

Self-Assessment Questionnaire on the Issue of

# **Sustainability**

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for External Suppliers of the BURGER GROUP

*Covering the Aspects of Corporate Management, Working Conditions and Human Rights,  
Occupational Health and Safety, Business Ethics, Environment, Supplier Management and the  
Responsible Procurement of Raw Materials*





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What is the purpose of the sustainability questionnaire?

Corporate social responsibility (CSR) / sustainability is a process used by companies to integrate social compatibility, corporate governance, environmental sustainability and sustainability in general into their supply chains, business operations and corporate strategies.

The Burger Group uses this questionnaire to individually assess the sustainability performance of external suppliers.

Help with filling in the answers:

Yes	Validity and scope apply to the company. Content available and implemented
No	Validity and scope apply to the company. Content not available or not yet implemented
Not applicable	Content has been checked. Validity and scope do not match.



## 1 Information on the company

Name of the company

Street name

City

Zip code

Country

Number of employees

0 – 9	10 – 49	50 – 99	100 – 499	> 500	> 1000
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Production sites concerned

  
  
  

Name [responsible person]

Function [responsible person]

## 2 Anti-Corruption & Anti-Bribery

### 2.1 Does your company have a certified management system for the prevention and eradication of corruption and bribery?

Yes \* No \* Verification/source: 

*Accepted documents: ISO 37001 certificate (anti-corruption management system)*

### 2.2 Does one of the members of your company's executive management board bear responsibility for the prevention and eradication of corruption and bribery?

Yes  No 

### 2.3 Has your company implemented a formal policy covering at least one of the following issues?

- Anti-corruption
- Conflicts of interest
- Fraud
- Money laundering
- Anti-competitive practices
- Information security
- [- Antitrust law](#)
- [- Plagiarism](#)
- [- Intellectual property](#)
- [- Financial responsibility \(accurate records\)](#)
- [- Disclosure of information](#)

Yes \* No \* Verification/source: 

*Accepted documents: presentation slides, employee guides, employee handbook, training certificate, guidelines and e-learning evidence on relevant working conditions and human rights training*

### 2.4 Does your company conduct internal audits in order to detect possible corruption?

Yes \* No \* Verification/source: 

*Accepted documents: Audit program, audit checklists*

### 2.5 Are your employees provided with regular training on the company's anti-corruption and anti-bribery policies?

Yes \* No

Anti-Corruption & Anti-Bribery

\* Verification/source:

*Accepted documents: training documents, training certificates, e-learning certificates, attendance lists*

2.6 Does your company maintain a whistle-blower system or procedure, and are all tips reviewed confidentially?

Yes \*      No       Not applicable

\* Verification/source:

*Accepted documents: Notice on the application of the Whistleblower Protection Act*

2.7 Do you inform your business partners regarding compliance with anti-corruption laws and possible preventive measures?

Yes \*      No       Not applicable

\* Verification/source:

*Accepted documents: Code of Conduct, anti-corruption policy/guidelines*

2.8 Can you confirm that your company has not been involved in any legal proceedings related to corruption or bribery in the last 5 years?

Yes       No \*

\* Verification/source:

### 3 Information Security

#### 3.1 Does your company have a management system for information security (e.g. ISO 27001 or TISAX)?

Yes \*      No

\* Verification/source:

*Accepted documents: ISO 27001 certificate, TISAX certificate (information security management system)*

#### 3.2 Which of the following procedures have been implemented for the purpose of assuring information security?

- Sensitisation training
- Due diligence reviews conducted by third parties
- Whistleblowing procedure for stakeholders for reporting information security concerns
- Information security risk assessment
- Monitoring procedures
- Incident response plan (IRP) for managing security breaches involving confidential information
- Implementation of a data retention schedule
- Measures for the protection of third-party data
- Measures for obtaining the consent of affected persons for the processing, disclosure and storage of confidential information

\* Verification/source:

#### 3.3 Is sensitisation training provided in order to prevent information security breaches?

Yes \*      No

\* Verification/source:

*Accepted documents: training documents, training certificates, e-learning certificates, attendance lists*

## 4 Occupational Safety

### 4.1 Does your company have a certified management system for occupational safety (ISO 45001)?

Yes \*      No \* Verification/source: *Accepted documents: ISO 45001 certificate (occupational health and safety management)*

### 4.2 Does one of the members of your company's executive management board bear responsibility for compliance with local occupational health and safety laws?

