

Supplier Self-Assessment

General Information			
Company name			
Address			
Phone		Fax	
Products			
Approvals			
Number of employees			
Turnover			
Founding year			
A member of the Group of			
Number of Group staff			
Group turnover			

	Countries with production	Countries with service representatives
Europe		
Asia		
North America		
South America		
Africa		

Contact Person (multiple entries allowed)		
Division	Person/Function	Contact
Company management		Phone: E-mail:
Technical director		Phone: E-mail:
Quality management		Phone: E-mail:
Sales		Phone: E-mail:
Inside sales (appointment scheduling)		Phone: E-mail:
Technical consultancy		Phone: E-mail:

Commercial Data	
Account holder	
Name of financial institute	
IBAN	
VAT identification number	

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<u>Quality management questions</u>		YES	No
1	Does your company have a certified quality management ("QM") system?	<input type="checkbox"/>	<input type="checkbox"/>
If YES, please answer question 2, if NO, please answer from question 3 onwards			
2	If YES, according to which standard? _____ Please attach copy of certificate.		
3	Does your company have documented QM measures?	<input type="checkbox"/>	<input type="checkbox"/>
4	Do you have written procedure and inspection instructions for all manufacturing processes?	<input type="checkbox"/>	<input type="checkbox"/>
5	Do you test/calibrate all measuring devices and testing instruments periodically (including record keeping)?	<input type="checkbox"/>	<input type="checkbox"/>
6	Does your company have systematic evaluations of processed customer complaints?	<input type="checkbox"/>	<input type="checkbox"/>
7	Do you have a concept for continuous improvement?	<input type="checkbox"/>	<input type="checkbox"/>
8	Do you have a revision service for technical documents?	<input type="checkbox"/>	<input type="checkbox"/>
9	Are all outgoing goods inspected?	<input type="checkbox"/>	<input type="checkbox"/>
10	Do you document outgoing goods inspections and file the documents?	<input type="checkbox"/>	<input type="checkbox"/>
11	Do you carry out incoming goods inspections?	<input type="checkbox"/>	<input type="checkbox"/>
12	Do you systematically evaluate your sub-suppliers?	<input type="checkbox"/>	<input type="checkbox"/>
13	If you do not have a certified QM system, do you plan to introduce such a system? If YES, on which date it is planned to be introduced? _____	<input type="checkbox"/>	<input type="checkbox"/>

Supplier Self-Assessment

Preamble

Responsibility for the environment is an inherent part of the corporate philosophy of HUBER SE. We are acting in accordance with our sustainability management which is based on the principle of generating profits in a socially and ecologically responsible manner (according to Dr. Pufé). It is therefore important for us to sensitize our supplier chain accordingly. To enable us to assess our suppliers' environmental and social activities, please answer the below questions completely and truthfully.

Environmental management questions

		YES	NO
1	Does your company have a systematic environmental management (EM) system?	<input type="checkbox"/>	<input type="checkbox"/>
If you have a certified EM system, please answer question 2, if no, please answer all other questions from question 3 onwards.			
2	If YES, according to which standard? _____ Please attach copy of certificate.		
3	If you do not have a certified environmental management system, do you plan to introduce such a system? If YES, what is the planned introduction date? _____	<input type="checkbox"/>	<input type="checkbox"/>
4	Is your company basically prepared to be subjected to our environmental audit process?	<input type="checkbox"/>	<input type="checkbox"/>
5	Is there a person responsible for environmental guidelines or environmental goals?	<input type="checkbox"/>	<input type="checkbox"/>
6	Does your company regularly carry out environmental impact assessments for:		
6.1	Production processes	<input type="checkbox"/>	<input type="checkbox"/>
6.2	Products	<input type="checkbox"/>	<input type="checkbox"/>
6.3	Waste and disposal processes	<input type="checkbox"/>	<input type="checkbox"/>
7	Does your company follow written guidelines in environmental protection?	<input type="checkbox"/>	<input type="checkbox"/>
8	Have you defined goals in your company to improve environmental protection?	<input type="checkbox"/>	<input type="checkbox"/>
9	Are employees trained/instructed on the subject of environmental protection?	<input type="checkbox"/>	<input type="checkbox"/>
10	Do you work towards improving environmental protection at your suppliers and contractual partners?	<input type="checkbox"/>	<input type="checkbox"/>
11	Are your packings recyclable, reusable, biodegradable?	<input type="checkbox"/>	<input type="checkbox"/>

