

July 21, 2009

Dear XXXX,

I am writing to request your participation in a research project being conducted by the Electronics Industry Citizenship Coalition (EICC, www.eicc.info) and Global e-Sustainability Initiative (GeSI, www.gesi.org). As you may know, the purpose of the EICC/GeSI Extractives Workgroup is to positively influence the social and environmental conditions in the metals supply chain for member companies by supporting transparency and undertaking steps to better understand the impact it can have throughout the supply chain.

EICC and GeSI members have expressed a commitment to taking steps to enhance social and environmental performance related to the supply chain for minerals used in the products of members companies. This research project will investigate the supply chain for tin, tantalum, and cobalt used in electronics. The purpose is to 1) create a picture of the electronics supply chain for these metals; 2) ascertain whether companies in the supply chain have codes of conduct* addressing social, environmental, health, and labor issues; and 3) identify the challenges of collecting this data and consider ways to enhance and maintain transparency of the supply chain.

The goal is to create a transparent and understandable representation without identifying customer/supplier relationships or business terms—commercial relationships and terms will be held in confidence.

RESOLVE is an independent, non-profit 501-c3 organization, based in Washington D.C. RESOLVE has worked for over thirty years with clients and partners in all sectors (corporate, government and civil society) on projects where multiple parties require information and analysis but where elements of that information or analysis require confidentiality.

RESOLVE has been provided with a list of suppliers from EICC and GeSI member companies, and your company, [COMPANY] is on that list to participate in this research. The list was compiled confidentially so that your customer relationship has not been disclosed.

For the purposes of this research project we are focused on the following products, made with [tin, tantalum, cobalt] that EICC/GeSI members purchase from you: [solders and solder paste (tin); capacitors and deposition targets (tantalum); or batteries and magnetic recording media (cobalt)].

In order to complete this research RESOLVE is requesting the following information from [COMPANY], on a confidential basis. We are prepared to provide any additional and reasonable

* For an example, please see the EICC code of conduct, which can be downloaded in multiple languages at <http://www.eicc.info/EICC%20CODE.htm>.

assurances that you may require in regard to confidentiality such as a Non-Disclosure Agreement (NDA). Should you need any additional assurances please contact _____.

Please go to the online survey, which will ask you for the following information as well as supporting documentation:

For the primary products listed above, please provide the following:

- A list of all of your direct suppliers of components/materials that contain [tin/tantalum /cobalt], including contact name, company name (or source), and factory/manufacturing/mine location. We also ask that you provide any information about deeper-tier suppliers of these materials to the best of your knowledge. Note: Commercial relationships and terms will be held in confidence.
- Does your company have a code of conduct, standards or requirements in place that address human rights, conflict, and environmental, social, economic and/or labor issues? Please provide a copy of the code of conduct.
- Are there any issues of concern on which your company is particularly focused and would like to address through an assurance mechanism, e.g., child labor, fair trade, funding conflict, etc.? If so, by what means does your company track and verify this issue?
- Do you require that your suppliers have such a code of conduct, standards or requirements in place? If so can you provide the code of conduct and/or any related documentation? If so, please provide that information with your response.
- Additionally, if as a member of a trade association you subscribe to any codes of conduct, standards or requirements, on the issues listed above, please note this and provide any relevant documents or references.
- Please describe any mechanisms (e.g., supplier auditing, corporate social responsibility report, investor report, government reporting) that you institute to provide evidence of supplier compliance with these codes of conduct, standards or requirements either directly or through a trade association or voluntary initiatives. Are these mechanisms or reports publicly available?
- If you do not have codes of conduct in place, are you willing to consider putting such a mechanism in place in the future?
- Have you undertaken any supply chain audit activities in the past? If so, what did you learn from your participation in that process?
- Are you willing to ask that your suppliers cooperate with RESOLVE and EICC/GeSI as we take the next step in this research and request similar information from them?

We appreciate your time in participating with this project. We recognize that this may be the first opportunity that you have had of this nature and we will work with you in an effort to capture the needed information. Please let us know if there is anything you need from us or EICC/GeSI to help you and your suppliers respond to our request.

We also recognize that we are not experts in your industry. Therefore we would welcome any advice, guidance or input that you may have on this project—particularly with respect to collecting and interpreting this data.

We hope you understand the nature of this EICC/GeSI sponsored project which is driven by corporate social responsibility objectives. We look forward to your response. Upon completion of the research report we will provide an electronic copy to you for your use.

Should you have any questions about this request please let us know. Should you wish to speak to a representative of EICC/GeSI please contact [contact] EICC or [contact] at GeSI.

We request that you return the completed survey below by Friday, August 14. Please let us know if this timeline presents a problem. We will be following up with you in one week to ensure that you received this request and to answer any questions you might have. In the meantime, you are welcome to contact Jennifer Peyser (jpeyser@resolv.org) with any questions.