

TUI Green IT Award

This document provides the Terms & conditions for participation in the TUI Green IT Award as well as the Questionnaire for information purposes in the attachment.

Terms & conditions

These general conditions of participation shall apply for the application and awarding of the TUI Green IT Award (“TGI Award”), which is awarded by TUI Group (here in after referred to as “TUI”), based at Karl-Wiechert-Allee 4, 30625 Hanover, Germany. Operational management of the application process, including evaluation and presentation, can be transferred to other TUI companies or external representatives.

1. Background

The focus on sustainable business practices is essential for TUI. As part of the TUI Green IT Awards, the TUI Group honors suppliers from across TUI with the award, that demonstrate exemplary, sustainable action in the IT domain.

2. Conditions and eligibility

Participation is open to all suppliers who meet the following requirements:

- 2.1. The supplier must be an existing technology or technology related services' vendor of TUI Group (whether software, services, hardware or platforms).
- 2.2. The submitted Sustainability Action must have been running and / or completed in the 24 months immediately preceding your submission and must have yielded verifiable, quantified results.
- 2.3. Supplier shall accept the conditions of participation.
- 2.4. No fee will be charged by TUI to suppliers for participating in the TUI Green IT Award.

3. Application process

- 3.1. To apply for the TUI Green IT Award, suppliers shall follow the steps outlined at the online application form provided. All necessary information suppliers shall be provided by 06 January 2023.
- 3.2. The applications will be assessed quantitative as well as by an expert judging panel who will make the final decision on the winning entry/entries.
- 3.3. TUI might host an award ceremony online or live. The winners will be informed accordingly.
- 3.3. TUI reserves the right to make changes at any time to the conditions of participation, the period of application, the award or any other general conditions relating to the TUI Green IT Award.

4. Confidentiality

TUI shall treat personal information in connection with the application process with the utmost confidentiality and refrain from passing it on to third parties without express authorization.

5. Communication

5.1. By applying to TUI Green IT Award, supplier consent to TUI using the information contained within the application form within its own communication channels (e.g. online, catalogues, intranet, press releases, newsletters, emails).

5.2. TUI shall give the winning suppliers express authorization to issue internal and external communications about the award they have received.

6. Failure to comply / exclusion

TUI shall reserve the right to exclude suppliers from current and future application proceedings and to request the return of awards in the event of false declarations, manipulation or any other impermissible actions.

Attachment: Questionnaire

The following questionnaire is for information only, the entry is only valid via the online questionnaire. The document may only be passed on internally.

Section A: General information

In this section we ask you to provide some **general information** about the company you are representing. This information will be used for identification, classification (e.g. small, medium or large organisation) and to validate the information provided (e.g. with your CSR report).

Please note that we need to standardize some inputs like revenue as a **number in EUR** in order to process data automatically. If you use different measures (e. g. USD or revenue is hidden), please try to **convert it into EUR** or give a proxy for revenue.

This section doesn't contribute to the overall ranking and takes about **2 minutes**.

1) Some information about your company

- Name of the company
- Country of company (Headquarter)
- Revenues in last fiscal year (please enter in millions of EUR) in the following format: 2.431 (for example)
- Number of employees in Full-Time-Equivalents (FTE) in last fiscal year
- Number of locations (offices, shops, manufacturing locations) operated in last fiscal year

2) Please provide your contact data

The person named here, will be our main contact point, who we will contact regarding the results of our evaluation and potential next steps.

This information is only for our use, will not be passed on and is subject to the basic data protection regulation.

- First name
- Last name
- Phone number
- E-mail address

Section B: Sustainability Action for consideration

The next set of questions will be about your "**Sustainability Action**". With Sustainability Action we mean any project, initiative or even product you want to highlight and that is aligned with our three sustainability strategic pillars of **People, Planet** and **Progress** of our **Sustainability Agenda**. Here are some examples:

- **People:** From training and education in Sustainable IT to digital human rights protection initiatives or diversity & inclusion: Projects and measures in this category benefit the people working for our suppliers or the community.
- **Planet:** Reduction of cloud & server emissions and waste, improving water efficiency or testing new ways in emission reduction or circularity: Projects in this category make our planet greener and our way of doing business more sustainable.
- **Progress:** Partnerships with NGOs, bridging the digital gap - Ideas that accelerate the sustainable transformation through innovation, collaboration or technology belong to this category.

Please note:

The Sustainability Action should have been running in the **last 24 months**. All numbers and measurements should be current. Furthermore, as we can only limit ourselves to one Sustainability Action from you in this chapter, we recommend choosing a project that mostly combines Scale, Impact and Innovation.

We understand that not all participants (especially smaller & medium sized companies) have the requested measures and KPIs. Nevertheless we encourage you to use the descriptive part and upload additional documents.

This section contributes about **50 % to the overall ranking** and takes about **20 minutes** to complete (if you have all the necessary information about your Sustainability Action at hand).

3) What area of TUIs Sustainability Agenda (People, Planet, Progress) is your action targeting?

People - Improving lives of employees and communities

Planet - Helping our planet recover and restore

Progress - Paving the way to a brighter future for all life on earth

4) Please state the name of the “Sustainability Action” you want to submit for participation

Please give a description of the Sustainability Action. Please describe the initiative and the situation before the action / initiative was launched.

5) How would you describe the targets you have set yourself for your Sustainability Action?

- We have set ambitious, quantified targets in line with recognized international standards
- We have set some targets, partly quantified
- We haven't set any targets, but plan to do so while the project evolves (e.g. grassroots projects) - We didn't set targets for this

please describe the targets shortly.

6) Who is the sponsor of this initiative?

