

Volkswagen Group requirements towards suppliers in the Self-Assessment Questionnaire (SAQ 4.0) on Sustainability

This document outlines Volkswagen Group's expectations in regards to the completion of the SAQ. In order to obtain a positive sustainability rating (S-Rating), which is a prerequisite for awardings, suppliers need to fill in all questions in the SAQ. All suppliers must meet the [Volkswagen Group minimum requirements](#) and at least comply with the below listed questions according to their company size. Please note that all suppliers are required to comply with the [Volkswagen Group Code of Conduct for Business Partners](#), independent of their size.

Requirement	Company Size*
A. COMPANY MANAGEMENT (GENERAL)	
1a. Does your company have a management person responsible for Social Sustainability?	≥ 100
1b. Does your company have a management person responsible for Compliance?	≥ 100
1c. Does your company have a management person responsible for Environmental Sustainability?	≥ 100
2. Does your company publish a CSR/Sustainability Report?	≥ 500
3. Does your company have a Code of Conduct in place?	≥ 10
4. Does your company provide a grievance mechanism through which impacted stakeholders and rightsholders can raise complaints and seek to have them addressed with the enterprise?	≥ 100
B. WORKING CONDITIONS AND HUMAN RIGHTS	
5. Does your company have a formal policy covering working conditions and human rights?	
5a. If answered "Yes" to Q5, which of the following areas are covered by this policy?	
▪ Child labour and young workers	≥ 10
▪ Wages and benefits	≥ 10
▪ Working hours	≥ 10
▪ Modern slavery (i.e. slavery, servitude and forced or compulsory labour and human trafficking)	≥ 10
▪ Freedom of association and collective bargaining	≥ 10
▪ Harassment and non-discrimination	≥ 10
6. Does your site have a management system in place to manage the working conditions and human rights issues?	≥ 100
C. HEALTH AND SAFETY	
7. Does your company have a written health and safety policy, which complies with local law, industry requirements and international standards?	≥ 10
7a. If answered "Yes" to Q7, which of the following areas are covered by this policy?	
▪ Personal protective equipment	≥ 100
▪ Machine safety	≥ 100
▪ Emergency preparedness	≥ 10
▪ Incident and accident management	≥ 10
▪ Workplace ergonomics	≥ 10
▪ Handling of chemicals	≥ 100

VOLKSWAGEN

AKTIENGESELLSCHAFT

▪ Fire protection	≥ 10
8. Does your site have a health and safety management system in place?	≥ 100
D. BUSINESS ETHICS	
9. Does your company have a formal policy regarding business ethics?	≥ 10
9a. If answered yes to Q9, Are the following areas covered by this policy or the related processes and procedures?	
▪ Corruption, extortion and bribery	≥ 10
▪ Privacy	≥ 10
▪ Financial responsibility (Accurate Records)	≥ 100
▪ Disclosure of Information	≥ 100
▪ Fair competition and anti-trust	≥ 100
▪ Conflicts of interest	≥ 10
▪ Counterfeit parts	≥ 100
▪ Intellectual property	≥ 100
▪ Export controls and economic sanctions	≥ 100
▪ Whistleblowing and protection against retaliation	≥ 100
E. ENVIRONMENT	
10. Does your company have a formal environmental policy, which includes a commitment to legal compliance, continuous measurement and continuous improvements in environmental performance?	≥ 10
10a. If answered “Yes” to Q10, which of the following areas are covered by this policy?	
▪ GHG emissions, energy efficiency and renewable energy	≥ 10
▪ Water quality and consumption	≥ 100
▪ Air quality	≥ 100
▪ Sustainable resources management and waste reduction	≥ 10
▪ Responsible chemical management	≥ 100
11. Does your site have a certified environmental management system in place?	≥ 100
12. Does your site have a certified energy management system?	≥ 100
F. SUPPLIER MANAGEMENT	
15. Does your company have set CSR/Sustainability requirements towards suppliers?	≥ 100

*Number of employees at DUNS-number level.