

Supplier Guide: TealBook Sustainability Survey

The TealBook Sustainability Survey consists of 30 questions related to Health & Safety, Environment, Diversity and Inclusion, Privacy, and Governance.

After reviewing this document, you should be able to:

- Navigate to the Sustainability Survey in TealBook
- Invite your colleagues to the TealBook platform to collaborate on the survey
- Submit your survey response
- Understand how your survey responses will be presented to your customers

Getting Started

- If all required documentation is on hand, the survey shouldn't take more than 30 minutes to complete. You should have access to your company's policies, procedures, and certifications related to Health & Safety, Environment, Diversity & Inclusion, Governance, and Privacy. This documentation may include:
 - Health & Safety Management System Certification (e.g. ISO 45001);
 - Environmental Management System Certification (e.g. ISO 14001);
 - Supplier Code of Conduct; and more
- Once you have logged into your Tealbook Company Profile, scroll down to the **Sustainability Survey** section and click **Complete the Survey Now** to begin. If you were invited to complete the survey by a customer, you can also access the survey by clicking the link in the email invitation.
 - You have a 4 week (28-day) window to complete the survey. Use the link in the email to return to the survey as many times as you need within this period. After 4 weeks, the request will be automatically canceled and you will have to request a new invitation to be able to participate.

Sustainability Survey

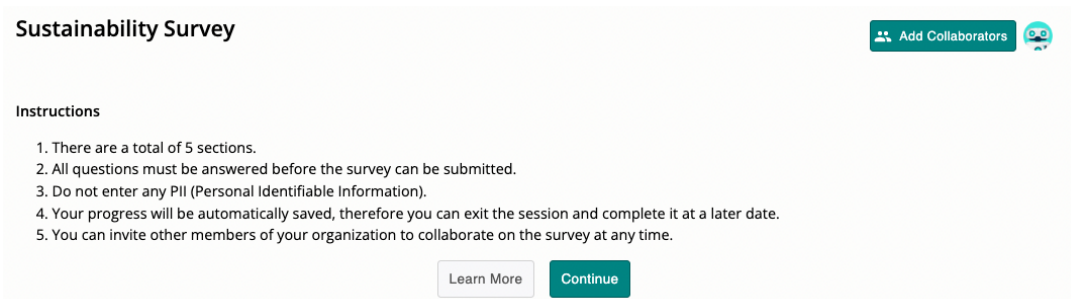
You're invited to participate in our sustainability survey.

TealBook has launched a sustainability survey to capture information about your company's Environment, Social, Governance (ESG) efforts. This survey is an opportunity for you to share your organization's sustainability efforts with potential buyers, and the results will be publicly available to buyers on the TealBook platform. By taking just a few minutes to complete this survey, you could attract more business from sustainability-minded companies. Click the button below to get started.

[Complete the Survey Now](#)

Sustainability Survey

- Before you begin the survey, you will be directed to the instructions page.



- Click **Continue**. You will need to complete all five sections before submitting the survey. Use the arrows to navigate between sections, or click directly on the icons.



- If you wish to exit the application or continue the survey another time, you may click on the **Save & Exit Survey** button in the bottom left corner of the page to return to your Tealbook profile.

Inviting your colleagues to collaborate on the survey

- If there are certain questions or areas of the survey that you would like your colleagues to collaborate on, you may invite them by clicking **Add Collaborators**. You could consult your colleagues in HR or ESG-related roles.
- If the colleague you would like to invite is an existing TealBook user, select their name from the Contacts dropdown list, and click **Send** to invite your colleague to collaborate on the survey.

Sustainability Survey Request

Indicate a Contact you would like to collaborate with on this survey

Contacts

[+ Add a New Contact](#)

Add user to public profile

Add Message

I thought you might be interested in collaborating on this survey

65 / 500

Sustainability Survey Link
Link to the Sustainability Survey Form

- If the colleague you would like to invite is not an existing TealBook user, you can invite them to join the platform by clicking **Add a New Contact**. Once you have entered their information, the new user will receive an email inviting them to log into TealBook and take the survey.
 - Selecting “**Add user to public profile**” will add this user as a contact to your organization’s TealBook profile. Current and potential customers will be able to engage this person to ask questions, make requests, and/or discuss potential business opportunities.

Sustainability Survey Request

Indicate a Contact you would like to collaborate with on this survey

Contacts

[+ Add a New Contact](#)

Add new Contact for Survey Collaboration

First Name

Last Name

Email

Email should match the domain of the company
Valid email domains: @tealbook.com

Phone

Location

Add user to public profile

Answering the survey

- You are required to answer all questions in each of the five categories.
 - If your response is **No**, you will be prompted to provide more insight via the options listed below:

- **We do not do this at this time and we do not plan to do this anytime soon.**
- **We do not do this at this time but we plan to start doing this within a year.**
- **Other**

- If your response is **Prefer Not To Answer**, you will be prompted to provide more insight via the options listed below:

- **This question is not relevant to my company.**
- **This question is not relevant to my industry.**

- If you select **Other**, you must type in your reason for choosing that response in the open text field.
- If your response is **Yes**, you will be prompted to provide further information by:
 - Uploading supporting documentation;
 - Typing a response in the text box; or
 - Selecting from one of the available options.

Examples:

In this example, the supplier has an environmental management system in place and has been prompted to upload a copy of their certificate.

