

Self-Assessment Questionnaire on CSR/ Sustainability for Automotive Sector Suppliers

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

Drive Sustainability has a set of common guidelines - the [Guiding Principles](#) - outlining expectations for suppliers on key CSR/Sustainability issues including human rights, environment, working conditions and business ethics.

In line with the [Guiding Principles](#), this Self-Assessment Questionnaire (SAQ) is designed to indicate and verify supplier performance on CSR/Sustainability.

It was developed in 2014 and revised in 2017* by the members of Drive Sustainability - [The Automotive Partnership](#). It is currently being put into use by ten of the members** and is intended to avoid duplication and improve efficiency.

The questionnaire relates to both Company and Site level:

- > Company refers to the "Group/Holding the supplier is part of, and
- > Site refers to "the industrial location where production takes place".

Suppliers filling out this questionnaire can click on the question mark next to each questions for clarifications.

* 2017 Working Group members: BMW Group, Daimler AG, Ford, Honda, Jaguar Land Rover, Scania CV AB, Toyota Motor Europe, Volkswagen Group, Volvo Cars and Volvo Group

** OEMs using the SAQ: BMW Group, Daimler AG, Ford, Honda, Jaguar Land Rover, Scania CV AB, Toyota Motor Europe, Volkswagen Group, Volvo Group, Volvo Cars

Company¹: Name:

Location:

Number of employees:

Business area:

Total yearly turnover:

Site²: Name:

Location of site (country, city and/or address):

Number of employees working on site (incl. agency workers):

Headquarter: Yes
 No

Supplier ID: (fill in those that apply)

DUNS number:

Other (please specify):

Filled in by: Name :

Position:

Email:

Tel:

¹ Company refers to the "Group/Holding the supplier is part of".
² Site refers to "the industrial location where production takes place".

A. COMPANY MANAGEMENT (GENERAL)	BACKGROUND INFORMATION
<p>1a. Does your company have a Social Sustainability responsible management person?*</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes*, at company level</p> <p><input type="checkbox"/> Yes*, at site level</p> <p>If yes, please provide:</p> <p>Name : <input type="text"/></p> <p>e-mail : <input type="text"/></p> <p>1b. Does your company have a Compliance responsible management person?*</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes*, at company level</p> <p><input type="checkbox"/> Yes*, at site level</p> <p>If yes, please provide:</p> <p>Name : <input type="text"/></p> <p>e-mail : <input type="text"/></p> <p>1c. Does your company have an Environmental Sustainability responsible management person?*</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes*, at company level</p> <p><input type="checkbox"/> Yes*, at site level</p> <p>If yes, please provide:</p> <p>Name : <input type="text"/></p> <p>e-mail : <input type="text"/></p> <p>* Please fill out the contact details, even if the person is the same as above.</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, health and safety, etc. (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, conflicts of interest, etc. (See Section C - Business Ethics)</p> <p>Environmental sustainability relates to practices that contribute to the quality of the environment on a longterm 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 greenhouse gas emissions, waste reduction programmes, etc. (See Section D - Environment)</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, business ethics and environmental sustainability.</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 self-assessment questionnaire.</p>

