

SUPPLIER SELF ASSESSMENT

For [**contracting authority**], it is important that the goods we buy are produced in a manner that respects human rights, international agreements and local legislation. The requirements we set are formulated as contract performance clauses (**see Appendix**).

We intend to monitor the efforts of our suppliers to uphold and continually develop their work with the social requirements. In this questionnaire, you will answer a number of questions on your efforts and the efforts of your suppliers to ensure these social conditions in the production stage.

We expect that you and your company will respond openly and honestly to the questions we ask. Our hope is that this can form the basis for a constructive dialogue between us.

Note that your responses are not restricted to the space provided in this form. On the contrary, the reply box should be viewed as symbolic. We recommend that you provide your responses in a separate document.

Company:

Address:

Contact person:

Title:

Phone and email address:

Number of employees:

a) in Sweden

b) Total

Information on the contract, municipal or county registration number, contract period, type of products supplied and purchaser contact.

These questions concern the manufacturing conditions of the goods supplied in the contract between [**the contracting authority**] and [**the supplier**] with agreement number (**xxx**), below referred to as "the contract" regardless of whether the goods are manufactured by the supplier or a sub-supplier.

Questions on the company's work with social responsibility	Yes	No	Don't know	Space for own description
1. What type of company are you? Producer brand owner Wholesaler / reseller				

<p>2. Does the company have anyone at management level responsible for ensuring that the ethical and social requirements are complied with?</p> <p><i>If yes, give name, title and contact information.</i></p>				
<p>3. Does the company have information concerning the manufacturing location(s) of the products supplied under the contract?</p> <p><i>If yes, describe the production chain and specify country and location of production.</i></p>				
<p>4. Have you detected places in your supply chain that may cause difficulty complying with the purchaser's ethical requirements, and assessed the risks associated with these?</p> <p><i>If yes, please describe (enclose documentation if possible).</i></p>				
<p>5. Do you set social/ethical requirements for your suppliers regarding production (in code of conduct or similar)?</p> <p><i>If yes, enclose documentation.</i></p>				
<p>6. Do these requirements include references to the eight core ILO conventions, Article 32 in UNCRC, the working environment and labour legislation of the country of production and national minimum wage regulations?</p>				
<p>7. Are your suppliers informed of the requirements listed above?</p> <p><i>If yes, how? (Please enclose documentation to support this).</i></p>				
<p>8. Are the social/ethical requirements part of your contracts with the supplier?</p>				

<p>9. Do you have procedures in place for assessing new and existing suppliers with regard to your social/ethical requirements for this contract?</p> <p><i>If yes, describe.</i></p>				
<p>10. Have you inspected your suppliers with regard to social responsibility?</p> <p><i>If yes, specify how many, in percentage of all suppliers engaged for delivery under the contract, and when these inspections took place. Enclose documentation (e.g. inspection report from social audit).</i></p>				
<p>11. Are other activities conducted for or in conjunction with the suppliers to make it easier for them to comply with the social/ethical requirements?</p> <p><i>If yes, please describe (enclose documentation supporting this information if possible).</i></p>				
<p>12. Have objectives and schedules been adopted to deal with any problems observed?</p> <p><i>If yes, describe.</i></p>				
<p>13. Are trade unions represented in the factories that manufacture the products you deliver under the contract?</p> <p><i>If yes, specify how many, in percentage of all suppliers engaged for delivery under the contract.</i></p>				
<p>14. Does the company work in any way to counteract union discrimination in the supply chain?</p> <p><i>If yes, describe the methods used (please enclose documentation supporting this information).</i></p>				

<p>15. Has your company adapted your activities to enable suppliers to meet these social/ethical requirements?</p> <p><i>If yes, how? (Please enclose documentation to support this information).</i></p>				
<p>Other comments</p>				

I hereby certify that the above is true and correct

.....
Signature of representative for the supplier

.....
Title

.....
Name (print clearly)

.....
Date