**Sustainability questionnaire.**

| **Question** | **Response** |
| --- | --- |
| 1. Does your company prioritize the purchase of products with eco-friendly certifications? | Yes  No |
| 2. If yes, which eco-friendly certifications do you look for in products (select all that apply)? | FSC (Forest Stewardship Council) |
|  | ENERGY STAR |
|  | Green Seal |
|  | Rainforest Alliance Certified |
|  | Other (please specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 3. Do you have an Environmental Management System EMS in place certified by an external authorised certification body (e.g. ISO14001 or Eco-Management and Audit Scheme (EMAS) | ☐ Yes ☐ No |
| 4. Does your company have a policy for purchasing products with a specific  percentage of recycled content? | Yes  No |
| 5. If yes, what is the minimum percentage of recycled content required for the  following product categories (if applicable)? | Paper products: \_\_\_\_\_\_% |
|  | Plastic products: \_\_\_\_\_\_% |
|  | Metal products: \_\_\_\_\_\_% |
|  | Glass products: \_\_\_\_\_\_% |
|  | Other (please specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 6. Does your company prioritize the purchase of locally produced or sourced  products to reduce transportation-related emissions? | Yes  No |
| 7. When evaluating products, does your company consider the product's life cycle impact, including raw material extraction, production, distribution, use, and  end-of-life disposal? | Yes  No |
| 8. Does your company prioritize the purchase of products with minimal packaging or packaging made from biodegradable or recyclable materials? | Yes  No |
| 9. Does your company have a policy for purchasing energy-efficient products (e.g., LED lighting, energy-saving appliances)? | Yes  No |
| 10. Does your company prioritize the purchase of products that can be easily  recycled or reused at the end of their life? | Yes  No |
| 11. Is your company owned or operated by individuals with disabilities, or does your company make a commitment to employing and empowering people with disabilities within your workforce? | Yes  No |
| 12. Does your company have women in leadership positions or is it owned by women? Alternatively, does your company strive to promote gender diversity within its management structure, ensuring that women are represented at various levels of decision-making? | Yes  No |
| 13. Does your company prioritize purchasing products or services from women-owned or disability-owned businesses? | Yes  No |
| 14. Does your company have a policy to ensure the elimination of child labor in your supply chain? | Yes  No |
| 15. Does your company implement reverse logistics practices to minimize waste and promote the reuse or recycling of products and materials? | Yes  No |

\*\*\*\* **Please include any relevant policies or supporting documentation as attachments**.