

Vendor Questionnaire 2023

ALSO has a strong commitment to ESG topics. We see more and more resellers and end users requiring a responsible supply chain, taking information about a company's sustainable engagement into account when making their purchase decisions.

Not having information about the sustainability performance of your company and your products means a lost sales opportunity. So it is vital that you fill in this Self Assessment Questionnaire. It will give us important input for our development and our commitment to provide responsible, resource-efficient and sustainable IT solutions to our customers!

Upon request and/or as part of supply chain surveys, ALSO may share your ESG Self Assessment Document and content of the document with customers or other relevant actors in our supply chain.

* Required

Company Management

1. Company name *

2. Your name and job title *

3. Your email address *

4. Does your company have a management person responsible for one or all of the following areas:

*

- ☐ Environmental sustainability
- ☐ Business Conduct and Compliance
- ☐ Social sustainability

5. Does your company publish a Sustainability Report? *

☐ Yes

☐ No

6. If yes please post the link below or send the document by mail to sustainability.AIS@also.com *

7. Does your company have a Code of Conduct in place? *

☐ Yes

☐ No

Working conditions and Human Rights

8. Does your company comply with ILO Conventions No. 138(8) und 182(9), the ILO-IOE Child Labour Guidance Tool for Business, the OECD Due Diligence Guidance for Responsible Business of 30 May 2018 or the UN Guiding Principles on Business and Human Rights? *

- ☐ Yes
- ☐ No
- ☐ Partially

9. For which of the following social issues does your company have a policy? *

- ☐ Respect of human rights
- ☐ No forced or compulsory labour
- ☐ No child labour
- ☐ Non-discrimination
- ☐ Working conditions
- ☐ Wages and benefits
- ☐ Collective bargaining
- ☐ Freedom of association
- ☐ Health and safety
- ☐ Business Ethics and Anti-Corruption
- ☐ All of the above
- ☐ None of the above

10. Does your company organise training sessions to enhance the understanding of Corporate Social Responsibility/Sustainability? *

- ☐ Yes
- ☐ No

11. Have social audits been conducted at your company? *

☐ Yes

☐ No

12. Do you have a health and safety management system? *

☐ Yes

☐ No

13. Have health and safety audits been conducted at your company? *

☐ Yes

☐ No

Business Ethics

14. Does your company have a policy in place regarding business conduct and compliance?
(Corruption, extortion, bribery) *

☐ Yes

☐ No

15. Which of the following areas are covered by this policy? *

☐ Code of conduct

☐ Anti-Bribery

☐ Antitrust (fair competition)

☐ Data privacy

16. Do you offer trainings for your employees on this policy? *

☐ Yes

☐ No

17. Do you have a business conduct and compliance ethics management system? *

☐ Yes

☐ No

18. Does your company comply with trade sanctions and export control? *

☐ Yes

☐ No

Environment

19. Does your company have an environmental policy, which includes a commitment to continuous measurement and improvements in your environmental performance? *

☐ Yes

☐ No

20. Which of the following areas are covered by this policy or the related processes and procedures? *

☐ Energy consumption

☐ Greenhouse Gas Emissions

☐ Waste management

☐ Restricted substances and chemical handling

21. Do you have an environmental management system? *

☐ Yes

☐ No

22. Have environmental audits been conducted at your company? *

☐ Yes, external audits

☐ Yes, internal audits

☐ No

23. Does your company comply with regulations concerning product and service information and labeling? *

☐ Yes

☐ No

24. Do any of your products contain any of the following minerals: cassiterite (tin), wolframite (tungsten), coltan (tantalum) or gold? *

☐ Yes

☐ No

25. If yes, do the minerals originate from a conflict region, e.g. the Democratic Republic of Congo? *

☐ Yes

☐ No

☐ We don't know where the minerals originate from

26. Does your company have a policy in place regarding conflict minerals? *

☐ Yes, we have a policy regarding conflict minerals (Please send the link/doc to sustainability.AIS@also.com)

☐ We are a Member of RBA (Responsible Business Alliance) former EICC (Electronic Industry Citizenship Coalition)

☐ We are a member of another organisation/program in that area

☐ Other

27. Does your company comply with the OECD Due Diligence Guidance for Promoting Responsible Supply Chains of Minerals from Conflict and High-Risk Areas (OECD Conflict Minerals Guidance) of April 2016, including all annexes and supplements? *

☐ Yes

☐ No

28. Do you place a contractual requirement on your suppliers to ensure that minerals/products do not contain conflict minerals? *

☐ Yes

☐ No

29. Are you currently able to provide information regarding the content of cassiterite (tin), wolframite (tungsten), coltan (tantalum) or gold for all of your products on a SKU level? *

☐ Yes

☐ No

Supplier Management

30. Does your company have a **supplier** sustainability/CSR policy? *

☐ Yes

☐ No

31. If yes please post the link below or send the document by mail to sustainability.AIS@also.com *

32. Which areas are covered by this policy? *

- ☐ Respect for human rights
- ☐ No forced or compulsory labour, no child labour
- ☐ Working conditions
- ☐ Remuneration
- ☐ Freedom of association
- ☐ Collective bargaining
- ☐ Anti-corruption and bribery
- ☐ Health & safety
- ☐ Environment
- ☐ Responsible sourcing

33. Are all of your suppliers/service providers covered by this policy? *

☐ Yes

☐ No

34. Which processes do you have in place to ensure that your Supplier Sustainability Policy is effectively implemented by your suppliers? *

- ☐ Self-assessment questionnaire (If yes please send the link/doc to sustainability.AIS@also.com)
- ☐ Audits conducted by your company
- ☐ Supplier meetings
- ☐ Audits conducted by an external auditor
- ☐ Other (please specify)
- ☐ None

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