- One or more C-level officers (e.g. CEO, CFO, COO, CMO) of the organisation
- Another member of our senior leadership (e.g. a director)
- None
- Other (please specify)

7) How much funding was allocated to this Sustainability Action?

Please enter in thousands of EUR

8) How many FTE's were allocated to this Sustainability Action?

9) What percent of the company (e.g. employees, company sites) are covered by this initiative?

10) Please describe how you measure the impact of this action, what method have you used to track that your progress and that you have ultimately met your goals? What were the actions taken and what were the outcomes?

(e.g. Impact Evaluation; Input, Output, Outcome, Impact - Model; Theory of Change)"

11) Please enter the metric you used for impact valuation depending on the type of project.

KPIs of the project

- a) Name of the main KPI
- a) Result of the main KPI
- b) Additional KPI
- b) Result of additional KPI
- c) Additional KPI
- c) Result of additional KPI

12) Is this part of a broader program? Is there any other initiative connected to this that you want us to consider?

13) Optional: Upload of presentations or further information regarding your Sustainability Action.

Please attach a PDF file

Section C: Bringing it to TUI

In this section we would like to understand if the **Sustainability Action** you described in section B can be **adopted by TUI** or if it can be leveraged in the **tourism industry**.

This section contributes about **20 % to the overall ranking** and takes about **10 minutes** to complete.

14) Does your Sustainability Action have an immediate relationship with the tourism industry?

- yes

- no

If yes, please explain.

15) Do you have any recommendation or ideas on how TUI can follow your example, implement your technologies or take similar actions to progress its Sustainability Agenda?

- yes

- no

If yes, please explain.

Section D: Commitment to Sustainability

This section is about your **commitment to sustainability**. The questions are divided into our three pillars of the Sustainability Agenda **People, Planet, Progress** plus a general part. With this set of questions, we would like to evaluate your **Sustainability Performance** in general. You might have been asked these questions by ESG rating agencies, NGOs or the media.

The following questions are divided in 4 areas:

- Questions related to **VENDOR PROFILE**
- Questions related to your performance in **PLANET**
- Questions related to your performance in **PEOPLE**
- Questions related to your performance in **PROGRESS**

This section contributes about **20 % to the overall ranking** and takes about **20 minutes** to complete.

VENDOR PROFILE

16) If you have an ESG rating by a reputed agency please select the option that applies:

- We are graded as a leader above the 75th percentile (ie. among the top 25% rated by that agency)
- We are graded as a follower above the 50th percentile (ie. among the top 50% rated by that agency)
- We are graded in middle range above the 25th percentile (ie. in the bottom 50% rated by that agency)
- We are graded as a laggard or below 25% percentile
- We do not have an ESG rating

17) Please attach the relevant ESG rating report or link so we can verify

18) Suppliers without ESG rating please attach any Corporate Social Responsibility assessment report that you may have produced or commissioned

19) What percentage of your revenues have you reinvested in sustainability initiatives during your last fiscal year?

20) What percentage of your revenues have you reinvested in employee wellbeing-initiatives during your fiscal year?

21) What percentage of your revenues have you reinvested in community improvement during your last fiscal year?

22) Do you measure and monitor the carbon footprint of your business?

- yes

- no

23) Do you measure and monitor the waste generated by the operations and/or manufacturing activities of your business?

- yes

- no

24) Do you have a publicly announced formal commitment to climate action backed by leadership backed by internal environmental or sustainability policies?

(e.g. Paris alignment, SBTi, net zero etc.)

- yes

- no

If yes, please provide proof.

25) How much did you decrease your carbon intensity last fiscal year compared to the year before? (by gCO₂ per KWH)

26) What are the total carbon emissions of your organisation ? (in CO₂ tonnes)

27) How much did you decrease your carbon emissions over the last 24 months?

please enter in %

28) Do you a have a publicly announced formal commitment to the transition to circular economy backed by internal environmental or sustainability policies?

(e.g. Cradle2Cradle, 3 Rs, Life Cycle Analysis)

- yes

- no

If yes, please provide proof.

29) Do you offer products that are related to circular economy?

- yes

- no

If yes, please provide reasonable explanation

PEOPLE

30) Do you have a publicly announced formal commitment and actions for Diversity, Equity & Inclusion backed by internal policies?

- yes

- no

If yes, please provide proof.

31) What is the ratio of women in leadership positions in your organisation?

32) What is the ratio of female employees in your organisation?

33) What is the ratio of minorities represented at the company?

For clarity minority means persons of ethnic, cultural or religious background different than the majority of the population in the country of operations.

34) What is average time allowed for training and development per employee?

As percentage of total working hours.

35) What is the ratio of neuro-diverse and/or physically disabled people in your company?

PROGRESS

36) Do you have sustainability initiatives that rely or further research on any of the following ?

- Artificial Intelligence
- Cloud Infrastructure
- Clean Energy
- Blockchain
- Carbon neutral/negative operations and manufacturing
- Carbon compensation & credits
- Circular Economy
- Climate repair
- Other

37) Do you offer digital solutions for sustainable development? (e.g. Green IT, clean energy, EHS/ESG software)

- yes
- no

If yes, please provide describe.

38) What percentage of your overall revenue is related to such digital solutions?

39) Are you part of any networks that promote cross-sectoral initiatives for a sustainable development?

(e.g. NGO collaboration, industry networks)

- yes
- no

If yes, please provide proof.

40) How are your employees informed about/included in sustainability programs?

- Yes, we have dedicated programs for all colleagues to encourage sustainable behaviour (e.g. sustainability days, time off for volunteering, sustainability trainings etc.)

- We occasionally offer programs to encourage sustainable behaviour / we do offer sustainability programs but it is not available for all employees
- None
- Other

Please direct your questions to TGlaward@tui.com