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SUSTAINABLE IT PROCUREMENT GUIDE

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BEST PRACTICES
FOR SUSTAINABLE
IT PROCUREMENT

ABOUT THIS GUIDE

Our purpose is to create technologies that drive human progress. Our commitment to environmental, social and governance (ESG) is that purpose in action. We are committed to using our technology as an enabler to deliver positive change and societal impact, for everyone.

Using our expertise gained over a decades-long journey of sustainable innovation and dialogue with our customers, we've curated this list of best practice questions that you can include in your conversations with your suppliers to drive social and environmental responsibility in the procurement of IT products. You can use all or some of these best practice questions to help you evaluate and select the most sustainable IT products and partners for your organization.

Together, we can push the boundaries of innovation and make a positive social and environmental impact. Visit dell.com/ESG for more information.

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ESG AND SOCIAL RESPONSIBILITY POLICIES

Code of conduct

- Does your company have a comprehensive code of conduct that sets forth ethical conduct expectations of its employees covering topics such as ethics, anti-corruption, diversity, human rights, environmental protection, confidentiality, etc.? Please provide a link.

- Is your company a regular or full member of the Responsible Business Alliance (RBA)?

- How do you hold your suppliers accountable to upholding respect for human rights, environmental protection, and ethical business practices? Please share the Code of Conduct and other Supplier Principles you apply.

Programs, governance and reporting

- Does your company have policies and programs for environmental, social and governance (ESG) with executive commitment? Describe overall the policies or programs of your company.

- Does your company publish an annual report on ESG, diversity and inclusion (D&I), or sustainability? Please provide a copy or a link to the report(s).

- Does your company publish a GRI (Global Reporting Initiative) content index? Please provide a copy or a link to your GRI content index.

- Does your company publish a SASB (Sustainability Accounting Standards Board) content index? If so, please provide a copy or a link.

- Does your company share third-party independent assessments of its social and environmental responsibility (SER) programs and performance, such as EcoVadis? Please share.

- Does your company participate in CDP, formerly known as The Carbon Disclosure Project, disclosures, and are responses made available publicly? Please share link to CDP report.

- How does your company engage with its broad range of external stakeholders? To which industry organizations does your company hold membership and actively participate in?

- What awards and recognition has your company received in relation to ESG or CSR?

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Global environmental policy

- Does your company have an environmental policy? Please share a link.

- Does your company have established targets to reduce your greenhouse gas (GHG) emissions? Which scopes do these targets address (scope 1, 2, 3)? Please share supporting documentation.

- Are these science-based targets and/or are they aligned with the Science Based Targets initiative (SBTi)? Please share supporting documentation.

- Does your company report its own GHG emissions to CDP or similar? Is your GHG emissions inventory verified or assured by a third party? Is the report publicly available? Please share supporting documentation.

- Does your company provide a response to the annual CDP Water Security Questionnaire? Please share supporting documentation.

- Does your company participate in the CDP Supply Chain Program? Please share supporting documentation.

- Does your company have internal waste reduction, recycling/reuse goals for its own operations?

- Does your company have goals for managing and reducing water utilization in your operations and supply chain?

Management systems and certifications

- Which of the following certifications and management systems does your company hold? Please share link to certifications.
  - ISO 9001 certification or similar quality management system?
  - ISO 45001 certification or similar occupational health & safety management system?
  - ISO 14001 certification or similar environmental management system?
  - ISO 50001 certification or similar energy management system?
  - ISO 27001 certification or similar information security management system?

- Has your company been fined or cited for any regulatory violations in these disciplines in the last five years? Please describe the circumstances and the corrective actions taken.

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PRODUCT **SUSTAINABILITY**

Eco label certifications

Dell recommends applying eco labels in IT procurement to get assurance of best-in-class sustainability on a broad range of sustainability requirements. Read more about the criteria for each eco label on their websites.

