

Compliance to Sustainable Purchasing Guidelines - Minimum Scope Questions

We have defined a set of minimum scope questions in the Sustainability Self-Assessment Questionnaire (SAQ) to confirm if suppliers meet our Sustainable Purchasing Guidelines (SPG).

Below are minimum scope question requirements for SAQ:

Legend:				
Compliance Level				
Non-Compliance Level				
Non-Mandatory				
SAQ Question No.	SAQ Question	Answer Category	Comment	Countermeasure, if Supplier is non-compliant
3	3. Does your company have a Code of Conduct?	Yes No	If Supplier selected "No", supplier failed this question	To be compliant with TME SPG, Supplier needs to have a code of conduct in place.
3a	3a. If answered "Yes" to Q3, Does your company organise training for your employees on the Code of Conduct?	Yes No, but we communicate the Code of Conduct through extranet/brochures, etc. No	If Supplier selected "No", supplier failed this question	To be compliant with TME SPG, Supplier needs to have a training for employees on code of conduct.
4	4. Does your company have a grievance mechanism or documented complaints procedure established at this location?	Yes No	If Supplier selected "No", supplier failed this question	To be compliant with TME SPG, Supplier needs to have grievance mechanism or documented complaints procedure established.
5	5. Does your company have a formal policy covering human rights and working conditions?	Yes No	If Supplier selected "No", supplier failed this question	To be compliant with TME SPG, Supplier needs to have formal policy covering human rights and working conditions.
5a	5a. If answered "Yes" to Q5, Which of the following areas are covered by this policy?	Child labour and young workers Wages and benefits Working hours Modern slavery (i.e. slavery, servitude and forced or compulsory labour and human trafficking) Ethical recruiting Freedom of association and collective bargaining Non-discrimination and harassment Women's Rights Diversity, Equity and Inclusion Rights of Minorities and Indigenous Peoples Land, Forest and Water Rights and Forced Eviction Use of Private or Public Security Forces	Supplier needs to have all the areas highlighted in green included in the answer. If any one area is missing, supplier failed this question.	To be compliant with TME SPG, Supplier needs to have the policy covering below areas: Child labour and young workers Wages & Benefits Working Hours Modern Slavery Ethical Recruiting Freedom of association & collective bargaining Non-discrimination and harassment Women's Right Diversity, Equity and Inclusion Land, Forest and Water Rights and Forced Eviction
6	6. Does your site have a management system in place to manage the human rights and working conditions issues?	Yes, we have an internationally recognised certified management system Yes, we have a nationally recognised certified management system Yes, but the system is uncertified No	If Supplier selected "No", supplier failed this question	To be compliant with TME SPG, Supplier needs to have a management system in place to manage the human rights and working conditions issues.
7	7. Does your company have a formal written health and safety policy in place, which complies with local law, industry requirements and international standards?	Yes No	If Supplier selected "No", supplier failed this question	To be compliant with TME SPG, Supplier needs to have a formal written health and safety policy in place, which complies with local law, industry requirements and international standards
9	9. Does your company have a formal policy in place regarding business ethics?	Yes No	If Supplier selected "No", supplier failed this question	To be compliant with TME SPG, Supplier needs to have formal policy in place regarding business ethics.
9a	9a. If answered "Yes" to Q9, Which of the following areas are covered by this policy?	Anti-Corruption and Anti-Money Laundering Data Protection and Data Security Financial responsibility (Accurate Records) Disclosure of Information Fair competition and anti-trust Conflicts of interest Counterfeit parts Intellectual property Export controls and economic sanctions Whistleblowing and protection against retaliation	Supplier needs to have all the areas highlighted in green included in the answer. If any one area is missing, supplier failed this question.	To be compliant with TME SPG, Supplier need to have the business ethics policy covering below areas: Anti-Corruption and Anti-Money Laundering Data Protection and Data Security Financial responsibility (Accurate Records) Disclosure of Information Fair competition and anti-trust Conflicts of interest Whistleblowing and protection against retaliation
9b	9b. If answered "Yes" to Q9, Does your company organise training for your employees on your business ethics policy?	Yes No, but we communicate it through Intranet/Brochures, etc. No	If Supplier selected "No", supplier failed this question	To be compliant with TME SPG, Supplier needs to have a training for employees on business ethics policy.
10	10. Does your company have a formal environmental policy, which includes a commitment to legal compliance, continuous measurement and continuous improvements in environmental performance?	Yes No	If Supplier selected "No", supplier failed this question	To be compliant with TME SPG, Supplier needs to have environmental policy, which includes a commitment to legal compliance, continuous measurement and continuous improvements in environmental performance.
11	11. Does your site have an environmental management system in place?	Yes, we have an internationally recognised certified management system. Yes, we have a nationally recognised certified management system Yes, but the system is uncertified No	Supplier needs to have either of the 2 options highlighted in green included in the answer. If supplier response is one highlighted in red, supplier failed this question.	To be compliant with TME SPG, Supplier needs to have internationally or nationally recognised certified environmental management system in place.
18	18. Does your company have set CSR/Sustainability requirements towards suppliers?	Yes No	If Supplier selected "No", supplier failed this question	To be compliant with TME SPG, Supplier needs to have set CSR/Sustainability requirements towards suppliers.
18b	18b. If answered "Yes" to Q18, Does your company use any of the following channels to communicate its Supplier CSR/Sustainability requirements to your suppliers?	Included in terms and conditions Supplier Training Supplier code of conduct/supplier sustainability policy Company website/supplier portal None	Supplier needs to have all the areas highlighted in green included in the answer. If any one area is missing, supplier failed this question.	To be compliant with TME SPG, Supplier needs to have CSR/Sustainability requirements towards suppliers included in terms & conditions, have supplier code of conduct/supplier sustainability policy and have it available on company website/supplier portal..
18c	18c. If answered "Yes" to Q18, Which processes does your company have in place to review if suppliers fulfil your sustainability requirements?	2nd party audits conducted by your company 3rd party audits conducted by a certified audit body Self-assessment questionnaire None	Supplier needs to have Self-assessment questionnaire + either 2nd party audit or 3rd party audit in answer. If any of the 2 is missing supplier failed this question.	To be compliant with TME SPG, Supplier needs to have self-assessment questionnaire + either 2nd party audit or 3rd party audits in place.
20a	20a. If any raw material from the list above selected, Does your company have a policy for the responsible sourcing of these raw materials?	Yes No	If Supplier selected "No", supplier failed this question	To be compliant with TME SPG, Supplier needs to have a policy for the responsible sourcing of raw materials.