

# Instruction for ZF Supplier Sustainability Criterion

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## How is the Sustainability Criterion calculated?

The Supplier Sustainability Criterion is calculated based on the filled self-assessment called "Sustainability Questionnaire". The Questions can be answered with a multiple-choice logic by ticking the boxes. In some questions, multiple choice answers are possible (marked as "multiple choice, please tick all true statements"). The Supplier has to answer the questionnaire on a plant level.

## What to do if the Questionnaire is applicable for more than one plant?

If the questionnaire is applicable for several plants, all locations concerned must be indicated in the questionnaire with their address.

## How to answer the questions?

To answer the questionnaire please read through the questions and select the applicable answers by clicking on the rectangularly selection field. Please be aware that also multiple answers in one question may apply to your company. In that case please select all of them. In some answers you will also find blue highlighted text fields. If you would like to tick this answer, please also fill in the text field.

1.2 Is there a policy with an overall CO2 target in place to implement your company's CO2 strategy?

No	<input type="checkbox"/>
Yes, policy exists, but no concrete targets in place	<input type="checkbox"/>
Yes, policy exists and is connected with overall sustainability strategy	<input checked="" type="checkbox"/>
Yes, company has committed to the Paris Climate agreement	<input checked="" type="checkbox"/>
Yes, and we have the overall target to be climate neutral for Scope 1 & 2 until: 01.01.2028	<input checked="" type="checkbox"/>
Yes, and we have the overall target to be climate neutral for Scope 1, 2 & 3 until:	<input type="checkbox"/>

At the very end of the questionnaire please confirm your entries by typing in your name, the name and address of your company as well as the date.

Supplier name:

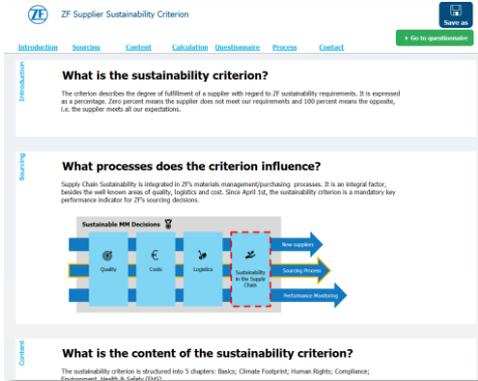
Supplier address:

Date:

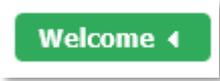
# How is the questionnaire set up?

## Introduction & Help

This first slide will show up when the questionnaire is opened. It gives a brief introduction about the content of the sustainability questionnaire.

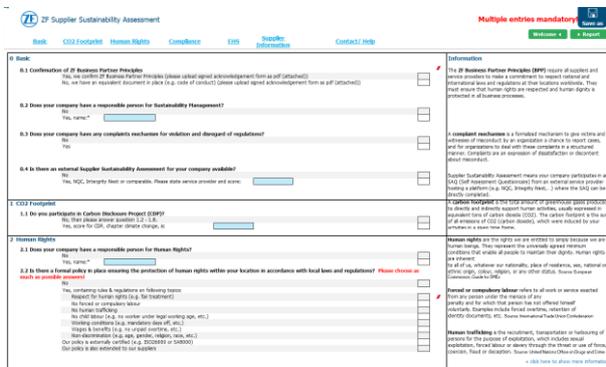


By clicking this button, you will be directed back to this slide.



## Questionnaire

Within this slide the questions need to be answered and the company name and address need to be filled.

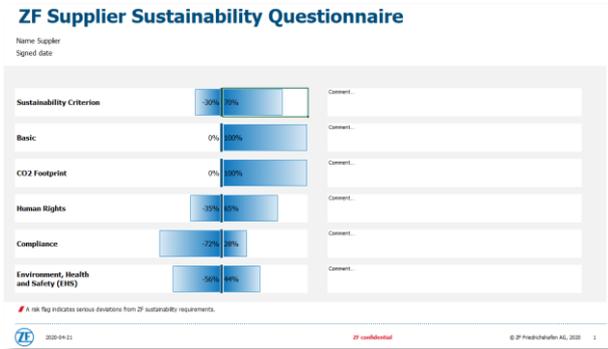


By clicking this button, you will be directed to this slide.



## Report

This slide shows the achieved Scores.



By clicking this button, you will be directed to this slide.

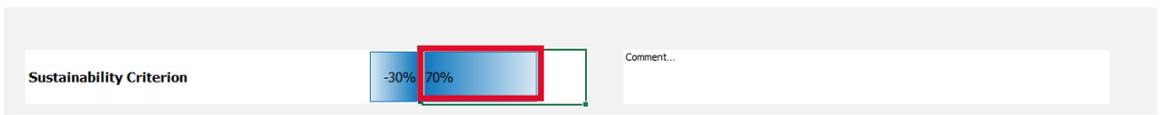


## Which Score needs to be transferred to the SupplyOn Survey?

If you were asked to fill the Sustainability Questionnaire as part of a SupplyOn Survey, please transfer the Sustainability Criterion Score to the SupplyOn Survey. You find this Score in the first row within the Report Slide. Only the positive value needs to be transferred and upload additionally the completed Sustainability Questionnaire as Excel file.

## ZF Supplier Sustainability Questionnaire

Name Supplier  
Signed date



In this example the transferred score would be 70%.