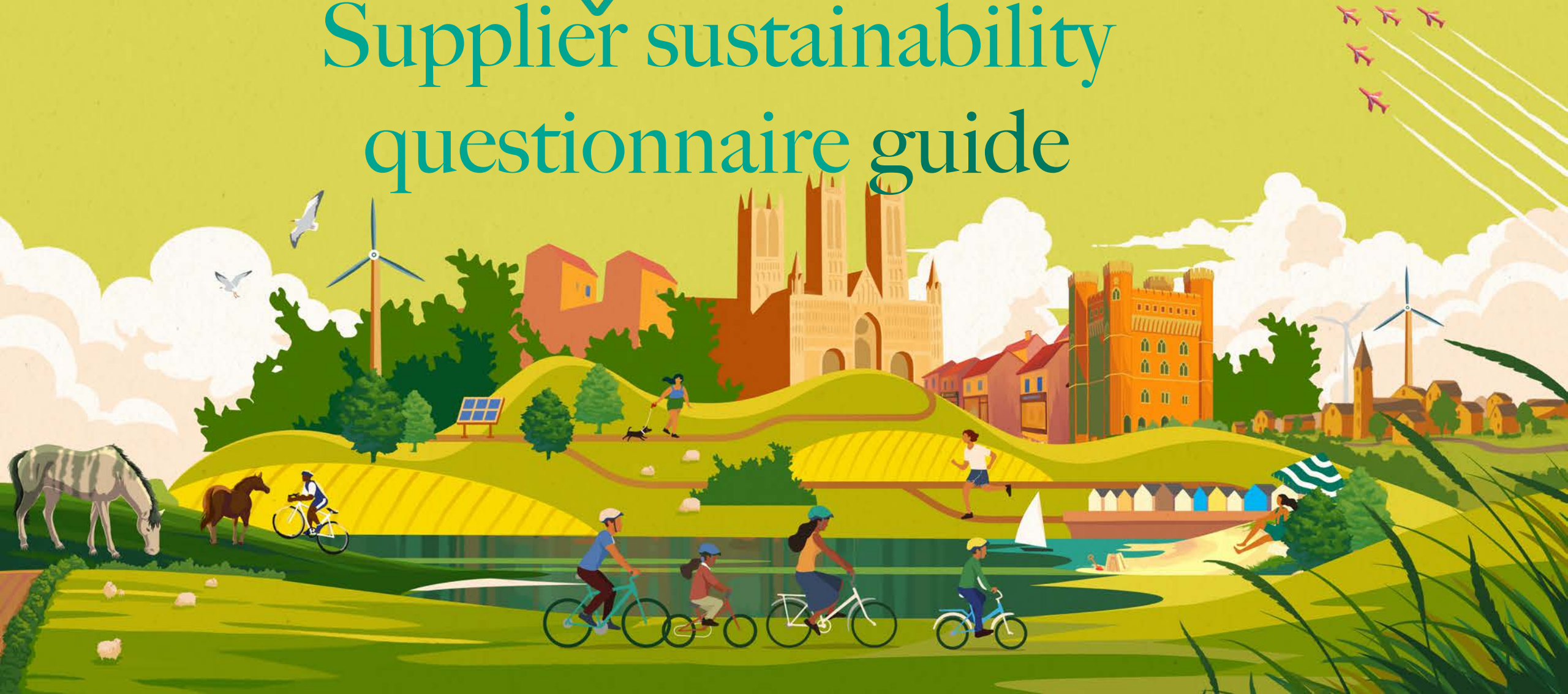




Supplier sustainability questionnaire guide



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Introduction

The topic of responsible purchasing was covered in a previous resource, where you learned how to assess the current performance of your supply chain and create a responsible purchasing policy. Part of that process involves surveying your suppliers in order to understand if they align with your sustainability ambitions.

This resource will cover the following sections:

- Why you should survey your suppliers on sustainability;
- How to implement this in your business;
- Examples of questions you can ask your suppliers.

DEFINITION



Supplier: A supplier is a business or person that provides products and/or services to another entity.

Businesses are constantly engaging with suppliers to purchase goods and services so that they can serve their own customers.





Why should I survey my suppliers on sustainability?





Why should I survey my suppliers on sustainability?

A key part of responsible purchasing is knowing how sustainable the businesses that you procure goods and services from are. As outlined in the Responsible Purchasing Policy Guide, there are many benefits for purchasing more responsibly in general.

