

Poststraat 1, 6135 KR Sittard  
P.O. Box 43 , 6130 AA Sittard  
The Netherlands

To :  
[name business]  
Attn. [Mr./Mrs.] [Name]  
[Address]  
[Postal code], [City]  
[Country]

Your reference

-

Our reference

DS-DSQ-[xxx]

Dealt with by

[Name]

Direct line

+ [xxxxxx]

Subject

Sustainability  
Questionnaire

Urmond

[Date]

E-mail

[xxx.xxx]@dsm.com

Dear [Mr./Mrs.] [Name],

Previously DSM requested that you sign our Code of Conduct, declaring your commitment to shared value with the intention to improve social, safety, health and environmental performance. As stated in the cover letter, DSM is committed to being a sustainable company. Our belief is that companies with a sustainability focus are long-term winners in their markets. Therefore, we strive for relationships with suppliers that share similar values and conduct business in an ethical manner. We appreciate your willingness to sign our Code of Conduct.

In that letter we also indicated that the next steps in our program include the introduction of assessment procedures that will eventually result into a system in which DSM performs audits at the supplier in order to assess compliance. As the next step in this assessment process, we are asking your firm to complete the attached self-assessment questionnaire on sustainability.

Responses will be reviewed by an internal team, and your representative (signatory) may be contacted for clarification or for additional discussions regarding any gaps identified. Together we can improve our performance. Our aim is to create a climate of trust and cooperation in which you feel free to approach us.

Your reference  
-

Our reference  
DS-DSQ-[xxx]

Direct line  
+ [xxxxx]

Date  
[Date]

Your completed and signed questionnaire is to be sent to the attention of [Mr./Ms./Mrs.] [Name] (tel. +[xxxxx], e-mail [xxxx.xxxx]@dsm.com). [He/ She] can also be contacted for questions and/or further information.

With kind regards,

Ton Trommelen / [Name]  
Chief Purchasing Officer / BG Purchase Director  
DSM Purchasing

Attachment  
- Sustainability Questionnaire