

SUPPLIER SELF-ASSESSMENT

The Danish Institute for Human Rights • The Confederation of Danish Industries

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GENERAL PROVISIONS

<i>1. Legal Compliance</i>	Confirmed	Not Confirmed	Not Applicable
The supplier complies with all national laws and regulations as well as other applicable standards (e.g. collective bargaining agreements or other codes of conduct).			

1. FORCED LABOUR

<i>1.1. Forced Labour and Freedom of Movement</i>	Confirmed	Not Confirmed	Not Applicable
The supplier does not participate in, or benefit from, any form of forced labour, including bonded labour, forced prison labour, slavery, servitude, or human trafficking.			
Workers have the freedom of movement during the course of their employment.			

<i>1.2. Retention of Identity Cards and Travel Documents</i>	Confirmed	Not Confirmed	Not Applicable
The supplier does not retain the identity cards, travel documents, and other important personal papers of its employees.			

2. CHILD LABOUR AND YOUNG WORKERS
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<i>2.1. Minimum Age Requirements</i>	Confirmed	Not Confirmed	Not Applicable
The supplier does not engage in, or benefit from, the use of child labour. The minimum age for employment is not less than the age of completion of compulsory schooling and, in any case, is not less than 15 years (or 14 years where established by national laws in accordance with the ILO developing-country exception).			

<i>2.2. Educational Remediation Programme</i>	Confirmed	Not Confirmed	Not Applicable
If the supplier is employing children of school age, it ensures that the children are enrolled in a remediation programme, rather than being summarily terminated from employment.			
The programme includes access to education and financial support and is decided in consultation with the child and family or next of kin.			

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2.3. Light work and Apprenticeship Programmes	Confirmed	Not Confirmed	Not Applicable
In accordance with national laws, the supplier employs children between 12 and 15 to perform a few hours of light work per day. The work consists of simple tasks of a limited nature and does not interfere with the children's educational responsibilities.			
Apprenticeship programmes for children below the minimum age of employment are remunerated and clearly aimed at training.			

2.4. Hazardous and Harmful Work	Confirmed	Not Confirmed	Not Applicable
The supplier does not hire young workers (below 18 years of age) to perform any type of work, which is likely to jeopardise their health, safety or morals.			

3. NON-DISCRIMINATION

3.1. Non-discrimination in Employment-related Decisions	Confirmed	Not Confirmed	Not Applicable
The supplier does not engage in or support discrimination on the basis of race, colour, sex, language, religion, political or other opinion, caste, national or social origin, property, birth, union affiliation, sexual orientation, age, and disability or other distinguishing characteristics.			
Hiring, remuneration, benefits, training, advancement, discipline, termination, retirement or any other employment-related decisions are based on relevant and objective criteria.			

4. FREEDOM OF ASSOCIATION

4.1. Freedom of Association and Collective Bargaining	Confirmed	Not Confirmed	Not Applicable
The supplier does not interfere with the workers' rights to form and join unions, or other associations of their own choosing, and to bargain collectively. Nor does the supplier discourage membership of unions.			
Workers' representatives are not subject to discrimination and are given access to employees at the workplace.			
The supplier recognises elected workers' representatives and bargains in good faith with them regarding all important workplace concerns.			

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4.2. Alternative Measures in Case of State Prohibition on Unions	Confirmed	Not Confirmed	Not Applicable
If trade unions are not allowed in the area of operation, or only state authorised organisations are allowed, the supplier facilitates, and not prevents, alternative measures to allow employees to gather independently to discuss work-related matters and a forum to present work-related concerns to management.			

5. WORKPLACE HEALTH AND SAFETY

5.1. Health and Safety Standards	Confirmed	Not Confirmed	Not Applicable
The supplier ensures that its workers are offered a safe and healthy working environment, including, but not limited to, protection from fire, accidents and toxic substances.			
Adequate health and safety policies and procedures are established and followed.			

5.2. Training and Protective Gear	Confirmed	Not Confirmed	Not Applicable
The supplier provides its employees with the protective equipment and training necessary to perform their tasks safely.			

5.3. Sanitary Infrastructure	Confirmed	Not Confirmed	Not Applicable
The supplier provides a suitable, clean and sanitary infrastructure, including access to toilets and potable water, which conforms to the needs of its employees and is adequate to its numbers.			
Accommodation, if provided by the supplier, conforms to the same requirements, including the general provisions on health and safety listed above.			

6. CONDITIONS OF EMPLOYMENT AND WORK

6.1. Workplace Violence, including Assault, Harassment and Threats	Confirmed	Not Confirmed	Not Applicable
The supplier protects workers from acts of physical, verbal, sexual, or psychological harassment, abuse, or threats in the workplace, whether committed by managers or fellow workers, including when determining and implementing disciplinary measures.			

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6.2. Remuneration	Confirmed	Not Confirmed	Not Applicable
The supplier complies with legal minimum standards or industry benchmark standards concerning wages and benefits, whichever is higher. In any event, the supplier always provides a 'living wage', which enables workers to meet the basic needs of themselves and their dependents and to provide some discretionary income.			
Overtime is remunerated at a premium rate.			
Wages are paid in legal tender and on a regular basis.			
Deductions from wages are transparent and are never used as a disciplinary measure.			

6.3. Established Working Relationship	Confirmed	Not Confirmed	Not Applicable
All workers are provided with a written, understandable, and legally binding labour contract.			
The supplier does not rely on part-time, short-term or casual labourers, trainees, or false apprenticeships to pay lower wages and fewer benefits.			
Provisions for non-permanent and seasonal workers are no less favourable than for permanent workers.			

