

## Sustainability requirements to be met by suppliers to the SUSPA Group

Sustainability is a future-oriented principle that has been anchored in the SUSPA Group's corporate strategy for many years now. The objective is to generate values for the company and its staff, for the environment and for society. Responsible social and ecological conduct in all of our processes is being demanded from outside the company as well, however. Our customers, politicians and a critical public are calling on us to develop, manufacture and distribute our products in accordance with internationally applicable social and ecological standards. Sustainability can only be all-embracing if the complete value added chain is taken into consideration, however, and this is only possible if our business partners consistently adhere to environmental and social standards at their facilities throughout all stages in the production process, from product development and manufacturing, right through to distribution and recycling, thereby contributing towards the sustainable management of the SUSPA Group.

This questionnaire is intended for all of SUSPA business partners (e.g. suppliers of goods and services). Please use the questionnaire to review the current status of your company / operation regarding compliance with the sustainability requirements of the SUSPA Group and to initiate an appropriate reaction. The information provided in response to the questionnaire will be presented transparently and taken into consideration within the framework of the vendor management processes.

Certain questions may not be relevant to small businesses, in which case a note to this effect is given for the question concerned (six-digit SUSPA Group supplier number).

### 1.) Company information

six-digit SUSPA Group supplier number (specify in letter):	
please enter your DUNS code:	
Name and legal form of your company:	
Company address:	
Country, postal code, place	

# Form

Questionnaire - Supply Chain Management

Sustainability requirements to be met by suppliers to the SUSPA Group



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The contact person responsible for answering this questionnaire within your company / operation:

Title:	
Position:	
Last name:	
First name:	
Telephone:	
Email:	

1.1. How many people are employed within the company / operation as a whole? \_\_\_\_\_

1.2. To which branch(es) of industry does the company / operation belong (multiple answers possible):

- Automotive / mechanical engineering
- Metallurgical and metal working industry
- Electrical engineering / electronics
- Chemical industry / laboratory services
- Plastic manufacturing and processing industry, rubber / glass, ceramics, stone and soil, (renewable) raw materials
- Software / IT
- Transport / logistics, logistics services
- Tools and assembly equipment, production lines / systems
- Construction work and building services
- Sales / marketing / distribution
- Research and development
- Other / other services

## 2.) Social responsibility

Respect for human rights and compliance with key labour standards are firmly anchored within the SUSPA Group. This means, for example, that the SUSPA Group is committed to adhere to the following principles:

- | the United Nations Global Compact (Davos, January 1999)
- | the fundamental principles and rights of the International Labour Organisation (ILO) ("ILO Declaration on Fundamental Principles and Rights at Work", Geneva, June 1998).
- | the ILOs key labour standards – also referred to as conventions

Adherence to social standards and human rights is essential at the premises of all of our business partners in order to fulfill the SUSPA Group's social responsibility throughout the entire value added chain for every product and all outsourced services

### 2.0. Does your company / operation have a code of conduct, a code of behaviour or a company-wide policy on adherence to social standards and human rights?

Yes       No, Reason: \_\_\_\_\_

Please enclose pertinent document, where available!

### 2.1. Ban on child labour

ILO Convention No. 138 of 1973 stipulates that the minimum age for admission to employment shall not be less than the age of completion of compulsory schooling and, in any case, shall not be less than 15 years, or 13 years for light work (exceptions: 14 years is the age limit in developing countries with 12 years for light work)

2.1.1 Which statement applies to your company / operation? (not allowing for apprentices, trainees or students gaining work experience; multiple answers possible)

- No people aged less than 15 years (14 years in a developing country) are employed within your company / operation.
- People aged between 13 and 15 years (between 12 and 14 years in a developing country) are employed within your company / operation, but only to perform light work.
- People aged between 13 and 15 years (between 12 and 14 years in a developing country) are employed within your company / operation and not only to perform light work.

- People aged less than 13 years (12 years in a developing country) are employed within your company / operation.

According to the convention on the rights of the child adopted by the UN General Assembly, special measures must be implemented where children/ adolescents aged less than 18 years are employed in accordance with ILO Convention No. 182. These particularly include ensuring that children and adolescents do not perform any work that is likely to harm their health and special measures must be implemented to protect children / adolescents.