A. COMPANY MANAGEMENT (GENERAL)	BACKGROUND INFORMATION
<p>2. Does your company publish a CSR/Sustainability Report?</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes, according to GRI standards Please upload report</p> <p><input type="checkbox"/> Yes, according to other globally accepted standards Please provide the name of the globally accepted standard <input type="text"/> Please upload report</p> <p>2a. Is your most recent report assured by a third party?</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes If yes, please provide the name of the third party and the assurance letter: <input type="text"/></p> <p>2b. Are the operations of all your company sites included in that report?</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes</p>	<p>A CSR/ sustainability report is an organisational report that gives information about economic, environmental, social and ethical performance.</p> <p>Examples of internationally recognised standards and frameworks for CSR/ sustainability report are:</p> <ul style="list-style-type: none"> > Global Reporting Initiative (GRI) Standards; > Sustainability Accounting Standards Board (SASB); > Climate Disclosure Standards Board (CDP-CDSB); > United Nations Global Compact - Communication on Progress (UNGC-COP). <p>In the European Union, <u>EU Directive on Non-Financial and Diversity Information Disclosure</u> lays down the rules on disclosure of non-financial and diversity information for companies with operations in EU Member States that meet all of the following criteria:</p> <ol style="list-style-type: none"> 1. Your company is a large undertaking (in the meaning of Art. 3 (7) of Directive 2013/34/EU) with either a balance sheet total of EUR 20 million OR a net turnover EUR 40 million. 2. AND your company is a public interest entity, defined by Art. 2 (a, b, c, d) of Directive 2013/34/EU, 3. AND when your company's average number of employees exceeds 500 during a financial year.
<p>3. Does your company have a Code of Conduct in place?</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes Please upload relevant document</p> <p>3a. Is the Code of Conduct in place for this site?</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes</p>	<p>A Code of Conduct is a set of rules outlining the responsibilities or proper practice for an individual (employee) and organisation. It could cover social, ethical and environmental aspects.</p>

A. COMPANY MANAGEMENT (GENERAL)	BACKGROUND INFORMATION
<p>4. Do you organise training sessions to enhance the understanding of CSR/ Sustainability?</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes, at site level</p> <p><input type="checkbox"/> Yes, at company level</p> <p>4a. If answered yes, on which of the following topics do you organise training sessions?</p> <p><input type="checkbox"/> Business Ethics Please upload evidence</p> <p><input type="checkbox"/> Environment Please upload evidence</p> <p><input type="checkbox"/> Working Conditions and Human Rights Please upload evidence</p> <p>4b. If answered yes, what is the frequency of the training sessions?</p> <p>Please specify <input type="text"/></p>	<p>Training sessions to enhance the understanding of CSR/ Sustainability refer to companies training their employees on the expectations, policies and procedures relating to Corporate Social Responsibility within the company context.</p> <p>Training is intended to raise awareness on CSR / Sustainability topics, so that specific functions can identify and act on issues they encounter in their day-to-day activities.</p> <p>Training could be function-specific (e.g. training for buyers, managers, etc.), or topic-specific (e.g. on human rights, anti-corruption, Health&Safety, chemical management etc.)</p> <p>Examples of CSR / sustainability issues that companies could conduct training sessions on are included in the Global Automotive Sustainability Guiding Principles</p>
<p>OPTIONAL</p> <p>5. Have employees from this site participated in external CSR/ Sustainability training?</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes</p> <p>5a. If answered "Yes", Who organised the training?</p> <p><input type="checkbox"/> An OEM Please specify: (Month/Year) <input type="text"/></p> <p><input type="checkbox"/> The Automotive Industry Action Group (AIAG) Please specify: (Month/Year) <input type="text"/></p> <p><input type="checkbox"/> Drive Sustainability Please specify: (Month/Year) <input type="text"/></p> <p><input type="checkbox"/> Other (please specify) <input type="text"/></p>	
<p>OPTIONAL</p> <p>6. Does your company participate in any voluntary CSR/ sustainability initiatives?</p> <p><input type="checkbox"/> Yes (please specify) <input type="text"/></p> <p><input type="checkbox"/> No</p>	<p>Voluntary CSR/ sustainability initiatives can be for example United Nations Global Compact - UNGC, CDP - Carbon Disclosure Project, or industry specific initiatives</p>

