



Startquestion

How to Complete the ESG Questionnaire

User Manual

For suppliers of the CEZ Group

Document version: 2026

Contact: supplychain@cez.cz

Copyright © ČEZ, a. s., 2026

This manual is intended for CEZ Group suppliers contacted as part of the ESG questionnaire survey. It will guide you through opening, completing and submitting the ESG questionnaire in Startquestion.

Contents

Introduction.....	3
Quick Guide	3
1. Before You Start	4
1.1 What to prepare	4
1.2 Deadline and Saving Progress	4
1.3 Technical Requirements	4
1.4 Assigning the Questionnaire to Another Contact Person.....	4
2. Opening the ESG Questionnaire	5
3. Navigating the Questionnaire	6
3.1 Moving Between Questions and Completion Progress.....	6
3.2 Saving a Draft	6
3.3 Mandatory and Conditional Questions	6
4. How to Answer Questions.....	7
5. Links, Attachments and Certificates	8
5.1 If You Do Not Have the Required Document	8
6. Review and Submission	9
6.1 Before Submission.....	9
6.2 Final Declaration.....	9
6.3 Confirmation of Successful Submission.....	9
6.4 Manually Downloading Answers from the ESG Questionnaire.....	10
7. Most Common Problems	11
8. Contact	12

Introduction

This manual is intended for suppliers who have been invited to participate in the CEZ Group ESG questionnaire survey and have received the questionnaire through Startquestion. It will guide you through opening the questionnaire, completing it, attaching supporting documents, and successfully submitting it.

The ESG questionnaire will be available for one month. You can find the specific submission deadline in the invitation email.

Who should complete the questionnaire on behalf of the company?

We recommend assigning the questionnaire to a person who has access to the required information and can coordinate cooperation with other colleagues. This may be an **ESG specialist, finance specialist, accountant, or another designated person.**

We recommend starting the questionnaire well in advance, as some answers may require gathering supporting information or involving several departments within the company.

Quick Guide

1

Open the invitation

In the email you received, click the unique link leading directly to the Startquestion questionnaire.

2

Prepare supporting documents

Have the information and documents needed for the individual sections of the questionnaire ready.

3

Complete all sections

Answer all mandatory questions and save your draft regularly.

4

Upload documents

For selected questions, upload the requested certificates or insert a link to a document.

5

Review and submit

Review your answers before final submission. After submission, it may no longer be possible to return to the questionnaire.

TIP

If you interrupt completion, **use the pause button in the lower-left corner.** Simply closing the window may not save your answers.

1. Before You Start

1.1 What to prepare

Before you begin, we recommend gathering available supporting documents and coordinating with colleagues responsible for individual ESG topics.

You can view and download the full ESG questionnaire in Excel format throughout the survey period from the Sustainable Supply Chain section of the CEZ Group website ([Sustainable supply chain | Skupina ČEZ](#)). The Excel version can help you prepare your answers and supporting documents. However, it serves only as a working aid and cannot be used to submit the questionnaire. **Final answers must be completed and submitted through the unique Startquestion link.**

Before starting, we recommend preparing:

- basic company identification details;
- a Sustainability Report, ESG Report, or CSR Report, if available;
- valid certificates and related validity information;
- internal policies, guidelines, or public commitments relevant to the questionnaire;
- data requested in the questionnaire, including reporting periods, units, and reporting scope;
- contacts for colleagues responsible for sustainability, environment, HR, occupational health and safety, compliance, and procurement according to your organizational structure.

1.2 Deadline and Saving Progress

You have 30 calendar days from the date the ESG questionnaire is made available **to complete and submit it**. The specific deadline is stated in the invitation email.

You can pause completion and continue later. **Before closing the page, use the pause button located in the lower-left corner.** Follow the instructions displayed by the system so that your answers entered so far are saved and you can return to the questionnaire.

Important Notice

The questionnaire must be submitted no later than the specified deadline.

Late submission will not be possible after the deadline has passed. We therefore recommend starting the questionnaire well in advance.

1.3 Technical Requirements

Before you start, we recommend checking that:

- you are using an up-to-date version of a standard web browser;
- you have a stable internet connection;
- you are opening the correct unique link from the invitation email;
- your documents are in a supported format and within the size limit stated for the relevant question;
- your browser is not blocking elements required to open the link, download a file or upload an attachment.

1.4 Assigning the Questionnaire to Another Contact Person

If another authorized person completes the questionnaire on behalf of your company, forward the invitation email or unique link only within your company. **Do not send the link to unauthorized people or publish it.**

IMPORTANT

The unique link may provide access to incomplete answers. **Do not send it in public or bulk messages.** If the link has accidentally been disclosed to an unauthorized person, contact supplychain@cez.cz.

2. Opening the ESG Questionnaire

1**Open the invitation email**

Check the sender, the name of the company contacted and the completion deadline.