- To which of the following eco labels are the products certified? Please share documentation.
  - US EPA Energy Star
  - EPEAT (Electronic Product Environmental Assessment Tool) registered
  - TCO – Which generation?
- Recommended level of requirement for eco labels:

Criteria	PCs	Monitors	Servers
ENERGY STAR	Mandatory	Mandatory	Mandatory
EPEAT Bronze			Mandatory
EPEAT Silver	Mandatory	Mandatory	Award
EPEAT Gold	Award	Award	Award
TCO Certified 8 or 9	Award	Mandatory	Award
Environmental Data Sheet (e.g., ECMA TED or equivalent)	Mandatory	Mandatory	Mandatory

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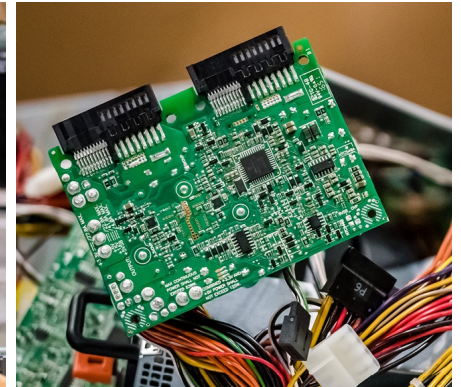
Sustainable product design

If you wish to set additional criteria for product design in addition to what is already included with the eco labels selected, we recommend the following.

- How does your company design products with the environment in mind? Please share a link to any content or examples.
- Do you use recycled plastic in your products? If yes, what is the percentage of recycled plastic content in the product offered?
- Does the product include other recycled or renewable materials – if yes, which and what percentage?
- Has a product carbon footprint (PCF) or life cycle assessment (LCA) been completed for the product? If yes, please provide details.
- Does your company provide product energy usage information for products? Please share details.
- Do you design products for easy disassembly for repair, reuse and recycling? Please share details.
- Do you have a way for customers to neutralize the carbon footprint for products they purchase from you?

Packaging & logistics

- Does your company have sustainable packaging goals/initiatives?
- What percent of the packaging is made from recycled or renewable materials?
- What percent of the packaging is recyclable or compostable?
- Can you offer multi-pack solutions for products delivered?
- What steps are being taken to reduce the impact of shipping and logistics?
- Can you offer shipment by rail or ocean instead of air?

Asset recovery, reuse and recycling

- What is your company's asset recycling and disposal policy? Please provide details about the process.
- Does your company have specific electronics take-back recycling goals? If so, what are they and what is your progress against those goals?
- Does your company ensure compliance to WEEE and other relevant regulations?
- Does your company offer electronics take-back, reuse and recycling services – in which countries?
- Do you sanitize devices for data in alignment with NIST SP 800-88r1 standard for data security?
- Are you able to provide customer-specific data and reporting on the equipment reused or recycled?
- What kind of assurances does your company provide to ensure electronics are responsibly reused or recycled?

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SUPPLY CHAIN

Policy, standards and transparency

- Do you require your suppliers to comply with the Responsible Business Alliance Code of Conduct or similar codes that include respect for human rights, workers' rights, environmental protection, and ethical business conduct?

- What is your company's policy and process for identifying and managing social and environmental risk in the supply chain? Describe how you implement a due diligence process in your supply chain.

- Does your company have a formal human rights policy? How does your company address vulnerable workers? Are there policies in place which prohibit child labor or forced labor?

- Does your company publish a Modern Slavery Statement which describes commitments and actions undertaken to verify the absence of forced labor, slavery, and human trafficking in the supply chain?

- Does your company have a publicly available policy/position on conflict minerals? Does your company follow the related Organization for Economic Co-operation and Development (OECD) due diligence guidelines framework?

- Does your company publish a list of suppliers? Please share link.

- Does your company publish an annual report with information on identification and management of social and environmental risk in your supply chain, including reporting on continuous improvement via aggregated audit data or similar? Please share link.

For guidance on setting requirements for transparency in electronics supply chains, we also refer to the Responsible Business Alliance Practical Guide to Transparency in Procurement.

The RBA guide maps out a spectrum of maturity related to meaningful transparency that buyers can use as a resource to assess companies' disclosures on social and environmental responsibility and meet their own sustainable purchasing goals.

Supplier diversity

- Does your company promote opportunities and have clear, public commitments to working with diverse suppliers?

- Does your company publicize how much it spends with diverse suppliers? Share information or link.

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