

# Supplier Management – CENIT questionnaire

## General Information

1. Company name \_\_\_\_\_
2. Company address \_\_\_\_\_
3. Facility size (employee count) \_\_\_\_\_
4. Contact for matters regarding sales \_\_\_\_\_
5. Contact for management matters \_\_\_\_\_
6. Phone number \_\_\_\_\_
7. Company email address \_\_\_\_\_
8. D-U-N-S® Number \_\_\_\_\_
9. Tax registry number \_\_\_\_\_
10. Company website \_\_\_\_\_

## Sustainability & Compliance

### I Environmental

#### Management Systems and Training

1) Are there any certifications or standards your company adheres to regarding environmental responsibility?	Yes	No	Comment
2) Does your company have a documented process or a designated member of management who holds responsibility for ensuring compliance with local environmental laws and sustainability practices?	Yes	No	Comment
3) Are there established policies within your company that aim to protect the environment?	Yes	No	Comment
4) Does your company have environmental targets and objectives, based on which performance is evaluated annually?	Yes	No	Comment
5) Has your company implemented internal control mechanisms to monitor the management system?	Yes	No	Comment
6) Can you verify that your company is not causing detrimental soil contamination, water pollution, air pollution, harmful noise emission, or excessive water consumption?	Yes	No	Comment
7) Are you familiar with our company's supplier code of conduct?	Yes	No	Comment
8) Can you provide documentation or certifications demonstrating your compliance with relevant industry standards and regulations or provide information about any third-party certifications or	Yes	No	Comment

audits you have undergone to ensure compliance with specific standards?			
9) Are you willing to undergo periodic audits or assessments to verify your compliance with our requirements?	Yes	No	Comment
10) Are you willing to collaborate and provide timely and accurate information regarding any changes or updates to your compliance practices or policies?	Yes	No	Comment
11) Have you ever been involved in any legal or regulatory violations related to your business operations?	Yes	No	Comment
12) Have you experienced any product recalls or safety incidents that could impact compliance with quality and safety standards?	Yes	No	Comment

### Greenhouse Gas Emissions (Air Emissions) and Energy Usage

1) Does the facility have a system or targets concerning the impact of GHG emissions and their reduction? Please disclose the annual amount measured from the most recent year.	Yes	No	Comment
2) Does the facility have a system or targets concerning the impact of energy consumption and its reduction? Please disclose the annual consumption from the most recent year.	Yes	No	Comment

### Water Management

1) Does the facility have a system or targets in place that reduces the consumption of and reuses water, treats wastewater and identifies the sources of, as well as risks regarding its water?	Yes	No	Comment
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### Pollution Prevention & Waste Management

1) Does the facility have a program, system, or targets to eliminate or minimize, assess the amount and impact of its waste, while ensuring proper disposal, handling, and recording of the transfer of its waste?	Yes	No	Comment
2) Can you verify that your company neither exports nor imports any hazardous waste, which includes toxic, poisonous, explosive, corrosive, flammable, ecotoxic, and infectious waste, as well as household waste or residues resulting from the incineration of household waste?	Yes	No	Comment

## Packaging

1) Does the facility have a system or targets to reduce, reuse, and recycle the amount of packaging used for its products and consider this in its purchasing practices?	Yes	No	Comment
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## Other Raw Materials (conflict materials)

1) Does the facility have procedures for and keep inventory of all chemical materials, does it have targets or a program to reduce the use of natural resources and does the company engage socially, commercially, or politically and have a management system regarding conflict materials?	Yes	No	Comment
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## Transportation

1) Does the facility have targets and programs in place to reduce overall sustainability impacts by managing transportation logistics (e.g.: prioritizing low impact transportation modes)?	Yes	No	Comment
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## II Social

### Workplace Management & Health and Safety

1) Does the facility have a written corporate responsibility policy or statement that defines its approach to labor, health and safety standards?	Yes	No	Comment
2) Does your company have a management system that regulates compliance with applicable social laws, clear communication of the policy and expectations, employee appraisal, assessment of labor, health, and safety risks and prohibits physical punishment?	Yes	No	Comment
3) Does your company have a designated member of management who holds responsibility for ensuring compliance with local occupational health and safety laws?	Yes	No	Comment
4) Does your company have a certified occupational safety management system or health and safety policy that is appropriate for your company and implements programs and (first aid) training for employees to improve workplace safety communicated in the local language?	Yes	No	Comment
5) Does your organization have processes in place to capture and assess security risks and correct identified weaknesses for pre-existing and new equipment, processes, and facilities?	Yes	No	Comment

