0,35% |
| | Financial responsibility (Accurate Records) | 0,35% |
| | Disclosure of Information | 0,35% |
| | Fair competition and anti-trust | 0,35% |
| | Conflicts of interest | 0,35% |
| | Counterfeit parts | 0,35% |
| | Intellectual property | 0,35% |
| | Export controls and economic sanctions | 0,35% |
| | Whistleblowing and protection against retaliation | 0,35% |
| Max score for question | | 3,48% |
| 9b. If answered "Yes" to Q9, Does your company organise training for your employees on your business ethics policy? | Yes | 2,32% |
| | No, but we communicate it through Intranet/Brochures, etc. | 1,16% |
| | No | 0,00% |
| Max score for question | | 2,32% |
| Max score for indicator | | 5,80% |
| 10. Does your company have a formal environmental policy , which includes a commitment to legal compliance, continuous measurement and continuous improvements in environmental performance? | Yes | 0,00% |
| | No | 0,00% |
| 10a. If answered "Yes" to Q10, Which of the following areas are covered by this policy? | GHG emissions reporting | 0,25% |
| | Energy efficiency | 0,25% |
| | Renewable energy | 0,25% |
| | Decarbonisation | 0,25% |
| | Water quality and consumption & management | 0,25% |
| | Air quality | 0,25% |
| | Responsible chemical management | 0,25% |
| | Sustainable resources management | 0,25% |
| | Waste reduction | 0,25% |
| | Reuse and recycling | 0,25% |
| | Animal welfare | 0,25% |
| | Biodiversity, land use and deforestation | 0,25% |
| | Soil quality | 0,25% |
| | Noise emissions | 0,25% |
| Other areas | 0,00% | |
| Max score for question | | 3,48% |
| 10b. If answered "Yes" to Q10, Does your company organise training for your employees on your environmental policy ? | Yes | 2,32% |
| | No, but we communicate it through intranet/brochures, etc. | 1,16% |
| | No | 0,00% |
| Max score for question | | 2,32% |
| Max score for indicator | | 5,80% |

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| 11. Does your site have an environmental management system in place? | Yes, we have an internationally recognised certified management system. | 10,00% |
| | Yes, we have a nationally recognised certified management system | 8,00% |
| | Yes, but the system is uncertified | 6,00% |
| | No | 0,00% |
| Max score for indicator | | 10,00% |
| 12. Does your site have an energy management system ? | Yes, we have an internationally recognised certified management system. | 3,75% |
| | Yes, we have a nationally recognised certified management system | 2,81% |
| | Yes, but the system is uncertified | 1,88% |
| | No | 0,00% |
| Max score for indicator | | 3,75% |
| 16. Does your site use any substances with restrictions under any national or international statutory provision in production or operations? | Yes | 0,00% |
| | No | 5,80% |
| Max score for question | | 5,80% |
| 16a. If answered "Yes" to Q16, Does this site have written procedures to manage substances with restrictions under any regulations? | Yes | 5,80% |
| | No | 0,00% |
| Max score for question | | 5,80% |
| Max score for indicator | | 5,80% |
| 18. Does your company have set CSR/Sustainability requirements towards suppliers? | Yes | 0,00% |
| | No | 0,00% |
| 18a. If "Yes" to Q18, Which areas are covered by these CSR/Sustainability requirements? | Child labour and young workers | 0,08% |
| | Wages and benefits | 0,08% |
| | Working hours | 0,08% |
| | Modern slavery (i.e. slavery, servitude and forced or compulsory labour and human trafficking) | 0,08% |
| | Ethical recruiting | 0,08% |
| | Freedom of association, incl. collective bargaining | 0,08% |
| | Non-discrimination and harassment | 0,08% |
| | Women's Rights | 0,08% |
| | Diversity, equity and inclusion | 0,08% |
| | Rights of minorities and indigenous peoples | 0,08% |
| | Land, forest and water rights and forced eviction | 0,08% |
| | Use of private or public security forces | 0,08% |
| | Health and safety | 1,00% |
| | Anti-corruption and anti-money laundering | 0,10% |
| | Data protection and data security | 0,10% |
| | Financial responsibility (Accurate Records) | 0,10% |
| Disclosure of information | 0,10% | |
| Fair competition and anti-trust | 0,10% | |

