# **Optional Questions**

If you would like to know more about your potential supplier’s commitments to sustainability, consider asking the questions below:

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| Category | Questions |
| Vendor commitments and performance | * Does your company disclose comprehensive set of sustainability goals and results against the goals   + Is the progress on the goals independently audited and verified? * Does your company have public statement to social and environmental responsibility? * Which awards and recognition have your company received? Ex. Are you listed as one of the top 100 most sustainable corporations worldwide? * Does your company have environmental programs in place, targeting water and energy utilization? What are your company’s utilization goals? * Does your company have a public target and strategy for reduction of Greenhouse Gas (GHG) emissions? |
| Code of Conduct | * Does your company have a comprehensive code that sets forth ethical conduct expectations of its employees covering topics such as ethics, anti-corruption, diversity, human rights, environmental protection, confidentiality, etc.? Please provide a link. * Is your company a member of the Responsible Business Alliance (RBA)? * How does your company put RBA principles and policies into practice? |
| Programs, Governance and Reporting | * Does your company publish a Corporate Social Responsibility report (CSR)? Please provide a copy or a link to the report. * Does your company publish a GRI (Global Reporting Initiative) content index? Please provide a copy or a link to your GRI content index. * Does your company share third-party independent assessments of its corporate, social and environmental responsibility programs and performance? |
| Environmental Health & Safety | * Does your company have a Quality Management System? * Does your company have an Information Security Management System? * Does your company have a certified Environmental Management System (EMS)? * Does your company have an Energy Management System? * Does your company have a health and safety policy? Describe your company process for health and safety training of employees? |
| Life Cycle Impacts | * Does your company have a comprehensive environmental life cycle for the product (from Design for Sustainability through end-of-use)? * If products are leased, does the lessor ensure the chain of custody is tightly controlled in accordance with applicable environmental regulations, as well as to protect your data and your customers’, clients’, or constituents’ data? |
| End-of-use Services | * What product take-back programs (recovery, recycling, reuse, etc.) does your company offer? * Does your company offer recycling globally or in all regions that are applicable? * Is your company able to provide customer-specific data on the proportion of used equipment that is re-used or recycled? * How does your company use circular economy principles to reuse materials recovered through the electronics recycling process? |
| Supply Chain Responsibility | * Does your company disclose the locations of its manufacturing and recycling sites * Does your company have a chemicals management plan and do they apply the precautionary principle? How is it managed into your supply chain?   Policy, Standards and Transparency   * Does your company have specific public, social, and environmental responsibility requirements for its suppliers (such as code or policy that labor, health and safety, environment, and ethics)? * Does your company publish a Modern Slavery Statement that describes commitments and actions undertaken to verify the absence of forced labor, slavery and human trafficking in the supply chain? * Does your company have a publicly available policy/position on conflict minerals? Does your company follow the related Organization for Economic Co-operation and Development (OECD) due diligence guidelines framework?   Supplier Diversity   * Does your company promote opportunities and have clear, public commitments to working with diverse suppliers? * Does your company publicize how much it spends with diverse suppliers?   Packaging & Logistics   * Does your company have sustainable packaging goals/initiatives? * What materials does your company use in product packaging? * Does your company have any innovations with regards to packaging? * What steps are being taken to reduce the impact of shipping and logistics? |
| Adapted from [HP’s Sustainable IT Purchasing Guide (](https://h20195.www2.hp.com/V2/GetPDF.aspx/c03844101.pdf)p.24) and [Dell’s Corporate Social Responsibility Procurement Guide](https://corporate.delltechnologies.com/en-ca/social-impact.htm#tab0=0&pdf-overlay=//corporate.delltechnologies.com/asset/en-ca/solutions/industry-solutions/briefs-summaries/csr-procurement-guide.pdf) | |