

# Questionnaire

## Due diligence and supply chain management

Is your organisation required to report on human rights and decent working conditions under the Norwegian Transparency Act, UK Modern Slavery Act or other similar legislation? If so, please attach a copy of your report/statement.

Yes	No	Comment

Does your organisation engage in any other due diligence activities to identify, prevent and mitigate potential or actual adverse impacts specific to human rights and decent working conditions in its operations and supply chains? If so, please describe these activities.

Yes	No	Comment

Does your organisation have a whistleblowing policy where workers, suppliers, contractors and others may raise concerns relating to your organisation? (Human rights, labour rights, safety, environment, business integrity etc.)

Yes	No	Comment

Does your organisation have a person or team responsible for overseeing risks and impacts concerning human rights, labour rights, environment, and business integrity?

Yes	No	Comment

To what extent has your organisation mapped out its own supply chain?				
Tier 1 (Assembly/ system integrator)	Tier 2 (Sub-assembly/ subsystem manufacturers)	Tier 3 (Parts and components manufacturers)	Tier 4 (Material supplier)	Comment

Does your organisation or major suppliers operate or have operations in any countries identified as high risk for adverse impacts to human rights and decent working conditions?		
Yes	No	If yes, which countries

Does your organisation or major suppliers produce or provide goods/services that are known to have a high risk for adverse impacts to human rights and decent working conditions?		
Yes	No	If yes, which goods/services

Does your organisation have a Supplier Code of Conduct?		
Yes	No	Comment

Does your organisation require your suppliers to impose the obligations of the Supplier Code of Conduct to any sub-suppliers?		
Yes	No	Comment

Does your organisation require your suppliers to conduct due diligence for potential or actual adverse impacts to human rights and decent working conditions on their suppliers?		
Yes	No	Comment

Does your organisation have a right to perform audits of its suppliers through the Supplier Code of Conduct?		
Yes	No	Comment

Does your organisation perform audits of its suppliers?		
Yes	No	Comment

## Human Rights and decent working conditions

### General

Does your company have a policy statement concerning human rights including labour rights? (Based on international principles, i.e. the International Bill of Human Rights and the International Labour Organization's Declaration on Fundamental Principles and Rights at Work and the OECD Guidelines for multinational enterprises)		
Yes	No	Comment

Does your organisation comply with national labour rights of workers?		
Yes	No	Comment

### Use of short-term employment

Does your organisation use any form of short-term employment, hired labour or other form of contracting?		
Yes	No	Comment

### Freely chosen employment

Does your organisation use any form of involuntary, forced, compulsory, bonded, prisoned or indentured labour?		
Yes	No	Comment

Are your workers required to lodge any 'security deposits' (this could include financial or personal property) or pay any recruitment fees?		
Yes	No	Comment

Are any original identity related documents of your workers (e.g. passports, birth certificates, national identity cards) retained?		
Yes	No	Comment

Does your organisation deduct wages, impose monetary fines, and/or withhold pay or pay entitlements of workers?		
Yes	No	Comment

Are your workers free to lawfully resign their employment without restriction or penalty?		
Yes	No	Comment

### Child labour

Does your organisation comply with the United Nations ILO Conventions that prohibit the worst forms of child labour, hazardous child labour and minimum age for work?		
Yes	No	Comment

Does your organisation have any workers under the age of 16?		
Yes	No	Comment

Does your organisation have any workers subject to compulsory education?		
Yes	No	Comment

Does your organisation have policies to provide for the transition of any child found to be performing child labour, to enable her or him to attend and remain in quality education until no longer a child?		
Yes	No	Comment

## Working hours

Does your organisation comply with United Nations ILO Conventions regulation on working hours?		
Yes	No	Comment

What are the normal working hours in your organisation?		
Comment		

Is overtime voluntary in your organisation?		
Yes	No	Comment

## Wages and benefits

Are your workers paid wages which meets the legal or industry minimum standards?		
Yes	No	Comment

