



Startquestion Completion of ESG questionnaire

Manual

Intended for CEZ Group Suppliers

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Introduction

This document is intended for suppliers who have been invited to participate in the ESG questionnaire conducted within the framework of the CEZ Group sustainable supply chain initiative.

The attached guide will walk you through the process of completing the ESG questionnaire in the Startquestion user interface.

List of abbreviations

Abbreviations	Explanation
ESG	Environmental (E), Social (S), and Governance (G) areas refer to a company's impact on the environment, society, and its management practices. These factors form the basis for quantifying a company's "sustainability" or "responsibility." CSRD requires companies to report on these ESG aspects in a standardized and transparent manner.
CSRD	Corporate Sustainability Reporting Directive
ESRS	European Sustainability Reporting Standards
CS3D	Corporate Sustainability Due Diligence Directive
SR	Sustainability Report, Sustainable Development Report – A corporate document whose primary purpose is to provide information on the respective area to key stakeholders.

Key concepts related to the process

- Due diligence
- Sustainability
- Supply chain
- Value chain

1. Introduction to the Startquestion questionnaire interface

You will gain access to the questionnaire via a unique link, which will be sent to you by email.

To navigate between individual questions, use the “Back” or “Next” buttons. You may move freely throughout the questionnaire without needing to answer each question immediately.

If you wish to pause and return to the questionnaire later, please click the Save for later button “II”, located in the bottom left corner of the screen. Otherwise, your responses will not be saved.

Your progress and current location within the questionnaire are indicated by a red progress bar displayed at the top of the questionnaire interface.

The screenshot displays the 'Company details' section of the Startquestion questionnaire. The form is overlaid on a scenic background image of a dam and forest. The form includes the following fields and buttons:

- Company details:**
 - *Not mandatory.
 - Company Name:
 - Company registration number:
 - DUNS number*:
 - Website:
- Navigation buttons:
- Save for later button:

2. Types of questions and answer options

In this section, we will focus on all types of questions that appear in the questionnaire, along with guidance on how to respond to them appropriately.

2.1 Yes/ No question

Is your company part of a consolidated entity?

You can give only one answer.

Yes

No

2.2 Yes/ No question with optional additional comment

Does your company use sustainable financial instruments?

Examples of sustainable financial instruments: sustainable loans, bonds, or loans linked to KPIs or ESG ratings. You can only select one answer.

You can give only one answer.

Yes

No

You can provide additional commentary here:

Type...

2.3 Multiple-choice question

It is possible to select multiple answers at once.

Please select continent(s), where your company has operations / plants:

You can select several answers.

Africa
Antarctica
Asia
Australia and Oceania
Europe
North America
South America

2.4 Single-choice question with predefined answer options

Number of employees of your company:

Please select:

You can give only one answer.

0
1-5
6-49
50-99
100-999
1000-4999
Over 5000

2.5 Question allowing only a numeric or text-based response

For questions of this type, it is important to pay close attention to the correct units and currency in which the value is provided. (see the comment on the question below).

Annual worldwide turnover of the consolidated entity your company is a part of:

If relevant, relating to the last financial year for which consolidated annual financial statements have been or should have been adopted.

Please provide turnover in Czech crowns (mil. CZK).

2.6 Question accompanied by supporting materials

For this type of question, we recommend downloading the attached file in order to submit the correct response.

What is the sector of your company's main economic activity?

At the link below you will find the list of economic activities according to the NACE classification. Please select your main economic activity and fill in the required data from the table.

[Classification of economics activities \(NACE\)](#)

Activity ID
(column D in the table)

Activity name
(column E in the table)

2.7 Follow-up questions generated based on your response

You selected ISO 14001 certificate in the previous question. Please provide certificate in the form of a link or as an attachment.

Link:

Type...

Attachment (ideally in pdf format):

Accepted file formats are: png, jpg, pdf, doc, docx, jpeg. The maximum file size is 5 MB.

Select file...

2.8 Final declaration before submitting the questionnaire

At the end of the questionnaire, you will be asked to review the accuracy of your responses.

You are at the end of the questionnaire.

Before submitting the questionnaire, we would like to ask you to confirm the following statement:

You need to select at least 1 answer.

☐

I declare that I have completed the questionnaire conscientiously, according to the true information available to me. I was informed in advance of the instructions for completing the questionnaire. I understood all the questions and if not, I contacted the relevant contact (e-mail address: supplychain@cez.cz).

Once you confirm the statement and click the 'Next' button, the questionnaire will be closed and cannot be accessed again.

If you encounter any difficulties completing the questionnaire or have any additional questions, please do not hesitate to contact us at our email address:

supplychain@cez.cz

Startquestion – Completion of ESG questionnaire

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User Guide: Startquestion – Completion of ESG questionnaire

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