



Sustainability isn't only on our agenda.
It's at the heart of everything we do.

SAQ-Guideline for Improvement

Guide on how to achieve an SAQ-Score > 70%

Gaps and Recommendations – Areas of Improvement from previous SAQ-Report:

In your validated SAQ-Report you can find areas named “Gaps” or “Recommendation”.

These two areas aim at providing you information about your results and guide you, which areas can be improved by which measures.

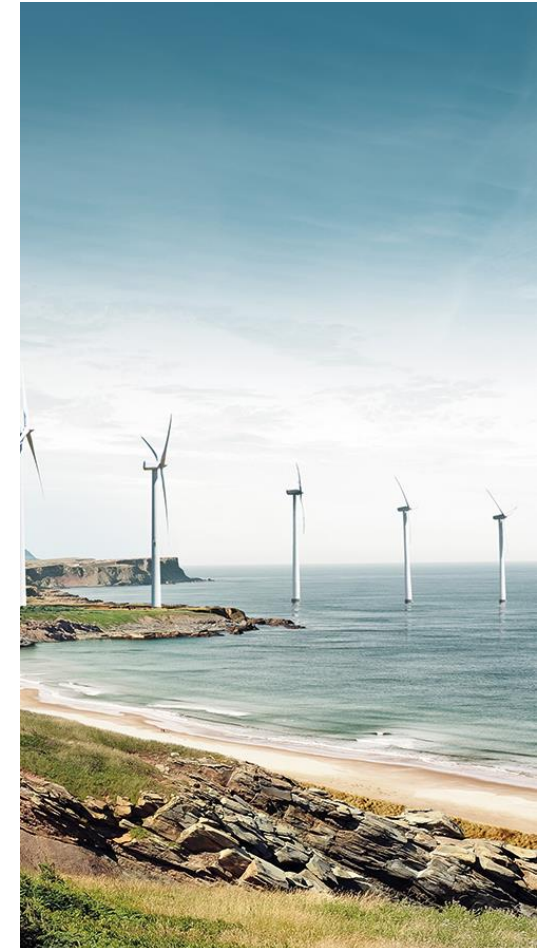
You are encouraged to improve your SAQ based on both gaps and recommendations:

Gaps:

- Gaps cover identified discrepancies.
- On the one hand a gap has been mentioned because something has been declared in the report but there is missing evidence or on the other hand there is a gap because something has been found in the evidence but is not declared in the report.
- Closing gaps can be a quick way to improve the SAQ-score directly.

Recommendations:

- Recommendations are recommended areas for improvement that the supplier should implement in the future to improve its SAQ score.
- Based on these recommendations due dates for corrective actions can be set.
- Recommendations are more general but should also be considered for the improvement



SAQ 5.0 Scoring System – Calculating your Score

Starting at page 29 of the "[Sustainability Assessment Questionnaire on CSR](#)" you can find the SAQ 5.0 Scoring System which explains in detail which answers achieve which percentage of the final score.

The Scoring System explains for example how many points you get for fulfilling or not fulfilling a point and which exact contents are requested in the policies. Hence, you can calculate your score before entering the final questionnaire for validation and you can identify areas in which you can improve yourself.

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Additionally, the following document can help you to quickly check how you perform against the Drive Sustainability criteria and strengthen your performance before completing a digital copy of the questionnaire on the platform: [Template for Calculation of SAQ-Score](#)

Please see here an example of the SAQ-Score-calculation before and after adhering to this guide's improvement suggestions:

XLS

SAQ-Score-exemplary calculation (attached)

Example:

Content in environmental policy:

GHG emissions reporting	0,25%
Energy efficiency	0,25%
Renewable energy	0,25%
Decarbonisation	0,25%
Water quality and consumption & management	0,25%
Air quality	0,25%
Responsible chemical management	0,25%
Sustainable resources management	0,25%
Waste reduction	0,25%
Reuse and recycling	0,25%
Animal welfare	0,25%
Biodiversity, land use and deforestation	0,25%
Soil quality	0,25%
Noise emissions	0,25%
Other areas	0,00%
	3,48%

SAQ Focus Areas – What can you do to drastically improve your SAQ score?

Drive sustainability developed the SAQ Focus Areas which introduce the key supplier performance indicators on the environmental, social and governance (ESG) topics that are prioritized by the OEM members as well as practical recommendations on how to effectively meet these expectations.

The SAQ Focus Areas focus on the following two topics:

- Implementation of a Code of Conduct for employees and external partners (questions 3, 3a, 18, 18a, 18b, 18c)
- Implementation of an Environmental and Social Management System (questions 6, 8, 11)

By adopting these indicators, a SAQ-Score of 50% can be achieved.

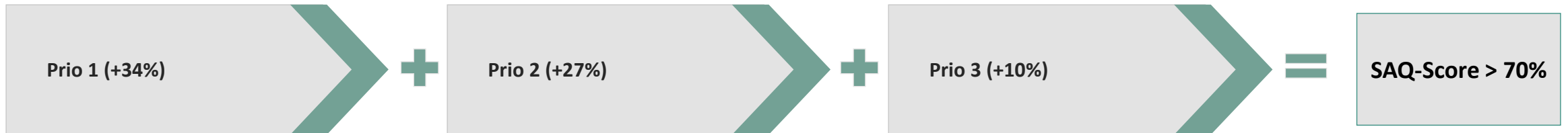
See here the explanation of SAQ Focus Areas: [SAQ Focus Areas](#)

Fulfilling Schaeffler's requirements of SAQ-Score > 70

**Exemplary
non-binding
guideline**

Our sustainability requirement for our Suppliers is the development of an SAQ-Score of minimum 70 until the year 2030.

Accordingly, we provide you an overview of which topics should be prioritized, as they are relatively easy to implement, achieve a high score and are relevant for a sustainable development.



- Senior management representation for environmental, social, ethics or human rights
- Code of Conduct
- No substances with restrictions under any national or international statutory provision in production or operations (+ procedures)
- Responsible Sourcing of materials

- Grievance mechanism
 - Human Rights and Working conditions Policy
 - Health and Safety Policy
 - Business Ethics Policy
 - Environmental Policy
- + Trainings

Implementation and certification of at least one Management System with a score of 10%

Or alternatively: combination of several uncertified Management Systems

See here the SAQ Improvement Guideline:  SAQ-Implementation Guideline (attached)

We pioneer motion