APPENDIX: SUPPLIER SELECTION QUESTIONNAIRE

1. Introduction

The Supplier Selection Questionnaire (SSQ) is a tool designed to assist organizations in assessing the sustainability performance of potential ICT suppliers. It draws upon the SIDA framework, findings from interviews and surveys, and established guidelines such as the EU GPP criteria (EU GPP criteria for Computers and Monitors 2016) and the German Federal Ministry for the Environment's Resource Efficiency Programme (ProgRess) (Overview of German Resource Efficiency Programme (ProgRess) n.d.). The SSQ covers environmental, social, economic, and information security criteria, enabling a comprehensive evaluation of suppliers' sustainability practices.

2. Instructions

The questionnaire is to be completed by potential ICT suppliers. Responses should be accu- rate, comprehensive, and supported by evidence where applicable. The organization using this questionnaire will evaluate the responses based on a weighted scoring system that reflects the relative importance of each sustainability criterion.

3. Questionnaire

Environmental Criteria:
• Does your company have a publicly available environmental policy or sustainability
report that aligns with recognized standards (e.g., GRI, ISO 14001)? (Yes/No)
• What is your company's carbon footprint (Scope 1, 2, and 3 emissions) for the most
recent reporting year, and what are your targets for reducing emissions? (Metric tons
of CO_2e)
• What percentage of your ICT products are certified by recognized eco-labels (e.g.,
EPEAT, TCO Certified, Blue Angel)? (%)
• Describe your company's approach to reducing energy consumption and resource use
in the production, distribution, and use phase of ICT products. Provide specific examples of implemented measures or technologies.
• How does your company address the end-of-life management of ICT products, including take-back programs, recycling initiatives, and strategies for minimizing waste?

Social Criteria:
• Does your company have a code of conduct or policy that addresses labor rights, working conditions, and human rights in alignment with international standards (e.g., ILO conventions)? (Yes/No)
• Does your company have a due diligence process in place to identify and mitigate risks associated with conflict minerals in your supply chain? (Yes/No)
• Describe your company's efforts to promote diversity, equity, and inclusion within your workforce and supply chain.

Economic Criteria:
• Can you provide a breakdown of the total cost of ownership (TCO) for a specific ICT product or product category, including purchase price, energy consumption, maintenance costs, and end-of-life disposal costs?
• Describe your company's approach to extending the lifespan of ICT products, including design for durability, repairability, and upgradeability.

Information Security Criteria:
• Does your company have information security certifications (e.g., ISO 27001) or adhere to recognize security frameworks? (Yes/No)
• Describe your company's approach to data protection and privacy throughout the entire lifecycle of ICT products, including data storage, transmission, and disposal.

Note: *This is a sample questionnaire. The specific questions and criteria can be adapted to fit the organization's needs and priorities.*