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| | Conflicts of interest | 0,10% |
| | Counterfeit parts | 0,10% |
| | Intellectual property | 0,10% |
| | Export controls and economic sanctions | 0,10% |
| | Whistleblowing and protection against retaliation | 0,10% |
| | GHG emissions reporting | 0,07% |
| | Energy efficiency | 0,07% |
| | Renewable energy | 0,07% |
| | Decarbonisation | 0,07% |
| | Water quality, consumption & management | 0,07% |
| | Air quality | 0,07% |
| | Responsible chemical management | 0,07% |
| | Sustainable resources management | 0,07% |
| | Waste reduction | 0,07% |
| | Reuse and recycling | 0,07% |
| | Animal welfare | 0,07% |
| | Biodiversity, land use and deforestation | 0,07% |
| | Soil quality | 0,07% |
| | Noise emissions | 0,07% |
| | Other areas | 0,07% |
| | Definition and implementation of similar standards towards own tier-1 suppliers | 0,50% |
| | Binding requirements towards Tier-1 suppliers to pass on standards along the supply chain | 0,50% |
| Max score for question | | 5,00% |
| 18b. If answered "Yes" to Q18, Does your company use any of the following channels to communicate its Supplier CSR/Sustainability requirements to your suppliers? | Included in terms and conditions | 1,00% |
| | Supplier Training | 0,70% |
| | Supplier code of conduct/supplier sustainability policy | 0,50% |
| | Company website/supplier portal | 0,30% |
| | None | 0,00% |
| Max score for question | | 2,50% |
| 18c. If answered "Yes" to Q18, Which processes does your company have in place to review if suppliers fulfil your sustainability requirements? | 2nd party audits conducted by your company | 1,00% |
| | 3rd party audits conducted by a certified audit body | 1,00% |
| | Self-assessment questionnaire | 0,50% |
| | None | 0,00% |
| Max score for question | | 2,50% |
| Max score for indicator | | 10,00% |
| 20. Are any of the following materials contained in your products or used for its production? Please tick all that apply. | Aluminium/Bauxite | 0,00% |
| | Chromium | 0,00% |
| | Cobalt | 0,00% |
| | Copper | 0,00% |
| | Cotton | 0,00% |
| | Glass (silica sand) | 0,00% |

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| | Gold | 0,00% |
| | Graphite (natural) | 0,00% |
| | Leather | 0,00% |
| | Lithium | 0,00% |
| | Magnesium | 0,00% |
| | Manganese | 0,00% |
| | Mercury | 0,00% |
| | Mica | 0,00% |
| | Molybdenum | 0,00% |
| | Nickel | 0,00% |
| | Niobium | 0,00% |
| | Palladium | 0,00% |
| | Platinum | 0,00% |
| | Polysilicon | 0,00% |
| | Rare Earth Elements | 0,00% |
| | Rhodium | 0,00% |
| | Natural Rubber | 0,00% |
| | Steel/ Iron | 0,00% |
| | Tantalum | 0,00% |
| | Tin | 0,00% |
| | Tungsten | 0,00% |
| | Zinc | 0,00% |
| | None | 5,80% |
| Max score for question | | 4,35% |
| 20a. If any raw material from the list above selected, Does your company have a policy for the responsible sourcing of these raw materials? | Yes | 4,35% |
| | No | 0,00% |
| Max score for question | | 4,35% |
| 21. Does your company have a responsible sourcing raw materials management system or undertake supply chain mapping? | Yes | 1,45% |
| | No | 0,00% |
| Max score for question | | 1,45% |
| Max score for indicator | | 5,80% |