

Supplier Social Compliance Self-Declaration

Company Name:										
Country:										
Plant Location:										
Industry Classification:										
General Information about the workforce										
Total No of Employees:		Male						Female		
Number of employees in management positions		Male						Female		
Total No of Migrant workers:		Male						Female		
Age Groups of the workforce:										
Age below 15-year-old		Age 15 - 17 years old		Age 18 - 24 years old		Age 24- 50 years old		Age over 50 years old		
Age Groups of the migrant workforce:										
Age below 15-year-old		Age 15 - 17 years old		Age 18 - 24 years old		Age 24- 50 years old		Age over 50 years old		
Questionnaire Completed By / Name										
Title										
Email Address										
Signature							Date (mm/dd/yyyy):			
Click here to indicate that you have read and understood the Supplier Code of Conduct						YES	NO	N/A		

Please fill in each cell of the table with a YES, NO or N/A for not applicable.
 Do not leave EMPTY CELLS. Include any additional information or explanations in the comments section.

Section 1: Social Responsibility		YES	NO	N/A
Q1	Does your company maintain a Social Audit? If YES Please attach a copy			
	Name of the AUDIT: (SMETA, SA8000, amfori BSCI, etc.)			
	Certifying Body:	Certified Date:		
1.1 Freedom of Association and Right to Collective Bargaining		YES	NO	N/A
Q2	Do the workers have the right to form, join and organize trade unions of their choice and to bargain collectively on their behalf with the company without fear or repercussions?			
	If YES , what is the No of workers covered under Trade Unions (formally & informally):			
1.2 Discrimination		YES	NO	N/A
Q3	Does the company have procedures in place to ensure the workers are not discriminated, harassed, intimidated or retaliated against based on their race, national or social origin, caste, birth, religion, disability, gender, sexual orientation, family responsibilities, marital status, union membership, age, political opinions or any other condition that could give rise to discrimination?			
1.3 Disciplinary Practices		YES	NO	N/A
Q4	Does the company treat all personnel with dignity and respect?			
Q5	Does the company ensure that workers are not subject to inhumane or degrading treatment, corporal punishment, mental or physical coercion, and/or verbal abuse?			
1.4 Remuneration & Decent working hours		YES	NO	N/A
Q6	Has the company developed and communicated a company HR and/or Labour/Human Rights Policy in line with national employment regulations and laws? If YES Please attach a copy			
Q7	Does the company respect the right of the personnel to have a living wage (meeting the minimum standards set by the National Law in the country where they work)?			
Q8	Does the company ensure the wages are paid in full and deductions are only done as they apply to national law?			
Q9	Does the company ensure that all overtime is reimbursed at a premium as defined by national law / industry standards?			

Q10	Does the company comply with national laws and industry standards on working hours and public holidays? (Workers are not required to work more than 48 regular hours per week, unless specified by the ILO.)			
Q11	Are personnel provided one day off following 7 consecutive days of work (unless it is allowed by national law or a collective bargaining agreement)			
Q12	Is Overtime voluntary and paid as per national law?			
1.5 Health and Safety		YES	NO	N/A
Q13	Does the company have a documented Health and Safety Program? (e.g., OHSAS 18001, ISO 45001)			
Q14	Does the company commit to respecting the right to healthy working and living conditions for workers and local communities, with special protection extended to vulnerable individuals, including new and expecting mothers, young workers and individuals with disabilities?			
Q15	Does the company have systems in place to detect, audit or respond to potential threats of the health and safety of the personnel?			
Q16	Does the company take measures to prevent accidents, injuries, or illnesses at the workplace, aiming to minimize inherent hazards?			
Q17	Does the company have established Occupational Health and Safety Committees or similar structures to facilitate collaboration?			
Q18	Does the company seek to improve workers' protection in the case of accidents, including through compulsory insurance schemes?			
Q19	Does the company have specific measures in place to ensure the stability and safety of equipment, buildings, and residential facilities provided to workers?			
Q20	Does the company provide first aid and assist the workers in obtaining medical treatment in the event of an injury?			
Q21	Does the company provide effective Personal Protective Equipment (PPE) to all workers free of charge?			
Q22	Does the company have a safety/evacuation procedure in place, including a designated muster station in the event of an emergency? Additionally, what measures are implemented to enable workers to exit premises in imminent danger without seeking permission. Please specify.			

Q23	Does the company provide access to clean toilet facilities, potable water and sanitary facilities for food storage?			
Q24	Does the company provide dormitories that are clean, safe and meet the basic needs of the personnel?			
Q25	Number of spaces in dormitories?			
Q26	Number of workers staying in company dormitories			
1.6 Child Labor		YES	NO	N/A
Q27	Does your company have a written policy communicated to all employees stating that it does not use forced, bonded or compulsory labour?			
Q27	Does the company employ labor under the age of 18?			
Q28	In the event there are individuals under the age of 18, are there procedures in place to ensure they attend school?			
Q29	In the event there are individuals under the age of 18, are there procedures in place to ensure they only work a set number of hours?			
Q30	Are there established procedures to ensure that, in the event there are individuals under the age of 18, the work provided or offered to them is free from mental, physical, social, or moral hazards?			
1.7 Forced and Compulsory Labor		YES	NO	N/A
Q31	Does the company commit to not engaging in any form of servitude, forced, bonded, indentured, trafficked, or non-voluntary labor?			
Q32	Does the company demonstrate special diligence when engaging and recruiting migrant workers, both directly and indirectly? If YES, please specify the methods employed by the company. (e.g., Transparent and fair recruitment process & employment contracts, No recruitment fees)			
Q33	Does the company allow its workers the right to leave work and freely terminate their employment, provided that workers give reasonable notice to the employer?			
1.7.1 Migrant Workers		YES	NO	N/A
Q34	Does the company employ migrant workers?			
Q35	Do migrant workers have the same legal rights as non-migrant workers?			
Q36	What countries are the migrant workers from? Please Specify.			
1.8. Social Initiatives		YES	NO	N/A

Q37	Is the company actively participating in social initiatives such as the Good Labour Practices (GLP) Program, Issara Institute, Responsible Fishing Scheme (RFS), or any others?			
1.9 Suppliers		YES	NO	N/A
Q38	Do you require all your suppliers to have written Social Accountability program?			
Q39	Do you require your raw material supplier to have a 3rd party social compliance audit? If YES, please specify details of the audit.			
Section 2: Environmental Stewardship		YES	NO	N/A
Q40	Does the company have an Environmental and/or Corporate Responsibility Policy that has been developed and communicated?			
Q41	Has your company implemented an Environmental Management Standards system (e.g., ISO 14001)?			
Q42	Does your company track Environmental indicators such as Energy, Carbon footprint, Waste and Water? If YES, please specify.			
COMMENTS:				