2.1.2. Does your company / operation comply with the ban on potentially harmful work being performed by children / adolescents aged less than 18 years?

- Yes       No, Reason: \_\_\_\_\_

2.1.3. Have special measures to protect children / adolescents been implemented within your company / operation?

- Yes       No, Reason: \_\_\_\_\_

## 2.2. Ban on forced or compulsory labour

ILO Convention 29 prohibits forced or compulsory labour, i.e. any work or service which is exacted from any person under the menace of any penalty and for which the said person has not offered himself voluntarily.

2.2.1. Are any people required to perform forced or compulsory labour within your company / operation, or does the company / operation engage prisoners in involuntary prison labour?

- No       Yes, Reason: \_\_\_\_\_

## 2.3. Remuneration / working hours

ILO Convention 131 stipulates that, when fixing minimum wages, the needs of the workers and their families, the cost of living and social security benefits must be taken into consideration, as well as economic factors, the requirements of economic development and levels of productivity.

2.3.1. The social-cultural minimum income guarantees - further to above a mere physical subsistence level - the right and possibility to participate in the social, cultural and political life within a society. Do all employees within your company / operation earn at least the social minimum income?

Yes       No, Reason: \_\_\_\_\_

ILO Convention 14 stipulates that every member of staff shall enjoy a period of rest comprising at least 24 consecutive hours in every period of seven days. ILO Convention 1 states that, under normal conditions, the working hours of any person shall not exceed 8 hours per day and 48 hours per week on average

2.3.2. Do the people employed within your company / operation enjoy a period or rest comprising at least 24 (consecutive) hours in every period of seven days on a regular basis?

Yes       No, Reason: \_\_\_\_\_

2.3.3. Do the working hours within your company / operation exceed 48 hours per week on a regular basis?

Yes       No, Reason: \_\_\_\_\_

## 2.4. Health and safety at the workplace

2.4.1. Have systems, processes and / or measures been established within your company / operation to ensure compliance with statutory requirements for health and safety at the workplace?

Yes       No, Reason: \_\_\_\_\_

2.4.2. Have occupational safety management systems been installed within your company / operation, which comply with the requirements laid down in the "Guidelines on occupational safety and health management systems, ILO-OSH-2001"?

Yes       No, Reason: \_\_\_\_\_

## 2.5. Freedom of association

ILO Conventions 87 and 98 guarantee employees the right to freedom of association and the right to organise and bargain collectively (e.g. the right to establish or become members of independent trade unions or other organisations that represent their interests and protection against discrimination by reason of union or workers organisation membership).

2.5.1. Do the people employed within your company / operation have the right to establish or become members of an independent workers organisation (e.g.) trade union) and to negotiate collective bargaining in order to regulate the terms and conditions of employment?

Yes       No, Reason: \_\_\_\_\_

## 2.6. Discrimination

ILO Convention 111 stipulates a ban on discrimination in employment and occupation: no distinction, exclusion or preference made on the basis of race, colour, sex, religion, political opinion, national extraction or social origin, which has the effect of nullifying or impairing equality of opportunity or treatment in employment or occupation shall be permitted. ILO Convention 100 is specifically intended to prevent discrimination in terms of remuneration and stipulates a right to equal remuneration for men and women workers for work of equal value.

2.6.1. Does your company / operation ensure that no employee may suffer discrimination on the basis of race, colour, sex, religion, political opinion, national extraction or social origin?

Yes       No, Reason: \_\_\_\_\_

## 3.) Environmental protection

Within the framework of our responsibility for the efficient handling of natural resources and safeguarding our environment in the long term, we regard ourselves as being committed to involve the SUSPA Group's business partners in the achievement of our environmental objectives, and to motivate and encourage them accordingly.

All manufacturing plants and central SUSPA Group's production facilities all over the world have been validated in accordance with ISO 14001.

In an effort to guarantee the environmental compatibility, we expect the SUSPA Group's suppliers and business partners to establish and maintain standardised, certified environmental management systems (UMS) in order to ensure that their environmental performance is assessed objectively and improved continuously.