6) Has your company implemented performance metrics to monitor relevant safety issues? Occupational safety, health and safety, transportation safety, security, etc.	Yes	No	Comment
7) Can you confirm that your company is not in violation of the <a href="#">ILO Health and Safety Convention (No. 155)</a> ?	Yes	No	Comment

### Human Rights

1) Does your company have a designated member of management responsible for upholding equal rights and fair treatment of all employees, irrespective of their ethnic origin, gender, age, disability, religion, nationality, sexual orientation, social background, or political beliefs?	Yes	No	Comment
2) Can you confirm that your company does not violate the <a href="#">ILO Discrimination (Employment and Occupation) Convention (No. 111)</a> ?	Yes	No	Comment

### Discrimination, Harassment & Abuse

1) Does the facility have policies and or procedures committing to the prevention of harassment, discrimination, and abuse in the workplace, do these procedures ensure the prevention of physical, disciplinary, sexual, and verbal abuse and harassment?	Yes	No	Comment
2) Does the facility have procedures to document, confidentially report and react to complaints, cases of abuse and harassment, reports thereof and managements' responses?	Yes	No	Comment
3) Does the facility have written personnel policies relating to its hiring, salary, benefits, termination, and retirement practices to prevent discrimination?	Yes	No	Comment
4) Are you able to provide evidence of compliance with labor laws and fair employment practices, including non-discrimination and fair wages?	Yes	No	Comment

### Freedom of Association & Collective Bargaining

1) Does the facility recognize independent workers' organizations representing employees if those are	Yes	No	Comment
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allowed by law and are the representatives of these organizations democratically elected?			
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### Forced Labor, Child Labor & Young Workers

1) Does the facility have effective procedures to ensure it does not make use of child, indentured, prison, or forced labor and that underaged workers are not exposed to hazardous working conditions that it does not withhold property or documents from the workers, and that any employment is lawful?	Yes	No	Comment
2) Does your company have a designated member of management responsible for establishing a work environment that is free from physical, sexual, mental, and verbal abuse, threats, or any other type of mistreatment?	Yes	No	Comment
3) Can you verify that your company does not employ or engage the services of private or public security providers that: <ul style="list-style-type: none"> <li>a. pose a threat of torture or infliction of cruel, inhuman, or degrading treatment,</li> <li>b. pose a threat to life and physical well-being, or</li> <li>c. violate the freedom of association and the right to organize?</li> </ul>	Yes	No	Comment
4) Can you verify that your company is in compliance with the <a href="#">ILO Forced Labor Convention (No. 29)</a> and the <a href="#">ILO Abolition of Forced Labor Convention (No. 105)</a> without any violations?	Yes	No	Comment
5) Is your company in adherence to both the local legislation regarding the minimum age of employees and the <a href="#">ILO Minimum Age Convention (No.138)</a> ?	Yes	No	Comment
6) Can you confirm that your company does not violate the <a href="#">ILO Worst Forms of Child Labor Convention (No. 182)</a> ?	Yes	No	Comment

### Working Hours & Wages

1) Does your company maintain proper documentation of the working hours and wages of your employees to ensure compliance with local legislation and the standards set forth by the <a href="#">International Labor Organization (ILO)</a> ?	Yes	No	Comment
2) Can you verify that your company is in compliance with <a href="#">the ILO Equal Remuneration Convention (No. 100)</a> without any violations?	Yes	No	Comment

3) Can you verify that your company is in compliance with the <a href="#">ILO Right to Organize and Collective Bargaining Convention (No. 98)</a> without any violations?	Yes	No	Comment
4) Can you verify that your company is in compliance with the <a href="#">ILO Freedom of Association and Protection of the Right to Organize Convention (No. 87)</a> without any violations?	Yes	No	Comment

### Local Resources

1) Can you verify that your company does not engage in the unlawful acquisition or development of land, forests, or water resources that sustain people's livelihoods?	Yes	No	Comment
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## III Governance

### Accountability

1) Does the facility have corresponding management representatives assigned responsibility for assuring compliance with laws, regulations and codes concerning environmental responsibility and labor, health, and safety and thereof social responsibility?	Yes	No	Comment
2) Does the facility regularly audit its management systems for environmental and social topics and take corrective actions based on these audits, and does it have a process in place to evaluate and update ESG systems and policies?	Yes	No	Comment

### Anti-bribery and Anti-corruption

1) Do you have a system for managing and mitigating risks related to bribery, corruption, and conflicts of interest?	Yes	No	Comment
2) Does your company have a designated member of management responsible for preventing and combating corruption and bribery?	Yes	No	Comment