B. WORKING CONDITIONS AND HUMAN RIGHTS	BACKGROUND INFORMATION
<p>7. For which of the following working conditions and human rights issues does your company have a policy in place?</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"/> Forced or compulsory labour and human trafficking <input type="checkbox"/> Freedom of association and collective bargaining <input type="checkbox"/> Health and Safety <input type="checkbox"/> Harassment <input type="checkbox"/> Non-discrimination <p>please upload relevant document</p> <p>7a. Does your company use any of the following channels to communicate its Policy to employees?</p> <ul style="list-style-type: none"> <input type="checkbox"/> Intranet / Meetings / Brochures, etc. Please upload relevant documents <input type="checkbox"/> Training Please upload relevant documents <input type="checkbox"/> Others (please specify): <input style="width: 150px; height: 15px;" type="text"/> Please upload relevant documents 	<p>A company policy refers to a business approach to a given issue and contains general principles and/or practical how-to-do items. A policy may include components such as prohibited behaviours, rights, and dispute procedures. Social issues could be contained in the company CSR policy, HR policy, Human Rights policy, etc. The list here 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. Source: Universal Declaration of Human Rights</p> <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. ILO 138 light work consistent (article 6,7). The supplier should ensure that young workers duties don't interfere with their school attendance. Young workers daily total duty time and schooling shall not exceed 10 h. Source: EU Charter of Fundamental Rights & ILO</p> <p>Wages & 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. Examples include paid sick days, family and medical leave, paid overtime, etc. Source: ILO-UNGC.</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 minimum one day off every seven days. Laws and regulations on maximum number of working hours and time off shall be respected. Source: Ethical Trading Initiative, based on ILO conventions</p>

B. WORKING CONDITIONS AND HUMAN RIGHTS	BACKGROUND INFORMATION
	<p>Forced or compulsory labour refers to all work or service exacted from any person under the menace of any penalty and for which that person has not offered himself voluntarily. Examples include forced overtime, retention of identity documents, as well as human trafficking.</p> <p>Human trafficking - also called “modern-slavery” - is subject to the <u>Modern Slavery Act 2015 by the Parliament of the United Kingdom</u>. This Act creates for companies who meet identified criteria an obligation to publish a “slavery and human trafficking statement” every year six months after the end of the company’s financial year.</p> <p>Source: International Labour Organisation (ILO) & The National Archives UK</p> <p>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 his or her interests. This includes also collective bargaining, as a process of negotiations between employers and a group of employees aimed at reaching an agreement that regulates working conditions.</p> <p>Source: EU Charter of Fundamental Rights</p> <p>Health & 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.</p> <p>Source: ILO</p> <p>Harassment is defined as a harsh and inhumane treatment - or the threat of such an treatment - including any sexual harassment, sexual abuse, corporal punishment, mental or physical coercion or verbal abuse of workers.</p> <p>Source: <u>Global Automotive Sustainability Practical Guidance</u></p> <p>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.</p> <p>Source: EU Charter of Fundamental Rights</p>

B. WORKING CONDITIONS AND HUMAN RIGHTS	BACKGROUND INFORMATION
<p>8. Does this site have a management system in place to manage the above mentioned working conditions and human rights issues?</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes, we have documented procedures and policies Please upload relevant documents</p> <p><input type="checkbox"/> Yes we have a certified Social management system Please upload relevant documents</p> <p>8a. If you answered "Yes we have a certified Social management system", please indicate how you achieved certification:</p> <p><input type="checkbox"/> Internal audits Please upload relevant documents</p> <p><input type="checkbox"/> Social assessments Please upload relevant documents</p> <p><input type="checkbox"/> External 3rd party audits</p> <p>(please provide the following):</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 documents</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).</p> <p>A documented procedure is a written description of prescribed course of action or process to manage and control organisations activities.</p> <p>Examples of relevant social standards include:</p> <ul style="list-style-type: none"> > ISO26000 Guidance Social Responsibility > SA8000 Social Management System <p>Social audit is a type of a social assessment. It enables an organisation to assess and demonstrate its compliance to legislation and social, economic, and environmental benefits and limitations. 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. Social audits can be conducted internally or by an external 3rd party body that issues a certificate.</p> <p>Social assessment is defined as a process of assessing or estimating a company's impact of its own activities and operations particularly in social, economic and environmental context. An example of a social assessment can be the <u>Human Rights Compliance Assessment</u>. Other examples of relevant social assessments include:</p> <ul style="list-style-type: none"> > Social Accountability 8000 (SA800) > Together for Sustainability (TfS) > Responsible Business Alliance > Sedex Members Ethical Trade Audit (SMETA) > Business Social Compliance Initiative (BSCI) <p>Suppliers with valid certificate not available to be uploaded due to administrative process delays, can specify this in section G. "Additional Information", complemented with a statement from the awarding body.</p>