There are also benefits for surveying your suppliers directly, such as:

- ✓ **Filling in gaps in the information:** Speaking with your suppliers directly will give you a better understanding of their practices and sustainability credentials which you can then use to make purchasing decisions. For example, a supplier might have several impressive sustainability initiatives in place that you weren't aware of because they weren't communicated.
- ✓ **Strengthening your relationships:** By surveying your suppliers you are engaging with them more frequently than you otherwise would. This can help you build a strong rapport and develop longer-lasting relationships.
- ✓ **Sharing learning on sustainability:** Asking your supplier what green initiatives they have in place can be a great way to share knowledge around sustainability and its importance.





How can I implement it in my business?





How can I implement it in my business?

To survey your suppliers their sustainability practices, follow these simple steps:

- ✓ **Select your questions.** Select some questions that you want to ask your suppliers. These should resonate with aspects of sustainability that are important to your business. For example, if your business is trying to reduce its carbon emissions, you might ask suppliers if they are measuring their carbon emissions too. *(See the next section for some question examples)*
- ✓ **Create your survey.** This can be as simple as putting the questions and suggested answers into a Word or Excel document or you could use more advanced online survey creation software.
- ✓ **Select which suppliers you will survey.** If you have a complex supply chain, it may be a lot of work to survey every supplier. In this case, start with the most important suppliers, i.e., those with which you spend the most money or purchase your essential products and services.
- ✓ **Call your suppliers.** Before sending the survey, call your suppliers and explain the purpose of the survey. Suppliers will be much more engaged if you take the time to speak to them directly about the survey.
- ✓ **Distribute the survey to your suppliers.** Send the survey to your suppliers via email link.
- ✓ **Share any good news!** When you get the results, if your supplier has some great initiatives in place or has agreed to green their operations, celebrate it and share best practice with other suppliers! You can do this on social media using the hashtag [#GreenHospitalityLincolnshire](#).





Question examples





Question examples

Some *examples* of questions you can use to engage with your suppliers are presented below. You should look to make some up that are specific to your own sustainability aims.

General

- ✓ Do your products or services have any environmental or social certifications? (e.g. Fair Trade, Soil Association Organic, B-Corp)
Yes (specify), Unsure, No
- ✓ Does your company currently have any sustainability initiatives or projects in place?
Yes, Unsure, No
- ✓ is there anything else you would like to celebrate about the sustainability of your organisation or the products/services you provide to us?
Yes, Unsure, No

People

- ✓ Are equality, diversity, and inclusion included in your hiring process?
Yes (specify), Unsure, No
- ✓ Do you pay your staff the real-living wage?
Yes, Unsure, No
- ✓ Do you have an anti-harassment and abuse policy?
Yes, Unsure, No





Question examples

Planet

- ✓ Does your business measure its electricity consumption regularly (at least every month)?
Yes, Unsure, No
- ✓ Does your business measure its water consumption regularly (at least every month)?
Yes, Unsure, No
- ✓ Do you offer reusable or returnable packaging options?
Yes, Unsure, No
- ✓ Does your business limit its use of inorganic chemicals?
Yes, Unsure, No
- ✓ Has the company set publicly available CO₂ emission reduction targets? If yes, what are those targets?
Yes (specify), Unsure, No

Place

- ✓ Does your company donate money or time to support local community development activities? (e.g. donations to charity, fundraising, volunteering)
Yes (specify), Unsure, No
- ✓ Does your company donate money or time to support biodiversity charities? (e.g. Lincolnshire Wildlife Trust, Greater Lincolnshire Nature Partnership)
Yes, Unsure, No





Supplier Sustainability Questionnaire Checklist

✓ Review the Supplier Sustainability Questionnaire

- ☐ Select your questions
- ☐ Create your survey
- ☐ Select which suppliers you will survey – choose the most important ones if you have too many!
- ☐ Let your suppliers know you will be sending them a survey
- ☐ Distribute your survey to your suppliers
- ☐ Collect the results!
- ☐ Share any good news stories! Celebrate the efforts of your suppliers by sharing a social media post about them and tag #GreenHospitalityLincolnshire





Supplier sustainability questionnaire template

Supporting Lincolnshire's hospitality businesses with their sustainability journey, one simple step at a time

Visit**Lincolnshire**
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Working for a better future



Visit our website

www.business.visitlincolnshire.com



Don't forget to inspire others with all your sustainability initiatives by sharing them on social media using the hashtag **#GreenHospitalityLincolnshire**

This toolkit was compiled for Lincolnshire County Council

by [Considerate Group](#).



CONSIDERATE