2**Click the unique link**

Clicking the link opens the Startquestion questionnaire welcome screen. If identification fields are displayed, enter the requested details.

3**Start completing the questionnaire**

Continue by clicking “Next”. Then move between questions using the “Back” and “Next” buttons.

3. Navigating the Questionnaire

3.1 Moving Between Questions and Completion Progress

The questionnaire is displayed as individual questions or short groups of questions. Use the “Back” and “Next” buttons to navigate. A progress indicator at the top of the screen provides an approximate view of your progress through the questionnaire.

Before selecting “Next”, check that your answer is complete. If an additional question appears after you select an answer, complete the follow-up field as well.

3.2 Saving a Draft

To pause completion, use the pause button in the lower-left corner. Then follow the Startquestion instructions. To return, use the link or procedure displayed or sent to you by the system.

IMPORTANT

Do not end your work simply by closing the browser tab. **Before leaving, always use the pause function** and verify that the system has confirmed the interruption.

The screenshot displays a questionnaire interface with a background image of a forest and a river. A progress bar at the top shows approximately 25% completion. The question asks: "Does your company publish an ESG report (e.g. a sustainability report or CSR report)?" Below the question is a definition of a sustainability report and a note that only one answer can be given. Two radio buttons are provided for "Yes" and "No". At the bottom of the question box are "Back" and "Next" buttons. In the bottom-left corner of the interface is a pause button (two vertical bars). The CEZ logo and "CLEAN ENERGY OF TOMORROW" tagline are visible in the top-left corner.

3.3 Mandatory and Conditional Questions

Mandatory questions must be completed before you can continue or submit the questionnaire. Some follow-up questions appear only based on a previous answer. Therefore, whenever you change an answer, always check the follow-up section.

4. How to Answer Questions

The questionnaire contains several types of answers. Always pay attention to the instructions for the question, the required unit and any help text.

Answer Type	How to Proceed
Yes / No	Select one of the available values.
Single Choice	Select exactly one value that best reflects your company's circumstances.
Multiple Choice	Select all answers that apply to your company.
Text or numerical answer	Enter the requested value. Observe the stated unit, currency, period and any character limit.
Conditional Question	The next question appears on the basis of the previous answer. After changing an answer, check the follow-up section again.
Comment	Add a brief explanation if requested or if it helps place the answer in context.
Attachment or Link	Upload the requested file or insert a working link as instructed for the question.

TIP

Keep your answers brief and specific. An additional comment does not replace selecting or completing a mandatory answer.

5. Links, Attachments and Certificates

For selected questions, you may be required to support your answer with a link or an uploaded document, such as a certificate.

1

Check the question requirements

Verify whether a link, an attachment or both are required.

2

Insert a link

If you cite a publicly available document, insert the complete and working address of the page or file.

3

Upload a file

Click the upload field, select the document from your device and wait for the upload to complete. Observe the permitted formats and the maximum size stated for the field.

4

Check the result

Verify that the name of the selected file or the inserted link is displayed and that the document relates to the question.

E CLEAN ENERGY OF TOMORROW

In the previous question, you selected ISO 9001. Please provide a link to the certificate or attach it.

Link:

Type... 0/2000

Attachment (ideally in pdf format):

Allowed file formats: png, jpg, pdf, doc, docx, jpeg. Maximum size is 5 MB.

Select file...

< Back Next >

IMPORTANT

Upload only documents related to the question. Before uploading, check that the file does not contain information that is unnecessary for the purpose of the questionnaire.

5.1 If You Do Not Have the Required Document

Answer according to your company's actual circumstances. **Do not create a substitute document solely for the purposes of this questionnaire.** If it is unclear how to proceed, contact CEZ Group and state the question number or the exact wording of the question.

6. Review and Submission

6.1 Before Submission

- Review all sections of the questionnaire.
- Check mandatory and follow-up questions.
- Verify the period and scope of the reported data.
- Check inserted links and uploaded attachments.
- Verify that the contact and identification details are correct.

6.2 Final Declaration

At the end of the questionnaire, confirm the final declaration **only if you have reviewed the answers and, to the best of your knowledge, they are complete and correct.**

6.3 Confirmation of Successful Submission

After confirming the final declaration, continue by selecting the button to submit or complete the questionnaire. Wait for the confirmation screen.

CLEAN ENERGY OF TOMORROW

You have reached the end of the questionnaire. Before submitting it, please confirm the following statement:

Click the "Submit" button to complete the questionnaire.

Select at least 1 answer

☐ I declare that I have completed this questionnaire carefully and based on accurate information available to me. I received the instructions for completing the questionnaire in advance. I understood all questions. Where clarification was needed, I contacted the relevant contact person at supplychain@cez.cz.

