# Self-evaluation for suppliers

This document contains questions to verify compliance with the *Code of Conduct for suppliers*.

Complete the document digitally.

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| **Company information** |
| Company name: Click here to write text. |
| Corporate identity number: Click here to write text. |
| Address: Click here to write text. |
| Postal number: Click here to write text. |
| Town: Click here to write text. |
| Country: Click here to write text. |
| E-mail: Click here to write text. |
| Telephone: Click here to write text. |
| Annual turnover: Click here to write text. |
| Number of employees: Click here to write text. |
| CEO: Click here to write text. |
| Type of business: Click here to write text. |

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| **Person who completed the self-evaluation** |
| Name: Click here to write text. |
| Area of responsibility / Title: Click here to write text. |
| E-mail: Click here to write text. |
| Telephone: Click here to write text. |

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|  | **Certifications** | | |
|  | What certifications does your business have?  *Please attach the certificates.* | | SA 8000 (social resposibility)  ISO 45001 (occupational health and safety)  ISO 14001 (environment)  Not certified  Other: Click here to write text. |
|  | **Labour law** | | |
|  | Does your company have a collective bargaining agreement in place? | | Yes  No |
|  | 1. Are all employees, including employees who have been working for the company for the last 10 years, at least 18 years old at the time of employment? 2. If no on question a, enter the age of the youngest employee. | | Yes  No  Click here to write text. |
|  | Is there a documented policy for which tasks a person between aged between 15 and 18 may carry out?  *If yes, please attach the policy.* | | Yes  No |
|  | Do you work to promote diversity and equal opportunities in the operation? | | Yes  No |
|  | Do the employees have the rights to organise and to collective bargaining? | | Yes  No |
|  | Do all employees have a written employment agreement that includes information about the nature of the work, working hours, wages, and holiday leave? | | Yes  No |
|  | Do you support the payment of living wages to employees?  *Definition of living wage: Reasonable wage that covers employees with family's basic needs. Living wage should not be mixed up with minimum wage, which in many countries is significantly lower than living wage.* | | Yes  No |
|  | Is the working hours per week not exceeding legal limits or a maximum of 60 hours per week, including overtime? | | Yes  No |
|  | Are all employees covered by social insurances in accordance with national law? | | Yes  No |
|  | Do you have a documented occupational health and safety policy?  *If yes, please attach the policy.* | | Yes  No |
|  | Do you keep a register of accidents and incidents? | | Yes  No |
|  | Do all employees receive training and instructions regarding operations and machines, including hazardous operations and potential health risks? | | Yes  No |
|  | Do all employees have access to all necessary protective equipment without having to pay for it themselves? | | Yes  No |
|  | Do you have updated safety data sheets for chemical products available? | | Yes  No |
|  | Do you have regularly fire drills? | | Yes  No |
|  | Do you have a working fire alarm? | | Yes  No |
|  | Do you have sufficient emergency exits? | | Yes  No |
|  | Are the emergency exits kept clear? | | Yes  No |
|  | Is first aid equipment available to the employees? | | Yes  No |
|  | **Environment** | | |
|  | Do you have a system in place for checking compliance with local and national environmental legislation, along with lists of relevant legislation? | | Yes  No |
|  | 1. Do you have drawn up environmental goals with action plans? 2. If yes on question a, which are your environmental goals? | | Yes  No  Click here to write text. |
|  | Have all employees been provided with environmental training? | | Yes  No |
|  | **Anti-corruption** | | |
|  | Do you have routines to combat all forms of corruption, including blackmail and bribery? | | Yes  No |
|  | Do you have guidelines for representation and gifts? | | Yes  No |
|  | **Human Rights** | | |
|  | Describe your work to support and respect human rights. | Click here to write text. | |
|  | **Supply chain mapping** | | |
|  | Please enter the address of your own production facilities for each component / material you deliver to us. | Example:  Steel frame, Address street 1, Stockholm, Sweden. Upholstery, Address street 2, Stockholm, Sweden. etc. | |
|  | Please enter the subcontractor including address for each component / material you deliver to us. | Example:  Steel frame, Company A, Address street 1, Stockholm, Sweden. Upholstery, Company B, Address street 2, Stockholm, Sweden. etc. | |
|  | **Communicating requirements** | | |
|  | Do you set the requirements in the document *Code of Conduct for suppliers* on your subcontractors? | | Yes  No |
|  | Do you carry out documented risk analyzes on your subcontractors regarding violations of the requirements in the *Code of Conduct for suppliers*? | | Yes  No |
|  | 1. Do you follow up your subcontractors to ensure that the requirements in the *Code of Conduct for suppliers* are complied with? 2. If yes on question a, please describe. | | Yes  No  Click here to write text. |
|  | **Other** | | |
|  | Do you have other information or documentation that proves compliance with the *Code of Conduct for suppliers?*  Please attach documents or describe: | | Click here to write text. |

**We confirm that the information we have provided is correct**

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| Place and date: Klicka här för att ange text. |
| Signature: |
| Printed name: Klicka här för att ange text. |

*Please print and sign this document.*