3) Does your company have a management system, policies, and internal controls to prevent and detect corruption, as well as implement regular employee training on these company policies?	Yes	No	Comment
4) Does your company have a whistleblower system or procedure that allows for internal and external whistleblowers, protection of whistleblowers and the review of their information?	Yes	No	Comment

### Grievance and Remediation

1) Does the facility have sufficient procedures that allow employees to bring concerns or violations regarding the environment and work to management's attention and procedures that allow those reports to be investigated, without fear of retribution?	Yes	No	Comment
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### Supply Chain Management

1) Who in your company is responsible for sustainability and compliance in the supply chain? (Name, first name, email address, telephone number, position)	Yes	No	Comment
2) Are there any sustainability certifications or standards your company adheres to regarding supply chain management?	Yes	No	Comment
3) Does your company have a policy that requires suppliers to adhere to local laws concerning social, ethical, and environmental topics both themselves and in their supplier base?	Yes	No	Comment
4) Have you implemented any measures to ensure the integrity and safety of your supply chain, such as traceability and ethical sourcing?	Yes	No	Comment

### Stakeholder Engagement and Disclosure

1) Does the facility regularly disclose information on its sustainability topics to its stakeholders and the public and does it have procedures to incorporate stakeholder input into its strategies and to disclose stakeholder engagement?	Yes	No	Comment
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## IV Compliance

1) Can you provide information about your data security and privacy practices to ensure compliance with applicable regulations, such as GDPR or CCPA? Please provide documents as evidence.	Yes	No	Comment
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### Information security & Data privacy

Have you a certified information security management system? (e.g. ISO 27001, TISAX).  
Please provide your certificate as evidence.

If there is no certified management system, then please answer the following questions:

1) Are there any information security policies defined and known by the employees?	Yes	No	Comment
2) Do you regularly review your information security policies?	Yes	No	Comment
3) Is the top management involved in the planning and implementation of information security measures?	Yes	No	Comment
4) Is there an information security officer defined?	Yes	No	Comment
5) Is there a risk management for information security in place?	Yes	No	Comment
6) Is security incident management implemented?	Yes	No	Comment
7) Is there a process implemented to inform partners/suppliers in case of a data breach?	Yes	No	Comment
8) Is there an awareness program established for all employees?	Yes	No	Comment
9) Is your company network secured by a firewall?	Yes	No	Comment
10) Do you perform penetration tests regularly?	Yes	No	Comment
11) Is there a user management based on the least privilege or "need to know" principle implemented?	Yes	No	Comment
12) Do you regularly check and update these user privileges?	Yes	No	Comment



13) Do you have a business continuity management?	Yes	No	Comment
14) Do you have a supplier management?	Yes	No	Comment
15) Do you have measures in place to ensure physical security (e.g. access control, video surveillance)?	Yes	No	Comment
16) Is any personal data stored in the cloud?	Yes	No	Comment
17) Is the cloud located outside the EU?	Yes	No	Comment
18) Do you pass personal data to sub-suppliers?	Yes	No	Comment
19) Do you have a process to remove personal data?	Yes	No	Comment
20) Do you have a policy for the rights of affected persons?	Yes	No	Comment
21) Do you have a documented and regular updated data protection concept?	Yes	No	Comment

## Information security & Secure development

In case the supplier is a provider of a third-party library used in CENIT software.

1) Is an official "Secure development"-policy published, and the development teams are following it?	Yes	No	Comment
2) Are CVE checked and evaluated?	Yes	No	Comment
3) Do you inform your customer about vulnerabilities in your software immediately?	Yes	No	Comment
4) Do you provide security patches for your software immediately?	Yes	No	Comment
5) Have you implemented a threat model for your software?	Yes	No	Comment
6) Please provide some documents as evidence of the above questions.	Yes	No	Comment

## Quality management

Have you a certified quality management system? (e.g. ISO 9001).  
Please provide your certificate as evidence.

If there is no certified management system, then please answer the following questions:

1) Do you have defined processes?	Yes	No	Comment
2) Have you implemented clear roles and responsibilities?	Yes	No	Comment
3) Do you have a quality management manual?	Yes	No	Comment
4) Do you have a steering process for documents?	Yes	No	Comment
5) Do you have corrective actions in case of errors in your products and services?	Yes	No	Comment
6) Do you have feedback loops to improve your product and service quality?	Yes	No	Comment
7) Do you have a customer survey to ask for customer satisfaction?	Yes	No	Comment
8) Do you collect key performance indicators to manage your processes?	Yes	No	Comment