B. WORKING CONDITIONS AND HUMAN RIGHTS	BACKGROUND INFORMATION
<p>9. Does your company have a written health & safety policy in place, which complies with local law, industry requirements and international standards?</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes Please upload relevant document</p>	<p>Examples of specific activities on Health & Safety include:</p> <ul style="list-style-type: none"> > Training and use of Personal Protection Equipment, workplace design and ergonomics > Training on company Health & Safety policy > Work environment inspections > Training on work with hazardous materials > Distribution of educational materials on health & safety procedures, including workplace adaption and rehabilitation, accidents and near accidents > Information campaign for workers on health & safety procedures specific to the site, including on machine and lifting safety, facilities, emergency preparedness
<p>10. Does this site have a health and safety management system in place?</p> <p><input type="checkbox"/> No Yes, we have documented procedures but the management system is uncertified Please upload relevant document</p> <p><input type="checkbox"/> Yes we have a globally accepted certified health and safety management system Please upload relevant document</p> <p>10a. If you answered "Yes we have a globally accepted certified health & safety management system", please indicate how you achieved certification:</p> <p><input type="checkbox"/> External 3rd party audits</p> <p>(please provide the following):</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>Health and safety management system relates to organised efforts and procedures for identifying workplace hazards and 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.</p> <p>Examples of relevant standards and certification include:</p> <ul style="list-style-type: none"> > Occupational Health and Safety Assessment OHSAS18001 (BS OHSAS 18001) > ISO 45001 Occupational health and safety > Guidelines on occupational safety and health management systems (ILO-OSH 2001) <p>Suppliers with valid certificate not available to be uploaded due to administrative process delays, can specify this in section G. "Additional Information", complemented with a statement from the awarding body.</p>

C. BUSINESS ETHICS	BACKGROUND INFORMATION
<p>11. Does your company have a formal policy in place regarding business ethics?</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes Please upload relevant document</p> <p>11a. If answered yes to Q11, Are the following areas covered by this policy or the related processes and procedures?</p> <p><input type="checkbox"/> Corruption, extortion and bribery</p> <p><input type="checkbox"/> Privacy</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"/> Protection of Identity and Non-Retaliation</p> <p>11b. If answered yes to Q11, Does your company use any of the following channels to communicate its Policy to employees?</p> <p><input type="checkbox"/> Intranet / Meetings / Brochures, etc. Please upload relevant documents</p> <p><input type="checkbox"/> Training Please upload relevant documents</p> <p><input type="checkbox"/> Others (please specify): <input type="text"/> Please upload relevant documents</p>	<p>Business Conduct and Compliance Policy and principles apply to employees, independent contractors, consultants, and others with whom business has been done. Formal policy on business conduct and compliance helps drive business ethically, honestly, and in full compliance with all laws and regulations. Those principles should apply to every business decision in every area of the company (worldwide). The list here 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>Extortion: The solicitation of bribes is the act of asking or enticing another to commit bribery. It becomes extortion when this demand is accompanied by threats that endanger the personal integrity or the life of the private actors involved. Source: UN Global Compact and OECD Guidelines for Multinational Enterprises</p> <p>Bribery is an offer or receipt of any gift, loan, fee, reward or other advantage to or from any person as an inducement to do something which is dishonest, illegal or a breach of trust, in the conduct of the enterprise's business. Source: UN Global Compact and Transparency International</p> <p>The right to privacy is defined as ""No one shall be subjected to arbitrary interference with his privacy, family, home or correspondence, nor to attacks upon his honour and reputation. Everyone has the right to the protection of the law against such interference or attacks."" Source: Universal Declaration of Human Rights</p>