Yes       No 

### 4.3 Has your company implemented a health and safety policy which is appropriate for your company, and which is communicated in the local language?

Yes \*      No \* Verification/source: *Accepted documents: Health and safety policy*

### 4.4 Does your company provide employees with programmes and training for the improvement of occupational health and safety?

Yes \*      No \* Verification/source: *Accepted documents: training plan, training documents, training certificates, e-learning certificates*

### 4.5 Has your company implemented processes for the identification and assessment of security risks, and for the correction of any detected weaknesses?

Yes \*      No \* Verification/source: *Accepted documents: risk assessments, audit program, inspection protocol, action plan*

### 4.6 Does your company use key performance indicators in order to monitor relevant safety issues?

Yes \*      No \* Verification/source: *Accepted documents: KPI cockpit, process description*

Occupational Safety

4.7 Are new processes, equipment and systems checked for possible health and safety risks before they are used for the first time?

Yes \*      No

\* Verification/source:

*Accepted documents: risk assessment, acceptance report, CE marking*

4.8 Does your company run any processes which necessitate the use of personal protective equipment?

Yes \*      No

\* Verification/source:

*Accepted documents: risk assessment, process descriptions*

4.9 Is there a first aid procedure in which employees are trained at regular intervals?

Yes \*      No

\* Verification/source:

*Accepted documents: training documents, training certificates, e-learning certificates, attendance lists*

4.10 Can you confirm that your company is not in violation of the ILO Occupational Health and Safety Convention (no. 155)?

Yes       No \*

\* Verification/source:

## 5 Carbon Footprint

5.1 Are you already measuring your company's CO<sub>2</sub> emissions?

Yes \*      No       In planning  until:

\* Verification/source:

*Accepted documents: CO<sub>2</sub> balance sheet*

5.2 Is a system for balancing CO<sub>2</sub>/greenhouse gas emissions at product level in use?

Yes \*      No       In planning  until:

\* Verification/source:

*Accepted documents: CO<sub>2</sub> product balance sheet*

5.3 Is a system for decarbonization in place and in use?

Yes \*      No       In planning  until:

\* Verification/source:

*Accepted documents: CIP plan, life cycle analysis*

5.4 Does one of the members of your company's executive management board bear responsibility for the measurement and reduction of your carbon footprint?

Yes       No

## 6 Human Rights and Labour Rights

### 6.1 Is your company certified in accordance with a standard regarding social issues (e.g. ISO 37301)?

Yes \*      No

\* Verification/source:

*Accepted documents: Certificate ISO 37301 (Compliance Management System)*

### 6.2 Equal Rights and Treatment of Employees

6.2.1 Does one of the members of your company's executive management board bear responsibility for ensuring equal rights and equal treatment for all employees regardless of ethnic background, gender, age, disability, religion, nationality, sexual orientation, social origin or political views?

Yes       No

6.2.2 Does your company have measures in place to ensure equal rights, equality, diversity and inclusion for all employees?

Yes \*      No

\* Verification/source:

*Accepted documents: compliance guideline, work instructions*

6.2.3 Are instructions, guidelines and measures on the subject of human and labor rights (applied ethics) communicated via training or information events?

Yes \*      No

\* Verification/source:

*Accepted documents: training documents, training certificates, e-learning certificates, attendance lists*

6.2.4 Can you confirm that your company is not in violation of the ILO Discrimination (Employment and Occupation) Convention (no. 111)?

Yes       No \*

\* Verification/source:

6.2.5 Does your company provide employees with the opportunity of submitting feedback or complaints to management?

Yes \*      No       In planning  until:

\* Verification/source:

*Accepted documents: Notice on the application of the Whistleblower Protection Act*

### 6.3 Mistreatment and Forced Labour

6.3.1 Is your company's management board committed to maintaining a work environment which is free of physical, sexual, mental and verbal abuse, as well as threats and any other form of mistreatment?

Yes  No

6.3.2 Are measures in place at your company for the prevention of any kind of employee mistreatment?

Yes \* No

\* Verification/source:

*Accepted documents: Compliance guideline, work instructions, Code of Conduct*

6.3.3 Can you confirm that your company does not contract with or engage any private or public security services that:

- a) Threaten employees with torture or cruel, inhuman or humiliating treatment,
- b) Pose a threat to life and limb or
- c) Violate freedom of association and/or the right to organise?

