

**A Human Rights and the Workplace**

- 1. Does your company have policies on human rights and workplace conditions consistent with the requirements of the Universal Declaration of Human Rights and the International Labour Conventions (regarding the following)?**

Question		Yes	No	Supporting Information
1.1	The effective abolition of child labour			
1.2	The elimination of all forms of forced and compulsory labour			
1.3	The elimination of discrimination in respect of employment			
1.4	Freedom of association and the right to collective bargaining			
1.5	Reasonable working hours and fair remuneration			
1.6	Provision of a safe working environment			
1.7	Investment in staff training and development			

***Do such policies extend to all offices and factories - including those of any subcontractors - which supply products and services to us? (If yes, please indicate how. If no, please indicate which products and services are excluded from those policies)***

- 3. Has your company undertaken a risk assessment of workplace health and safety and identified suitable and sufficient precautions and control measures?(If yes, please provide details)**

- 4. Has your company been prosecuted for any breaches of employment laws or any infringement of health and safety legislation in the past three years?(If yes, please give details of all such prosecutions)**

**B. Ethics**

1. Does your company have an ethics or integrity policy/policies to deal with any issues of particular ethical sensitivity associated with your business activities (see following list)?

Question		Yes	No	Supporting Information
1.1	Corporate governance			
1.2	Insider trading			
1.3	Money laundering			
1.4	Bribery and corruption			
1.5	Gifts and entertainment			
1.6	Conflicts of interest			
1.7	Speaking up (whistleblowers)			
1.8	Interaction with local communities (e.g. donations policy, HIV/AIDS programmes, employee participation in community initiatives, etc.)			
1.9	Suitable products and responsible marketing (e.g. marketing to children, misrepresentation, etc.)			
1.10	Ethical trading (i.e. honesty, trust, respect and fairness)			
1.11	Animal rights			
1.12	Genetically modified organisms			

2. Do such policies extend to all the products and services supplied to us? (If yes, please indicate how. If no, please indicate which products and services are included)

3. Has your company been prosecuted for any breaches of laws or been subject to a civil action in respect to any of the ethical issues listed above during the past three years? (If yes, please give details of such prosecutions)

C. **Environmental Policy and Practice**

1. **Supplier Environmental Profile**

Question		Yes	No	NA	Supporting Documents ( <i>See Note</i> )
1.1	Does your company have an Environmental Policy?				
1.2	Has your company conducted a review of its environmental impacts ? namely				
1.2.1	Use of natural resources (fossil fuels, metal ores, water, etc.)				
1.2.2	Greenhouse gases and global warming				
1.2.3	Ozone depletion				
1.2.4	Other atmospheric emissions (vehicles, industrial processes, etc.)				
1.2.5	Effluents and water quality				
1.2.6	Use of dangerous substances in production and/or products /and/or services				
1.2.7	Land contamination and liability				
1.2.8	Wastes				
1.2.9	Loss of biodiversity				
1.3	Does your organisation audit and review its environmental performance?				
1.4	Does your organisation set environmental objectives and targets?				
1.5	Does your company have, or is it working towards accreditation to an environmental management standard such as ISO14001, EMAS etc? Please specify				
1.6	Has your company been fined/prosecuted for an environmental infringement over the last three years? If yes, please provide further details.				

2. **Product-Related Impacts**

For products being purchased alone, or as part of a service contract -

Question	Yes	No	NA	Supporting Documents ( <i>See Note</i> )

2.1	Does the product contain potentially hazardous chemicals? If yes, please supply further details, including guidance for use of these substances.				
2.2	Does the product carry an ecolabel? If yes, please provide details.				
2.3	Please provide product specification / including details of energy / water consumption?				
2.4	Has consideration been given to reuse / recycling of the product at end of life?				
2.5	Will the supplier take the product back at end of life?				
2.6	Does the product meet energy star standards or equivalent ?				
2.7	Does your products (e.g. wood / wood products ... etc) have a product stewardship council or similar?				
2.8	Are products (ie paper) with recycle content and not bleached with chlorine?				

### 3. Service-Related Impacts

For services provided by the supplier -

Question		Yes	No	NA	Supporting Documents ( <i>See Note</i> )
3.1	Will the work result in the actual or potential environmental impacts e.g. release of hazardous substances, high levels of noise, generation of waste ?				
3.2	How will associated risks be managed ?				
3.3	Will the work involve the use of resources such as electricity or water on site ?				
3.4	Are any measures to be adopted to minimise consumption during the				

	work ?				
3.5	Does your company provide environmental training to its employees ?				

*Note :*

*The following table suggests what you need to provide for your answers to each question above :*

<b>Question</b>	<b>Possible sources of supporting information</b>
1.1	Documented policy
1.2, 1.3	Audit / Performance reports (if public), audit programmes etc.
1.4	Documented objectives and targets
1.5	Certificates, correspondence, EMS implementation programmes etc.
1.6	Correspondence with regulatory authorities e.g. compliance audit findings etc.
2.1	Material Safety Data Sheets (MSDS) data.
2.2	Details of ecolabel scheme, including performance parameters for acceptance
2.3	Product manuals, specifications and labels.
2.4	Product specification including, identification of specific design features, documented examples of product reuse / recycling
2.5	Documented confirmation, examples of previous product take back
2.6	Qualified products list, specifications, labels etc.
2.7	Details on product stewardship councils
2.8	Product manuals and specifications.
3.1	Chemical listings / inventor, environmental impact assessments etc. Procedures, Method statements, work instructions etc.
3.2	Procedures, Method statements, work instructions etc.
3.3	Procedures, Method statements, work instructions etc.
3.4	Procedures, Method statements, work instructions etc.
3.5	Training programme, training materials etc.