Q1. Is there an environmental management system in place? (e.g., ISO 14001) Yes No Prefer Not To Answer

Is it certified? Yes No

Upload a certificate

Add a certificate

Add a Certification

Social Responsibility and Sustainability

Name of Certification

ISO 14001: Environmental Management

Certification Agency

Name of agency (e.g. WECconnect or NMSDC)

SUPPLIER VERIFICATION

I hereby certify that all information provided above is true and complete to the best of my knowledge. The undersigned certifies that they are authorized to sign on behalf of the Company listed above and that all the information above is true and accurate. This information I am sharing should be treated as valid until an updated form is submitted. It is the supplier's responsibility to notify TealBook if supplier's size, classification, ownership or other relevant information changes. The supplier may submit changes at any time on this same form. *

In this example, the supplier has a target related to improving energy efficiency, which has been entered into the text box.

Q8. Are there goals or targets in place for any of the following. If so, please specify.

Improving energy efficiency Yes No Prefer Not To Answer

Enter custom answer

e.g. 30% reduction of projected primary energy consumption in 2030, based on baseline projections performed in 2007.

In this example, the supplier has a designated Compliance Officer:

Q2. Does your company have a designated Compliance Officer or similar position? Yes No Prefer Not To Answer

What is their title?

Select title or type a new one

To whom (what position title) do they report?

Select title or type a new one

Submitting the Survey

- Once you have filled in all the answers, you may now click **Submit Survey**. Tick both checkboxes in the Confirmation window, and click **Confirm**.

Confirmation

I confirm that all of the documents that I have uploaded are corporate documents and that they do not contain any personally identifiable information (ex. full name, email address, phone number etc.).

I hereby certify that all information provided in this survey is true and complete to the best of my knowledge. The undersigned certifies that they are authorized to sign on behalf of the Company represented in this survey and that all the information provided is true and accurate. This information I am sharing should be treated as valid until an updated survey is submitted. It is the supplier's responsibility to notify TealBook if supplier's size, classification, ownership or other relevant information changes. *

Confirm

Cancel

Optional: Reviewing your response and retaking the survey

- To view your survey responses, simply click **View Survey Response**. You may also change your survey answers in two ways:
 - In the View Survey Response screen, click **Edit Responses**.
 - Click **Retake Survey** to start over. This will clear your previous responses.
 - You can retake the survey at any time to inform your customers on your ESG progress by creating a TealBook account.

What will your customers see?

- Your survey responses will not be visible until the survey is submitted. Once submitted, your responses will be available to the customer that sent the invitation, as well as the larger TealBook buyer network.
 - Customers have an aggregate view of all supplier survey responses.
 - Customers can also drill down into individual supplier responses.

Sustainability Survey Report

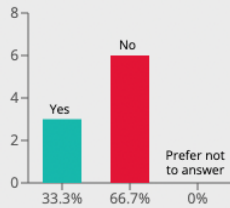
Health and Safety Environment Diversity Governance Privacy

Collapse All

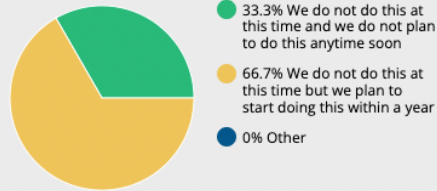
Question 1

Has an occupational health and safety management system been implemented? (e.g., ISO 45001)

Overall answers



Suppliers who've answered No



Sustainability Survey Results

Report a problem



Health & Safety



Environment



Diversity & Inclusion



Governance



Privacy

Q1. Has an occupational health and safety management system been implemented? (e.g., ISO 45001)

Answer: Yes

ISO 45001: Occupational Health & Safety

Certified by ISO
Expires on 09/09/2023
[Download Certificate](#)

Q2. Are policies, processes, and procedures in place for hazard identification, risk assessment, incident investigation, and emergency response?

Answer: Yes

Risk Assessment

[ISO_50001_2018_EN.pdf.pdf](#)

Incident Investigation

[ISO14001-certificate.pdf](#)

If you have any questions, or require additional support completing the Sustainability Survey, please reach out to the Supplier Experience team at suppliersupport@tealbook.com.

FAQs

1. What is TealBook?

TealBook is a Supplier Data solution with the power to revolutionize how buyers locate and engage with suppliers across the world. Using publicly and privately available information, ML, and AI, TealBook has created the world's largest B2B Supplier Intelligence Application. TealBook's ~\$500B customer portfolio represents many of the largest organizations in the world, including a number of Fortune 500 companies, all of which are using TealBook to locate and connect with suppliers best suited to their requirements.

2. What are the benefits of taking the survey?

The benefits to suppliers include:

- a. You can strengthen customer relationships by helping them to improve their sustainability efforts.
- b. You will become discoverable to customers filtering for sustainability-minded suppliers.
- c. You will gain visibility into the questions that customers are asking, to help guide your own sustainability journey.
- d. You can potentially differentiate yourself as a preferred supplier.
- e. You will receive a downloadable completion certificate to display on your company website. It will also be included on your TealBook profile.

3. What documents need to be provided?

You may be required to upload the any of the following documents:

- a. Health & Safety Management System Policy/Certification (e.g. ISO 45001)
- b. Policies, processes, or procedures for hazard identification, risk assessment, incident investigation, emergency response
- c. Environmental Management System Policy/Certification (e.g. ISO 14001)
- d. Energy Management System Policy/Certification (e.g. ISO 50001)
- e. Diversity & Inclusion Policy
- f. Company Code of Conduct, Supplier Code of Conduct
- g. Anti-Corruption Policy
- h. Child and Forced Labor Policy
- i. Whistleblower Policy
- j. Records of health & safety or environmental violations that your organization has been involved in

4. What document format is accepted?

Supporting documents should be in .pdf format.