<u>Occupational health and safety management questions</u>		YES	NO
1	Does your company have a systematic occupational health & safety management system (OH&S MS)?	<input type="checkbox"/>	<input type="checkbox"/>
If you have a certified OH&S management system, please answer question 2, if no, please answer all other questions from question 3 onwards.			
2	If YES, according to which standard? _____ Please attach copy of certificate.		
3	If you do not have a certified OH&S management system, do you plan to introduce such a system? If YES, what is the planned introduction date? _____	<input type="checkbox"/>	<input type="checkbox"/>
4	Would you be generally prepared to have your company subjected to a OH&S audit by us?	<input type="checkbox"/>	<input type="checkbox"/>
5	Is there a person responsible for occupational health and safety?	<input type="checkbox"/>	<input type="checkbox"/>
6	Does your company regularly assess risks and opportunities with regard to:		
6.1	Work organisation (e.g. clear task description, resources, infrastructure, responsibilities)?	<input type="checkbox"/>	<input type="checkbox"/>
6.2	Working conditions (environmental conditions, e.g. light, noise, dust, cleanliness/orderliness at the workplace; other emissions, physical stress)?	<input type="checkbox"/>	<input type="checkbox"/>
6.3	Work equipment (e.g. safe computer workstations, safe machinery and equipment incl. electrical equipment, hazardous substances, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>
6.4	Mental strain (e.g. monotony, stress) ?	<input type="checkbox"/>	<input type="checkbox"/>
7	Evaluate the effectiveness of the measures from the identified risks (point 6)	<input type="checkbox"/>	<input type="checkbox"/>
8	Do you have an occupational health and safety management system?	<input type="checkbox"/>	<input type="checkbox"/>
9	Have you defined goals in your company to improve the OH&S MS?	<input type="checkbox"/>	<input type="checkbox"/>
10	Are employees appropriately trained/instructed on the topic of OH&S?	<input type="checkbox"/>	<input type="checkbox"/>
11	Do you follow a key performance indicator system to evaluate your OH&S performance (e.g. occupational accidents, near misses)?	<input type="checkbox"/>	<input type="checkbox"/>

Supplier Self-Assessment

<u>Social responsibility questions (corporate social responsibility)</u>		YES	NO
1	Do you regularly publish sustainability reports?	<input type="checkbox"/>	<input type="checkbox"/>
2	Does your company have social standards (e.g. according to UN Global Compact, ISO 26000, SA 8000, ILO, IAO, or similar)?	<input type="checkbox"/>	<input type="checkbox"/>
3	Do you keep systematic records of incidents/complaints on labour practices (e.g. relating to health and safety, mental health such as abuse or molestation, payment, work hours, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>
3.1	If YES, have according measures been initiated?	<input type="checkbox"/>	<input type="checkbox"/>
3.2	If YES, what is the rate of complaints related to the total number of employees/location (average of the past three business years)?	<input type="checkbox"/>	<input type="checkbox"/>
4	Can you exclude that human rights have been violated in your company (during the past three business years)? (child labour, discrimination, forced labour, compulsory labour, safety practices, indigenous population rights)	<input type="checkbox"/>	<input type="checkbox"/>
5	Are there cases where your corporate policy negatively affects society? (e.g. dubious donations, complaints from the environment; corruption, anticompetitive practice)	<input type="checkbox"/>	<input type="checkbox"/>
5.1	If YES, have according measures been initiated?	<input type="checkbox"/>	<input type="checkbox"/>
5.2	If YES, what is the rate of incidents related to the total number of employees at the location (average of past three business years)?	<input type="checkbox"/>	<input type="checkbox"/>
6	Do you request your suppliers to prove their social responsibility?	<input type="checkbox"/>	<input type="checkbox"/>
7	Do you encourage your employees to act sustainably? (e.g. via schools, events, or other information channels)	<input type="checkbox"/>	<input type="checkbox"/>

We confirm that our information and data provided in this document (page 1 to 6) are correct.

Date: _____

Signature: _____

Please return the fully completed questionnaire to einkauf@huber.de.

Requirements to be met by our suppliers

Quality / Ability to meet specifications

Within our company we live up to our internalised principle "The Quality Company Worldwide". We are not discussing about quality. For us, quality is an essential prerequisite for any cooperation. Our suppliers have to meet these requirements through efficient quality assurance.

We expect that deliveries are error-free and the requested product life requirements are exactly met to enable us to meet the expectations of our customers all around the globe.

Flexibility in delivery

Short-term decisions are characteristic for our branch. We are therefore frequently forced to demand delivery dates which are shorter than the agreed replenishment time. We expect from our suppliers that they are ready to rise to this challenge like we do and make the difficult possible.

Delivery reliability – delivery dates – delivery quantities

HUBER is active in the field of plant engineering and construction. Most of the projects we execute are complex and are subject to strict project schedules which could only be changed with enormous efforts or would result in high penalties for not meeting milestones.

We therefore demand from our suppliers to strictly meet all dates and quantities confirmed. If any risks occur, these have to be clarified in consultation with the purchaser in charge immediately when they occur.

Prices

We are an internationally active company. We, and thus our suppliers, have to stand up to global competition without neglecting the points of quality, flexibility and delivery reliability that distinguish us.

Technology

Our continuous striving for improvement needs high-performance partners who act as specialist in their field. Together, we always want to be one step ahead.

Environment and social responsibility

Our corporate philosophy includes responsible social and ecological management. We therefore demand also from our suppliers to assume responsibility in this respect.