C. BUSINESS ETHICS	BACKGROUND INFORMATION
	<p>In the European Union, the General Data Protection Regulation (GDPR) was approved and adopted by the EU Parliament in April 2016 and it will be in force May 2018. The aim is to protect all EU citizens from privacy and data breaches in an increasingly data-driven world. The GDPR applies to organisations located within the EU as well as to organisations located outside of the EU if they offer goods or services to, or monitor the behaviour of, EU data subjects. It applies to all companies processing and holding the personal data of data subjects residing in the European Union, regardless of the company's location.</p> <p>Source: EU GDPR Portal</p>
	<p>Financial responsibility refers to 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.</p> <p>Source: Global Automotive Sustainability Practical Guidance</p> <p>Disclosure of Information refers to 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 their labour force, health and safety practices, environmental practices, business activities, financial situation and performance.</p> <p>Source: Global Automotive Sustainability Practical Guidance</p> <p>Fair Competition and anti-trust refer to the upholding by companies of 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.</p> <p>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.</p> <p>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.</p> <p>Source: Global Automotive Sustainability Practical Guidance & European Commission</p>

C. BUSINESS ETHICS	BACKGROUND INFORMATION
	<p>Conflict of interest occurs when an individual or a corporation (either private or governmental) is in a position to exploit his or their own professional or official capacity in some way for personal or corporate benefit. Source: OECD</p> <p>Counterfeit parts: companies are expected 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> <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 authorised audit or an investigation of a report of wrongdoing. Companies are expected to establish processes that allow concerns to be raised anonymously with confidentiality and without retaliation. Source: WHO and Global Automotive Sustainability Practical Guidance</p>

C. BUSINESS ETHICS	BACKGROUND INFORMATION
<p>12. Does this site have a business ethics section included in its existing management system?</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes Please upload relevant document</p>	<p>Examples of management systems with a business ethics section include:</p> <ul style="list-style-type: none"> > International Automotive Task Force ITATF 16949:2016 defining the requirements of a quality management system for organisations in the automotive industry > OECD Checklist for Implementing the Integrity Principles and Anti-Corruption Ethics and Compliance Handbook for Business > USA Foreign Corrupt Practices Act > UK Bribery Act <p>Code of Conduct does not qualify as acceptable in this regard.</p>

D. ENVIRONMENT	BACKGROUND INFORMATION
<p>13. 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"/> No</p> <p><input type="checkbox"/> Yes please upload relevant document</p> <p>13a. Are the following areas covered by this policy or the related processes and working procedures?</p> <p><input type="checkbox"/> Energy consumption and greenhouse emissions</p> <p><input type="checkbox"/> Water quality and consumption</p> <p><input type="checkbox"/> Air quality</p> <p><input type="checkbox"/> Natural Resources Management and Waste Reduction</p> <p><input type="checkbox"/> Responsible Chemical Management</p> <p><input type="checkbox"/> Other areas (please specify)</p> <p><input type="text"/></p> <p>13b. Does your company have annual objectives and activities accordingly in the areas covered by your environmental policy?</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes (please, upload relevant document explaining the objectives and the activities to achieve them)"</p> <p>13c. If answered yes to Q13, Does your company use any of the following channels to communicate its Policy to employees?</p> <p><input type="checkbox"/> Intranet / Meetings / Brochures, etc. Please upload relevant documents</p> <p><input type="checkbox"/> Training Please upload relevant documents</p> <p><input type="checkbox"/> Others (please specify):</p> <p><input type="text"/></p> <p>Please upload relevant documents</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.</p> <p>The list of topics presented refers to the Global Automotive Sustainability Guiding Principles and explained in the related Guidance Document.</p>

