

# SAMPLE SUPPLY CHAIN MANAGEMENT QUESTIONNAIRE

*The U.S. company Hewlett-Packard requires its suppliers to answer the questions posed in this questionnaire regarding their compliance with the company's Supplier Code of Conduct. The company also requires its suppliers to complete three other self-assessment questionnaires: an environmental questionnaire, an occupational safety and health questionnaire, and a labor and employment questionnaire. (Text reproduced courtesy of Hewlett-Packard Company Supply Chain Operations. For more information, go to the Hewlett-Packard Web site, [www.hp.com/hpinfo/globalcitizenship/environment/supplychain/index.html](http://www.hp.com/hpinfo/globalcitizenship/environment/supplychain/index.html).)*

## HP Supplier Code of Conduct Questionnaire

Suppliers are requested to provide candid answers to the following questions. HP encourages its suppliers to accurately identify any areas in which their operations do not conform to the requirements of the HP Supplier Code of Conduct. As indicated in HP's Supplier Code of Conduct, HP expects to work collaboratively with its suppliers to achieve these standards.

Date:	
HP Contract Number(s), if applicable:	
Company Name:	Contact Name:
Address:	Position:
Telephone Number:	
Fax:	
E-mail:	

**Purpose of the Questionnaire**

This questionnaire is part of the annual performance report for HP suppliers under HP’s Supplier Code of Conduct and Supplier Social and Environmental Responsibility Agreement. It provides a mechanism for HP to gather information about the environmental, occupational health and safety, and labor and employment practices and performance of its suppliers.

**Scope of Questionnaire**

Questions that ask for information about the “company” should be answered for the company as a whole.

Questions that ask for information about the “facility” should be answered for each company facility at which products supplied to HP are manufactured.

1. Does your company have a company representative for Corporate Social and Environmental Responsibility, or someone who otherwise has responsibility for addressing in your company the requirements set out in HP’s Supplier Code of Conduct?

Yes    No   If “yes,” please provide contact information below.

Name:

Position:

Address:

Telephone Number:

Fax:

E-mail:

2. Does your company have procedures in place designed to ensure that the requirements set out in HP’s Supplier Code of Conduct are met in your company?

Yes    No

2.1 If yes, please attach copy of procedures or provide URL.

Attachment Title:  
URL:

3. Does your company have procedures for internal reporting of any non-conformances with these requirements that may occur within your company? For correcting any non-conformances as they are identified by your company?

Yes    No

3.1 If yes, please attach copy of procedures or provide URL.

Attachment Title:  
URL:

<p>4. Does your company have a code of conduct or similar standards to which you expect your suppliers to adhere?</p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No</p>	
<p>4.1 If yes, please attach copy of procedures or provide URL.</p>	<p>Attachment Title: URL:</p>
<p>5. Is your company currently subject to any enforcement action by any governmental authority for non-compliance with environmental, safety, or labor requirements at any facility at which products supplied to HP are manufactured?</p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No</p>	
<p>5.1 If yes, please describe briefly the nature of the action and what steps your company is taking to resolve it.</p>	