

B Resource Guide:

Conducting a Supplier Survey

What's in this Guide?

- I. Definition: What is a Supplier Survey?
- II. Why Conduct a Supplier Survey?
- III. Implementation and Best Practices
- IV. Further Resources

I. Definition: Supplier Survey

A Supplier Survey is used by a company to collect information from current and/or prospective suppliers to gauge whether or not they satisfy specific social and environmental criteria that are meaningful to that company.

II. Why Conduct a Supplier Survey

A company can strengthen its own mission by making sure it engages with suppliers that have aligning missions and values. Conducting a Supplier Survey is way for companies to survey their current suppliers to see if their business practices match up with their social and environmental standards. A company may also use this to evaluate prospective suppliers and decide whether or not they are a good fit. If a company's suppliers have goals that are in line with its own, these suppliers become not only a resource, but also a partner in furthering the company's vision.

III. Implementation and Best Practices

You may find it useful to use the B Impact Assessment as a resource for finding social and environmental criteria that is important to your company and include it on your Supplier Survey. Any of the standards on the Impact Assessment may be applied to your suppliers as well. Topics you may consider touching on could be renewable energy use, waste monitoring, Greenhouse Gas (GHG) monitoring, having third-party product or company certifications. These surveys can be conducted in person, on paper, or even online through services like **Survey Monkey**.

A sample Supplier Survey can be found below:

5 Question Survey for Suppliers

Intro text: Something along the lines of... “__Company_Name__ is very proud to work with you. We are in the process of understanding our supply chain’s social and environmental performance, and we are writing to ask for your help with 5 easy questions about your company. Thanks in advance for your help – __Company_Name__”

Company Name: _____

1. Is the company a locally owned, independent business located near _____? (within a 200 radius of our main facility.)
 - a. Not Sure
 - b. No
 - c. Yes
2. Is the company majority owned by women, ethnic minorities, people with disabilities, and/or individuals living in low or moderate-income communities? (If the company is based outside of the US, minority populations should reflect that of their own country.)
 - a. Not Sure
 - b. No
 - c. Yes
3. Is company’s core facilities located in low or moderate-income communities? (Low or moderate income communities are defined in as those whose median family income is 80% or less of that of the region. For domestic suppliers: To determine whether or not a company is located in a low or moderate income neighborhood, please visit: <http://www.ffiec.gov/Geocode/default.aspx>)
 - a. Not Sure
 - b. No
 - c. Yes
4. Do any of the products sold to Company_Name_ meet any specific social or environmental standard (eg. Recycled steel, FSC certified rubber products, etc.)? OR has the company itself met a specific social or environmental standard?
 - a. Not Sure
 - b. No
 - c. Yes (please specify which product and what certification or characteristic)
5. Please describe the company’s environmental efforts to date (please check those efforts that apply to a majority of the company’s operations): [Checkboxes]
 - a. N/A
 - b. We are in the process of considering our future social and environmental efforts
 - c. We use at least 10% renewable energy
 - d. We recycle water on site or used close-loop or other water recovery systems
 - e. We monitor relevant greenhouse gas, ozone depleting, toxic air and toxic water emissions
 - f. We have implemented initiatives to decrease greenhouse gas, ozone depleting, toxic air, and/or toxic water emissions
 - g. We monitor and measure waste production annually
 - h. We have implemented initiatives to reduce or divert waste from landfills

[Text box]: Please describe any of the initiatives above in detail to help us understand further:

Having this information from your suppliers can also assist you in your own accountability and transparency efforts by allowing you to answer specific questions on the Impact Assessment. Some of these questions are listed below:

CM2.3 – What % of materials or products purchased from Significant Suppliers (on currency basis) have third-party social or environmental certification or approval? [Equally Weighted]

- 0%
- 1-19%
- 20-39%
- 40-60%
- >60%

CM3.3 – What % of your company's expenses (excluding labor) was spent with independent suppliers located within 200 miles (or 322km) of where the end product is used? [Equally Weighted]

- 0%
- 1-19%
- 20-39%
- 40-60%
- >60%

CM4.8 – What % of Significant Suppliers is majority owned by women or ethnic minorities? [Equally Weighted] For a significant supplier based outside of the US, only include suppliers that are owned by individuals, who are minorities within their own country.

- 0%
- <10%
- 10-19%
- 20-30%
- >30%
- Don't Know

EN5.4 – What % of Primary Significant Supplier (on currency basis) use at least 10% renewable energy at their facilities? [Equally Weighted]

- 0%
- 1-24%
- 25-49%
- 50-74%
- 75% +
- N/A

EN5.5 – What % of Primary Significant Suppliers (on currency basis) monitor waste production? [Equally Weighted]

- 0%
- 1-24%
- 25-49%
- 50-74%
- 75% +
- N/A

EN5.6 – What % of Primary Significant Suppliers (on currency basis) have implemented initiatives to reduce waste production or divert waste from landfills/incineration? [Equally Weighted]

- 0%
- 1-10%
- 10-25%
- 25-50%
- >50%
- N/A

EN5.7 –What % of Primary Significant Suppliers (on currency basis) have implemented initiatives to decrease greenhouse gas, ozone depleting, toxic air, and/or toxic water emissions? [Equally Weighted]

- 0%
- 1-24%
- 25-49%
- 50-74%
- 75% +
- N/A

EN5.8 –What % of Primary Significant Suppliers (on currency basis) monitor relevant greenhouse gas, ozone depleting, toxic air and toxic water emissions?[Equally Weighted]

- 0%
- 1-24%
- 25-49%
- 50-74%
- 75% +
- N/A

IV. Further Resources

A Supplier Survey is a way to supplement and enforce a Supplier Code of Conduct. More information on how to implement a Supplier Code of Conduct can be found [here](#).