D. ENVIRONMENT	BACKGROUND INFORMATION
<p>14. Does this site have a certified environmental management system in place?</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> No, but certified systems are available only for main production sites Please upload relevant document</p> <p><input type="checkbox"/> Yes, according to ISO 14001:2015 or EU Eco-Management and Audit Scheme (EMAS) Please upload relevant document</p> <p><input type="checkbox"/> Yes, according to other globally accepted standards Please provide the name of the globally accepted standard <input type="text"/></p> <p>Please upload relevant document</p>	<p>An environmental management system enables a company, in a structured and preventive way, to work with its environmental performance and improve environmental impact from its operations, products and services. Examples include: developing a policy/ directions; establishing objectives; subscribing to legal and other requirements; risk management; implementing working procedures to achieve continuous improvements to support environmental protection; and reducing or preventing of pollution.</p> <p>Examples of relevant standards and certification include:</p> <ul style="list-style-type: none"> > ISO14001:2015 EMS > ISO14064 GHG > PAS 2060 Carbon neutrality > BS/EN/ISO14006:2011/14004:2010/14001:2004 Environmental management systems > BS8555 Certification: Implementation of environmental management systems > PAS2050 Carbon footprint > EU Eco-Management and Audit Scheme (EMAS) <p>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.</p> <p>Environmental audits can be conducted internally or by an external body that issues a certificate.</p> <p>Suppliers with valid certificate not available to be uploaded due to administrative process delays, can specify this in section G. "Additional Information", complemented with a statement from the awarding body.</p>

D. ENVIRONMENT	BACKGROUND INFORMATION
<p>15. Does this site have a certified Energy management system?</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> No but energy-efficiency audits have been performed at the site Please upload relevant document</p> <p><input type="checkbox"/> Yes, according to ISO 50001 Please upload relevant document</p>	<p>An energy management system is a systematic process for continually improving energy performance and maximising energy savings.</p> <p>Examples of relevant standards and certification include:</p> <p>> ISO 50001 - Energy Management</p> <p>Suppliers with valid certificate not available to be uploaded due to administrative process delays, can specify this in section G. "Additional Information", complemented with a statement from the awarding body.</p>
<p>This question is not relevant for service providers</p>	
<p>16. Does this site have procedures to identify and manage substances with restrictions?</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes Please upload relevant document</p>	<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. Examples of hazardous substances include - but not limited to: lead, AZO dyes, DMF, PAHs, Phthalates, PFOS, nickel release.</p> <p>Source: European Chemicals Agency</p> <p>Examples of regulations on restricted substances and chemical handling:</p> <p>(1) REACH (Registration, Evaluation, Authorisation, and Restriction of Chemicals):</p> <p><u>REACH</u> 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>(2) RoHS (Restriction of Hazardous Substances):</p> <p><u>RoHS</u> or the Restriction of the Use of Certain Hazardous Substances in Electrical and Electronic Equipment Directive (2011/65/EU) 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>

D. ENVIRONMENT	BACKGROUND INFORMATION
<p style="text-align: center; border: 1px solid black; padding: 5px;">This question is not relevant for service providers</p> <p>17. Do you upload your material data to the International Material Data System (<u>IMDS database</u>)?</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes Please upload relevant document</p>	
<p>18. Does your company have a CDP Score for the past 12 months?</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes</p> <p>OPTIONAL</p> <p>18a. If answered yes, specify the score:</p> <p><input type="checkbox"/> Climate Change</p> <p><input type="checkbox"/> Water</p> <p><input type="checkbox"/> Forests - Cattle</p> <p><input type="checkbox"/> Forests - Timber</p> <p><input type="checkbox"/> Forests - Soy</p> <p><input type="checkbox"/> Forests - Palm beneath Forests</p>	<p>CDP uses the scoring methodology to incentivise companies to measure and manage environmental impacts through participation in CDP's climate change, water, forests and supply chain programmes. Each of CDP's questionnaires (Climate change, Water and Forests) has an individual scoring methodology.</p>

