

# Sustainability questionnaire for business partners, suppliers and service providers to query the KOVO Holding sustainability requirements.

By self-disclosure and conducting audits.

As a supplement to the Sustainability Code for Business Partners.

## Introduction

Dear business partners, suppliers and service providers of KOVO Holding GmbH and its subsidiaries E.V.I. GmbH, STARK GmbH, STARK-Innovation GmbH, Greppmayr GmbH, hereinafter referred to as the “KOVO Group”. We strive to constantly improve our business activities, our processes and our services in terms of sustainability and call on our partners to support us in this with our Sustainability Code for Business Partners.

Please understand this questionnaire as a safeguard and support for the requirements described in the Sustainability Code. We ask you to answer this questionnaire truthfully. There is no “right” or “wrong”. We are interested in honest cooperation and working together on the basis of shared values and trust. It is also important to us to grow together and initiate improvements. That is the aim of this questionnaire.

Thank you for your cooperation!

## Notes:

- Please complete the questionnaire truthfully and to the best of your knowledge and belief.
- If you have any questions or uncertainties, please do not hesitate to contact your usual contact person in procurement .
- This questionnaire is an initial “quick check”. In addition, on-site audits or inspections can be carried out after prior consultation/approval.
- - The structure of the questionnaire is based on the associated Sustainability Code for Business Partners. It is best if you have this next to you when you answer the questionnaire.

- The preceding questions in the respective categories refer to the existence of a systematic concept or a defined procedure for managing a field of action. These can be, for example, management systems (principle “Plan, Do, Check, Act”; e.g. EMAS or ISO 14001), company guidelines with associated processes or strategies. If such a concept exists, please explain it in the free text field of the subsequent question.
- The following questions in the respective categories also refer to specific actions, measures, initiatives or projects that are carried out in your company. This means that there is not always an overarching, systematic concept in place, but that various individual measures are nevertheless being implemented to improve the situation (e.g. switching to green electricity, conducting training courses, ergonomic workstations, etc.). If a systematic concept is in place, please explain this in the free text field.
- If neither a concept exists nor measures are implemented, please explain in the free text field why this is not the case. There may be reasons why no measures are being implemented. You can add these.
- In addition to this questionnaire, please also send us the relevant supporting documents for your answers (e.g. sustainability report, certificates).

Name of your company:

Address of your company:

Name of contact person:

E-mail of contact person:

Telephone number of contact person:

## Questionnaire

### 1. Labour standards

1.1 Does your company have a code of conduct or other defined set of values?					
Yes		No		In prep.	
1.1.1 How do you ensure that ethical principles and fundamental values are observed and practiced in your company?					

1.2 Do you have a concept for social responsibility and compliance with human rights due diligence and employee rights?					
Yes		No		In prep.	
1.2.1 How does your company ensure that there is no discrimination and that human and employee rights are respected?					
1.2.2 How does your company ensure that occupational health and safety is implemented?					

### 2. business ethics and compliance

2.1 Do you have a concept for compliance and regulatory conformity?					
Yes		No		In prep.	
2.1.1 How do you ensure compliance in your company?					

2.2 Do you have a concept in place to contain conflicts of interest, combat corruption and to ensure fair and clean competition?					
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	In prep.	<input type="checkbox"/>
2.2.1 How do you ensure fair and clean competition, how do you deal with conflicts of interest and corruption? How do you prevent them?					

2.3 Do you have a concept for handling data and information?					
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	In prep.	<input type="checkbox"/>
2.3.1 How does your company ensure responsible handling of data and information?					

### 3. Environmental protection and safety

3.1 Does your company have a concept for environmental and climate protection or for compliance with ecological responsibility?					
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	In prep.	<input type="checkbox"/>
3.1.1 How does your company fulfill its ecological responsibility and how do you reduce your negative impact on the environment and climate?					

3.2 Does your company have standards for the safety and quality of your products?					
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	In prep.	<input type="checkbox"/>
3.2.1 How does your company ensure that your products meet safety and quality standards?					

**4. supply chain**

4.1 Does your company have a concept for responsible procurement or sustainable supplier management?					
Yes		No		In prep.	
4.1.1 How does your company ensure responsible procurement and sustainable supplier management?					

I hereby confirm the truthfulness of the information provided and agree to the Sustainability Code for Business Partners of the "KOVO Group".

\_\_\_\_\_  
Place, date

\_\_\_\_\_  
Stamp, management level/position, signature