< Back **Send >**

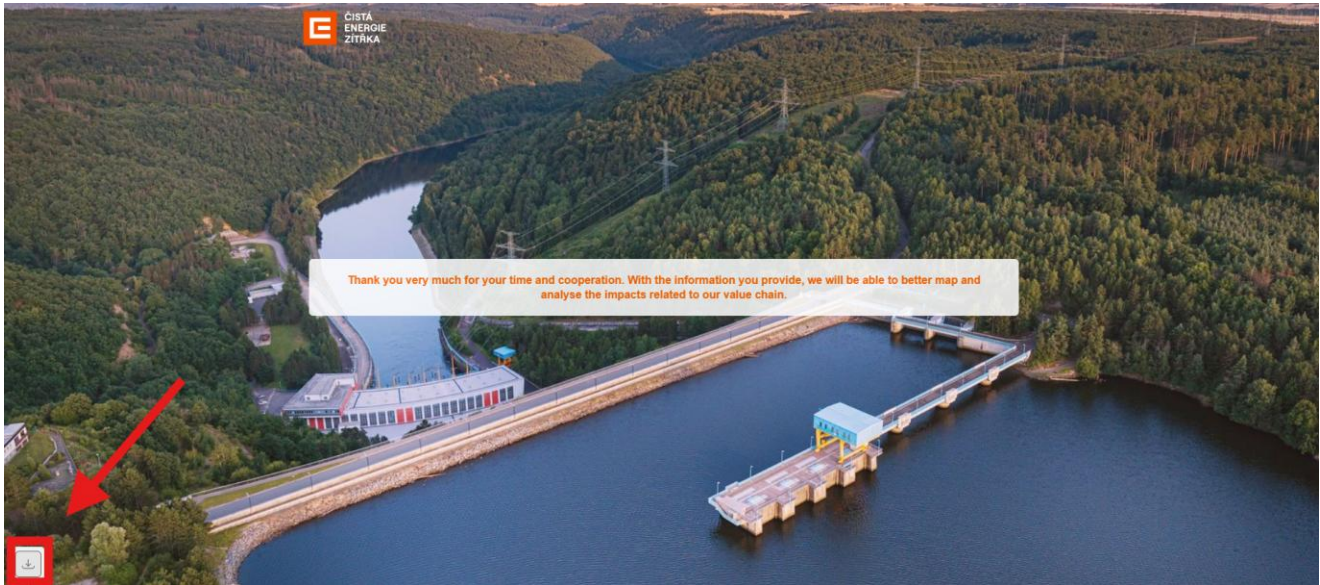
IMPORTANT

After final submission, it may no longer be possible to edit the answers or return to the questionnaire. Pausing completion does not mean that the questionnaire has been submitted.

6.4 Manually Downloading Answers from the ESG Questionnaire

After the complete ESG questionnaire has been successfully submitted, a thank-you page will appear. On this page, you can download a copy of the submitted answers.

Click the button in the lower-left corner of the screen and save the downloaded file for your records.



7. Most Common Problems

The questionnaire link does not open

Copy the entire link into the address bar of an up-to-date browser. Check your internet connection and any company restrictions. If the problem persists, send support an anonymized screenshot.

I cannot continue to answer the next question

Check that the mandatory answer has been completed and that no follow-up field is missing. Read the error message displayed for the question.

I cannot see my incomplete answers after returning

Check that you used the pause function when you stopped and that you are using the correct return link or the instructions sent by the system.

I cannot upload an attachment

Check the permitted format, maximum size and file name. Retry the upload after refreshing the page only if your answers have been safely saved.

I do not understand a specific ESG question

Use the explanation provided with the question and the available reference materials. If the answer is still unclear, contact supplychain@cez.cz and quote the exact wording of the question.

A question is not displayed

It may be a conditional question that appears based on a previous answer. After changing the answer, check the follow-up section.

I completed the questionnaire but cannot see confirmation.

Do not complete the questionnaire again without verification. Check the screen and your inbox and, if necessary, contact support with the company name and the approximate completion time.

8. Contact

If you need assistance, please contact us at:

supplychain@cez.cz

What to Include in the Email

- company name and, where applicable, company registration number;
- whether this is a technical issue or a content-related question;
- the number or exact wording of the question;
- a brief description of the problem and the steps preceding it;
- the date and approximate time when the problem occurred;
- an anonymized screenshot of the full error message.

IMPORTANT

Do not send passwords or other security credentials by email. Before sending a screenshot, hide personal data and information unrelated to the problem.

Legal and Publication Information

Copyright © ČEZ, a. s., 2026.

All rights reserved. This material forms part of the intellectual property of the ČEZ Group. Its distribution is subject to copyright law. It may not be reproduced or otherwise used, in whole or in part, in any form without the prior written consent of the ČEZ Group.

Other company names, software products, and related names used in this manual may be trademarks or registered trademarks of their respective owners.

Artificial intelligence tools were used as supportive tools in the preparation of this manual.