Yes \* No  Not applicable

\* Verification/source:

*Accepted documents: Code of conduct of the security service*

6.3.4 Is your company's management board committed to rejecting all forms of forced labour and slavery?

Yes  No

6.3.5 Are measures in place at your company for the prevention of any kind of forced labour and slavery?

Yes \* No

\* Verification/source:

*Accepted documents: Compliance guideline, work instructions, Code of Conduct*

6.3.6 Can you confirm that your company is not in violation of the ILO Forced Labour Convention (no. 29) and the ILO Abolition of Forced Labour Convention (no.105)?

Yes  No \*

\* Verification/source:

#### 6.4 Child Labour

6.4.1 Does your company comply with local laws and the respective International Labour Organisation (ILO) Minimum Age Convention?

Yes \* No

\* Verification/source:

*Accepted documents: Compliance guideline, work instructions, Code of Conduct*

6.4.2 Is the age declared by your employees during the recruitment process verified by your company, and is this also the case when the recruitment process is carried out by external personnel recruiters?

Yes \* No

\* Verification/source:

*Accepted documents: Work instructions*

6.4.3 Does your company retain copies of legal age certificates for all employees?

Yes  No

6.4.4 Can you confirm that your company is not in violation of the ILO Convention on the Elimination of the Worst Forms of Child Labour (no. 182)?

Yes  No \*

\* Verification/source:

#### 6.5 Working Hours and Wages

6.5.1 Does your company document the working hours and wages of its employees in order to comply with local legislation and International Labour Organisation (ILO) standards?

Yes \* No

\* Verification/source:

*Accepted documents: Work instructions*

6.5.2 Are wages paid by your company equal to or greater than the legally stipulated minimum wage? If there is no legally stipulated minimum wage, do your employees receive fair pay? *Fair wages mean that employees receive appropriate and fair compensation for their work that covers their cost of living, takes internal equality into account, reflects the external labor market and offers performance incentives.*

Yes  No

6.5.3 Can you confirm that your company is not in violation of the ILO Equal Remuneration Convention (no. 100)?

Yes  No \*

\* Verification/source:

## 6.6 Collective Bargaining and Freedom of Association

6.6.1 Is your company's management board committed to recognising and promoting the basic right of workers to organise trade unions and bargain collectively?

Yes  No

6.6.2 Can you confirm that your company is not in violation of the ILO Freedom of Association and Protection of the Right to Organise Convention (no. 87)?

Yes  No \*

\* Verification/source:

## 6.7 Other Basic Human Rights

6.7.1 Can you confirm that your company does not unlawfully acquire or develop land, forests or waters which constitute the basis of any person's *an animal's* livelihood?

Yes \* No

\* Verification/source:

*Accepted documents: Compliance guideline, work instructions, Code of Conduct*

6.7.2 Does your company have policies, guidelines and measures in place to ensure the rights of minorities and indigenous peoples?

Yes \* No

\* Verification/source:

*Accepted documents: Compliance guideline, work instructions, Code of Conduct*

6.7.3 Can you confirm that your company is not in violation of the International Covenant on Civil Political Rights?

Yes

No

## 7 Environmental Protection

### 7.1 Does your company maintain a certified environmental management system (ISO 14001)?

Yes \*      No       Not applicable

\* Verification/source:

*Accepted documents: Certificate ISO 14001*

### 7.2 Does one of the members of your company's executive management board bear responsibility for compliance with local environmental regulations?

Yes       No

### 7.3 Are environmental protection guidelines in place at your company?

Yes \*      No

\* Verification/source:

*Accepted documents: Environmental guidelines*

### 7.4 Does your company have formalised procedures for compliance with environmental policies?

Yes \*      No       Not applicable

\* Verification/source:

*Accepted documents: Work instructions, process descriptions*

### 7.5 Does your company have defined goals, programmes and training for employees targeted at the improvement of environmental protection?

Yes \*      No

\* Verification/source:

*Accepted documents: training documents, training certificates, e-learning certificates, CIP plan*

### 7.6 Has your company implemented internal control mechanisms for monitoring the management system?

Yes \*      No       Not applicable

\* Verification/source:

*Accepted documents: Audit program, action plan*

7.7 Can you confirm that your company does not cause any harmful soil contamination, water pollution, air pollution, noise emission or excessive water consumption which:

- a) Significantly impairs the natural conditions for the conservation and production of food,
- b) Prevents any person from gaining access to clean drinking water,
- c) Obstructs or prevents any person's free access to sanitary facilities or
- d) Harms the health of any person?

e) reduces soil and water quality?

f) impairs biodiversity?