**3.1. Has a certified environmental management system been established at the manufacturing facility in accordance with ISO 14001 or an acknowledged certified environmental management system derived from this, or is the establishment of such a system scheduled within the next two years?**

Yes, Norm: \_\_\_\_\_

Scheduled for: \_\_\_\_\_ Standard: \_\_\_\_\_

No, Reason: \_\_\_\_\_

Please enclose certificate.

3.1.2. In case corrective actions plans or measures have been agreed during the last external audit of your environmental management systems (e.g. by the technical inspectorate (TÜV)): Are these corrective actions plans or measures implemented?

Yes       No, Reason: \_\_\_\_\_

Does this entail recording and evaluating the following data?

- |  |                              |                             |   |
|--|------------------------------|-----------------------------|---|
| 3.1.3. Water consumption (m3)  | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Does not apply |
| 3.1.4. Energy consumption (MWh)  | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Does not apply |
| 3.1.5. Carbon dioxide (CO <sub>2</sub> )-emissions (t)   | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Does not apply |
| 3.1.6. Greenhouse gas reduction targets have been agreed. Please enclose details.  | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Does not apply |
| 3.1.7. Volatile organic compounds (VOC) (t)  | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Does not apply |
| 3.1.8. Process wastewater (m3)   | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Does not apply |
| 3.1.9. Waste for disposal (t)  | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Does not apply |
| 3.1.10. Waste for recycling (t)  | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Does not apply |
| 3.1.11. Are the recycling or disposal channels for waste checked and reviewed right through to final disposal (e.g. landfill, incineration) or utilization (e.g. material, energy) at regular intervals? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Does not apply |
| 3.1.12. Do you use the life cycle assessment (LCA, ISO 14040/14044) or similar instruments during the process of the developing and designing your products?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Does not apply |

#### 4.) Environmentally oriented product development

The SUSPA Group assumes the responsibility for the environmental sustainability of their products. Therefore the product development is accompanied by a recycling-optimised construction and by creating ecobalances, in order to comply with the regulatory regulations and moreover to support the continuous improvement process. The SUSPA Group is anxious to anchor these principles in the value chain as well and thus at their suppliers and business partners. According to the principle of circular flow economy in all states of product development and manufacturing companies must undertake to make sure that their products are suited for a proper and ecologically sensitive disposal.

##### Automotive-relevant supplies of parts/services:

The EU Directive for scrapped cars (2000/53 of 18.09.2000) is the consistent frame in the EU member states for the environmentally sound design of scrapped cars as well as their recycling and disposal in consideration of the principle of the extended producer responsibility. Moreover the country-specific regulations must be observed.

#### 4.1. Do you undertake an obligation to apply "EU Directive 2000/53/EC" to the development of parts for the SUSPA Group?

Yes       No, Reason: \_\_\_\_\_

#### 4.2. Do you undertake an obligation to apply the automotive-specific standards, directives, regulations and specifications relating to recycling-optimised, environmentally compatible vehicle design to the development of parts for the SUSPA Group? (Implementation of EU Directive 70/156, EU Regulation EC 1907/2006, ISO 22628, ISO 14062, ISO 11469, ISO 1043, VDI Guideline 2243, VDA Material Data Sheets 232-101/231-106/260)

Yes       No, Reason: \_\_\_\_\_

#### 4.3. Did the company define / document the regulatory, automotive and SUSPA Group specific requirements, processes and responsibilities listed in questions 4.1. and 4.2?

Yes       No, Reason: \_\_\_\_\_



## 5.) Comprehensive questions

Have any sanctions been imposed against your company / operation by a court of law or a government authority during the last 24 months as a consequence of a violation of the requirements mentioned above relating to any of the following subjects?

- |  |                              |                             |
|--|------------------------------|-----------------------------|
| 5.1 Child labour   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 5.2. Forced or compulsory labour   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 5.3. Violation of freedom of association   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 5.4. Discrimination  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 5.5. Accident with personal injury in the course of the contravention of workplace safety regulations and failure to comply with statutory occupational health and safety requirements | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 5.6. Issues in relation to the environment   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 5.7. Do you demand compliance with all standards, regulations and requirements mentioned in this questionnaire on the part of your own suppliers?                                      | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 5.8. In case of major deviations from the requested sustainability standards: are there escalation paths or processes align the relevant supplier?                                     | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

**Thank you for answering the questions!**

**In case of questions please contact your person in purchase within the SUSPA Group.**