E. SUPPLIER MANAGEMENT	BACKGROUND INFORMATION
<p>19. Does your company have set CSR/Sustainability Requirements towards suppliers?</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes please upload relevant document</p> <p>19a. Which areas are covered by this set of Requirements?</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"/> Forced or compulsory labour and human trafficking <input type="checkbox"/> Freedom of association, incl. collective bargaining <input type="checkbox"/> Health and Safety <input type="checkbox"/> Harassment <input type="checkbox"/> Non-discrimination <input type="checkbox"/> Corruption, extortion and bribery <input type="checkbox"/> Privacy <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"/> Protection of Identity and Non-Retaliation <input type="checkbox"/> Energy consumption and greenhouse emissions <input type="checkbox"/> Water quality and consumption <input type="checkbox"/> Air quality <input type="checkbox"/> Natural Resources Management and Waste Reduction <input type="checkbox"/> Responsible Chemical Management <input type="checkbox"/> Other areas (please specify) 	<p>Examples of Supplier CSR/Sustainability Policy could be a specific Supplier Code of Conduct or a Company Conduct document which applies to both internal employees and external business partners, such as suppliers, as well as sub-contractors</p> <p>The objective should be to promote healthy working conditions and environmental responsibility throughout the entire supply chain.</p> <p>Direct procurement (Production, Aftermarket suppliers) refers to third-party services and goods that are part of or used in the manufacturing of the organisation’s products and/or services.</p> <p>Indirect procurement (Non Production, Merchandising, Branded Goods suppliers) refers to categories of goods and services that are supporting the organisation’s business processes.</p>

E. SUPPLIER MANAGEMENT	BACKGROUND INFORMATION
<p>19b. Which supplier category is covered by your CSR/ Sustainability Requirements? Please, tick all that apply</p> <p><input type="checkbox"/> Direct procurement suppliers</p> <p><input type="checkbox"/> Indirect procurement suppliers</p> <p>19c. Does your company use any of the following channels to communicate its Supplier CSR/Sustainability Requirements to your suppliers?</p> <p><input type="checkbox"/> Included in Terms & Conditions please upload evidence</p> <p><input type="checkbox"/> Supplier Meetings / Brochures, etc. / Social Media please upload evidence</p> <p><input type="checkbox"/> Supplier Training please upload evidence</p> <p><input type="checkbox"/> Others (please specify): please upload evidence</p> <p><input type="checkbox"/> None</p>	
<p>20. Which processes do you have in place to ensure that your Supplier CSR/Sustainability requirements are effectively implemented by your suppliers?</p> <p><input type="checkbox"/> Self-assessment questionnaire</p> <p><input type="checkbox"/> Audits conducted by the company</p> <p><input type="checkbox"/> 3rd party audits conducted by a certificated audit body</p> <p><input type="checkbox"/> Supplier meetings</p> <p><input type="checkbox"/> Other (please specify) <input type="text"/></p> <p><input type="checkbox"/> None please upload relevant document</p>	