Yes \*      No

\* Verification/source:

*Accepted documents: risk assessment, inspection report, inspection of systems requiring approval*

7.8 Can you confirm that your company's products and manufacturing processes do not contain or make use of mercury or mercury compounds?

Yes \*      No       Not applicable

\* Verification/source:

*Accepted documents: IMDS/SCIP, REACH, RoHS*

7.9 Can you confirm that your company's products and manufacturing processes do not contain or make use of persistent organic pollutants (POPs)?

Yes \*      No       Not applicable

\* Verification/source:

*Accepted documents: IMDS/SCIP, REACH, RoHS*

7.10 Can you confirm that your company does not export or import any hazardous waste (including toxic, poisonous, explosive, corrosive, combustible, ecotoxic and infectious waste), household waste or residues from the incineration of household waste?

Yes \*      No       Not applicable

\* Verification/source:

*Accepted documents: Proof of disposal*

7.11 Can you confirm that your company's products and processes are planned, produced and disposed of in a resource and energy conserving manner?

Yes \*      No       Not applicable

\* Verification/source:

*Accepted documents: Waste balance, environmental balance, life cycle assessment, action plan*

7.12 Is a system in place for the avoidance, reuse and sorted disposal of resources?

Yes \*      No       In Planning  until:

\* Verification/source:

*Accepted documents: energy balance, green electricity certificate, waste disposal certificates, work instructions*

7.13 Is a system for the use of renewable energies in place?

Yes \*      No       In Planning  until:

\* Verification/source:

*Accepted documents: energy balance, green electricity certificate*

7.14 Can you confirm that your company has not been involved in any environmental litigation in the last 5 years?

Yes       No \*

\* Verification/source:

## 8 Responsibility in the Supply Chain

8.1 Is your company committed to ensuring sustainability and compliance amongst its suppliers?

Yes \*      No

\* Verification/source:

*Accepted documents: Compliance guideline, work instructions, Code of Conduct*

8.2 Does your company maintain a policy that requires suppliers to uphold social, ethical and environmental standards within their supplier bases?

Yes \*      No

\* Verification/source:

*Accepted documents: Compliance guideline, work instructions, Code of Conduct*

8.3 Does your company have a supplier self-assessment process for the achievement of transparency with regard to economic, environmental and social responsibility within its supplier base?

Yes \*      No

\* Verification/source:

*Accepted documents: self-disclosure, questionnaire, work instructions*

8.4 Are your sourcing decisions influenced by your suppliers' compliance with the following points?

- A Environmental protection
- B Human rights and labour rights
- C Occupational safety
- D Anti-corruption and anti-bribery
- E Data protection and information security

Yes \*      No

\* Verification/source:

*Accepted documents: Work instructions, purchasing guidelines*

8.5 Does your company have a corrective action plan for the event that problems related to the environment, labour, human rights, occupational safety or corruption are discovered within your supplier base?

Yes \*      No       Not applicable

\* Verification/source:

*Accepted documents: Communication on the application of the Whistleblower Protection Act, communication matrix, work instruction*

8.6 Does your company report to external organisations concerning the corporate responsibility exercised within its supplier base?

Yes \*      No       Not applicable

\* Verification/source:

*Accepted documents: CSR report, sustainability report*

8.7 Is a system in place to monitor and comply with export controls and economic sanctions?

Yes \*      No       Not applicable

\* Verification/source:

*Accepted documents: sanctions lists, AEO authorization, long-term supplier declarations*

8.8 Has a responsible person been appointed in your company to represent sustainability and compliance issues in the supply chain (scope of the LkSG)?

Yes \*      No

\* Contact person:

You have completed the questionnaire.

Thank you for your cooperation.

### What's Next?

After you submit your questionnaire it will be reviewed by our specialised team, who will also examine the attached documents.

If any of the attached documents cannot be accepted, you will be contacted directly in this regard.

If your questionnaire successfully passes review, it will be added to your supplier documents and assigned its resultant rating.

*by*  
*Susanne Hog*  
*Head of Procurement Management*

*by*  
*Petra Bär*  
*Chief Quality Officer*