Are your workers paid a living wage according to current estimates in your country?		
Yes	No	Comment

Are your workers paid for overtime at greater rates than regular hourly rates?		
Yes	No	Comment

Are your workers provided with pay slips clearly showing how wages have been calculated and details of any tax or other deductions?		
Yes	No	Comment

Are your workers provided with a written contract in a language they understand, where terms of employment including wage rates and hours of work are clear?		
Yes	No	Comment

### Non-discrimination

Does your organisation have policies to prevent discrimination, harassment, sexual harassment and retaliation and to ensure opportunities based on merit?		
Yes	No	Comment

### Freedom of Association

Are your workers free to join any trade union?		
Yes	No	Comment

Are some or all off your workers currently part of a trade union?		
Yes	No	Comment

Does your organisation allow collective bargaining?		
Yes	No	Comment

### Health, safety and facilities

Does your organisation have a management system for Occupational Health and Safety (OHS) e.g. SA8000 or OHSAS 18001 certification?		
Yes	No	Comment

Does your organisation have other health and safety policies in place to minimize safety hazards?		
Yes	No	Comment

Does your organisation have safety regulations that encompasses safe work procedures, safety training and protective gear?		
Yes	No	Comment

Does your organisation have a system to manage, track and report occupational injuries and illnesses?		
Yes	No	Comment

Does your workers have access to clean toilet facilities, water fit for human consumption and sanitary food preparation/eating facilities?		
Yes	No	Comment



Does your organisation provide accommodation for its workers?		
Yes	No	Comment

Where accommodation is provided to workers (for example, dormitories, hostels or other forms of shared accommodation), are regular checks conducted to ensure that the living conditions are adequate and meet legal requirements?		
Yes	No	Comment

Have you identified any potential or actual adverse impacts in relation to human rights and decent working conditions in your organisation or supply chain? (i.e. human rights, forced labour, child labour, working hours, wages, discrimination, freedom of association, safety and facilities)		
Yes	No	Comment

## The environment

Does your organisation comply with national environmental legislation, standards and discharge permits?		
Yes	No	Comment

Does your organisation have a policy statement concerning the environment? (Based on international principles, e.g. the Rio Declaration on Environment and Development, Agenda 21 and the OECD Guidelines for multinational enterprises?)		
Yes	No	Comment

Does your organisation have an environmental management system e.g. EMAS registration or ISO 14001 certification?

Yes	No	Comment

Does your organisation have a policy to identify, manage and dispose of chemicals and other hazardous substances?

Yes	No	Comment

Does your organisation have a record of all pollution incidents and report these to relevant authorities as required by applicable permits and legislation?

Yes	No	Comment

Have your organisation applied measures to minimize discharge, emissions and waste production within the last three years?

Yes	No	Comment

Does your organisation have a plan to further reduce discharge, emissions and waste production?

Yes	No	Comment

Does your organisation report regularly on its environmental performance? If so, please attach a copy of your report/statement.

Yes	No	Comment

Have your organisation identified any potential or actual adverse impacts to the environment within your organisation or supply chain?

Yes	No	Comment

### **Business Integrity**

Does your organisation have a policy statement concerning business integrity? (Anti-corruption, fair competition etc.)

Yes	No	Comment

Does your organisation procedures and/or a program in place to ensure bribes or other means of obtaining advantages are not offered or accepted (avoiding conflict of interest)?

Yes	No	Comment

Does your organisation have procedures and/or a program in place to ensure that fair business, advertising, and competition are upheld (complying with antitrust and fair competition laws)?

Yes	No	Comment

Do you have procedures and/or a program in place to ensure information is disclosed in accordance with applicable laws and regulations (e.g. complying with insider trading rules, protection of intellectual property)?

Yes	No	Comment

Have you identified any potential or actual adverse impacts to business integrity within your organisation or supply chain?

Yes	No	Comment