F. RESPONSIBLE SOURCING OF RAW MATERIALS	BACKGROUND INFORMATION
<p>21. Does your company have a policy on responsible sourcing on raw materials?</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes please upload evidence</p>	<p>Responsible Sourcing of Materials: Companies are expected to conduct due diligence to understand the source of the raw materials used in their products. Companies are expected to:</p> <ul style="list-style-type: none"> > conduct due diligence to understand the source of the raw materials used in their products. > not knowingly provide products containing raw materials that 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
<div style="border: 1px solid black; padding: 5px; display: inline-block;">This question is not relevant for service providers</div>	
<p>22. Do your products contain tantalum, tin, tungsten or gold?</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes Please complete and upload CMRT template, using the latest version from the Conflict Free Sourcing Initiative (CFSI) website</p>	<p>Example of legislation relating to “conflict minerals”:</p> <p>Dodd-Frank Wall Street Reform and Consumer Protection Act, US federal law The Dodd-Frank Act requires companies listed in the US stock exchange or American companies of a certain size to disclose their use of so - called conflict minerals (tantalum, tin, tungsten or gold sourced from the Democratic Republic of Congo and its neighbouring states) Companies that are at risk of using conflict minerals are required to undertake due diligence on the sourcing and file a conflict minerals report.</p> <p>EU-Directive on Conflict Minerals The Directive requires large public-interest entities with more than 500 employees to disclose in their annual report relevant information on: policies, outcomes and risks, including due diligence that they implement; relevant non-financial key performance indicators; environmental aspects, social and employee matters, respect for human rights, anti-corruption and bribery issues.</p> <p>Examples of conflict minerals reporting template:</p> <p>(1) EICC-GeSI Conflict Minerals Reporting Template: This template was created by the Electronic Industry Citizenship Coalition (EICC) and the Global e-Sustainability Initiative (GeSI). It is used by some companies as a means for the collection of sourcing information related to “Conflict Minerals” (hyperlink)</p> <p>(2) CFSI - Conflict Free Sourcing Initiative Reporting template: this template was developed by the CFSI to facilitate the transfer of information through the supply chain regarding mineral country of origin and smelters and refiners being utilised.</p>

G. ADDITIONAL INFORMATION

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

Drive Sustainability - The Automotive Partnership

BMW Group, Daimler AG, Ford, Honda, Jaguar Land Rover, Scania CV AB, Toyota Motor Europe, Volkswagen Group, Volvo Cars and Volvo Group joined forces to launch 'DRIVE Sustainability - The Automotive Partnership'.

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. It is of great importance to these 10 responsible automotive manufacturers that the people making vehicles, components, or providing services are afforded decent working conditions and are treated with dignity and respect, while minimising the environmental impact of their industry and promoting business integrity.

The Partnership builds upon and takes on the previous work carried out by 'The European Automotive Working Group on Supply Chain Sustainability', with the ambition to evolve from a group of companies working together to a leadership industry initiative, pushing for innovative and impactful approaches to enhance supply chain sustainability.

Drive Sustainability operates under strict anti-trust policies.

About CSR Europe

CSR Europe is the leading European business network for Corporate Social Responsibility. Representing 45 corporate members and 41 National CSR organisations, it is a platform for supporting over 10,000 companies from different industrial sectors to positively contribute to society

The Self-Assessment Questionnaire can be used under the following terms:

You are free to:

Share — copy and redistribute the material in any medium or format. The licensor cannot revoke these freedoms as long as you follow the license terms.

Under the following terms:

Attribution — You must give appropriate credit, provide a link to the license, and indicate if changes were made. You may do so in any reasonable manner, but not in any way that suggests the licensor endorses you or your use.

Non Commercial — You may not use the material for commercial purposes.

No Derivatives — If you remix, transform, or build upon the material, you may not distribute the modified material.

No additional restrictions — You may not apply legal terms or technological measures that legally restrict others from doing anything the license permits.

Notices:

You do not have to comply with the license for elements of the material in the public domain or where your use is permitted by an applicable exception or limitation.

No warranties are given. The license may not give you all of the permissions necessary for your intended use. For example, other rights such as publicity, privacy, or moral rights may limit how you use the material.

With support from



Lead partners



DAIMLER

SCANIA

VOLKSWAGEN
AKTIENGESELLSCHAFT

VOLVO
VOLVO GROUP

VOLVO
Volvo Car Corporation

Partners



HONDA



TOYOTA