6.4. Leave	Confirmed	Not Confirmed	Not Applicable
The supplier grants employees paid holiday and sick leave each year, as well as parental leave to employees who must care for a newborn or newly adopted child.			
Women who take maternity leave does not face dismissal or threat of dismissal, and are able to return to their former employment at the same rate and benefits.			

6.5. Hours of Work, Rest Periods and Breaks	Confirmed	Not Confirmed	Not Applicable
The supplier ensures that the work-week is limited to 48 hours.			
Overtime is voluntary, infrequent, and does not exceed 12 hours per week.			
Employees are entitled to at least one day off per week, and are given reasonable breaks while working and sufficient rest periods between shifts.			

6.6. Employee Privacy	Confirmed	Not Confirmed	Not Applicable
The supplier respects the privacy rights of its employees whenever it gathers or keeps private information or			

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implements employee-monitoring practices.			
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7. SECURITY

7.1. Use of Company Security Forces	Confirmed	Not Confirmed	Not Applicable
The supplier prevents its security guards from infringing on the liberty and security of others.			
Security guards are trained when to intervene in security-related situations and how to use the minimal force necessary.			

7.1. Relations to State Security Forces	Confirmed	Not Confirmed	Not Applicable
The supplier takes all reasonable measures to avoid involvement or complicity in human rights violations in its relationships and interactions with state security forces.			

8. LAND MANAGEMENT

8.1. Purchase of Land	Confirmed	Not Confirmed	Not Applicable
Before purchasing land, the supplier seeks the prior and informed consent of all legal and/or customary owners.			

8.2. Relocation	Confirmed	Not Confirmed	Not Applicable
The supplier ensures that it does not participate in or benefit from improper forced relocations, and adequately compensates inhabitants in legitimate relocations.			

9. ACCIDENTS AND HEALTH

9.1. Industrial Accidents and Health Emergencies	Confirmed	Not Confirmed	Not Applicable
The supplier has established and is maintaining emergency procedures to effectively prevent and address all health emergencies and industrial accidents affecting the surrounding community, or having an adverse impact on the environment.			

10. COMPANY PRODUCTS

10.1. Products Liability	Confirmed	Not Confirmed	Not Applicable
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The supplier exercises due diligence when designing, manufacturing, and testing products, to protect against product defects which could harm the life, health or safety of people likely to be affected by the defective product, or have an adverse impact on the environment.			
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11. ANTI-CORRUPTION

<i>11.1. Bribing of Government Officials</i>	Confirmed	Not Confirmed	Not Applicable
The supplier refrains from bribing, or using any other method, to unjustly influence public officials and/or the judiciary.			

12. ENVIRONMENTAL PROTECTION

<i>12.1. Managing Environmental Aspects</i>	Confirmed	Not Confirmed	Not Applicable
The supplier strives to minimise the adverse environmental impacts of its activities, products and services through a proactive approach and responsible management of its environmental aspects (including, but not limited to):			
1. Use of scarce natural resources, energy and water			
2. Emissions to air and releases to water			
3. Noise, odour and dust emission			
4. Potential and actual soil contamination			
5. Handling of hazardous substances			
6. Handling of hazardous and non-hazardous wastes			
7. Product issues (design, packaging, transport, use and recycling/disposal)			

<i>12.2. Complying with Environmental Legislation</i>	Confirmed	Not Confirmed	Not Applicable
The supplier maintains awareness of current environmental legislative requirements, relevant to the environmental impacts of its activities, products and services.			
The supplier ensures legal compliance through training, awareness and operational control.			
The supplier ensures legal compliance through monitoring significant environmental impacts.			

<i>12.3. Continuously Improving Environmental</i>	Confirmed	Not Confirmed	Not Applicable

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<i>Performance</i>			
The supplier is able to demonstrate continuous improvements of the overall environmental performance related to significant environmental aspects.			

IMPLEMENTATION

<i>1. Records and Documentation</i>	Confirmed	Not Confirmed	Not Applicable
The supplier maintains appropriate records to demonstrate compliance with the requirements of this code, including:			
1. Names and ages of all workers.			
2. Timesheets.			
3. Payroll records, including wage slips and overtime wage records.			
4. Health and safety records, including material safety data sheets, accident records and relevant certificates and permits.			
5. Environmental records, including data from the monitoring of significant environmental impacts and relevant permits.			
6. Records of any significant instances of non-compliance encountered in relation to this code, including a summary of the corrective actions taken to remedy the deficiencies.			

<i>2. Definition of Roles and Responsibilities</i>	Confirmed	Not Confirmed	Not Applicable
The supplier has assigned responsibilities within its organisation for the implementation of this code			
The supplier has appointed a management representative(s) with the responsibility and authority to ensure compliance with the provisions of this code.			
The supplier has appointed a qualified health and safety officer at each facility responsible for planning, implementing and monitoring the supplier's health and safety policies and procedures.			
Workers have freely elected a representative responsible for facilitating dialogue and communication between the supplier and its employees on all matters pertaining to this code.			
The supplier ensures that repeated offences and serious neglect by any of its personnel in relation to matters pertaining to this code will result in appropriate disciplinary actions, which may include dismissal from employment.			

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3. Training and Awareness-Raising	Confirmed	Not Confirmed	Not Applicable
The standards included in this code is communicated to all new employees, including managers and supervisors, immediately upon hiring. The supplier ensures that all employees are regularly informed about the standards included in the code and the necessity of acting in accordance with them. In areas with high illiteracy rates, employees receive verbal instructions.			
The code is transmitted to local unions or other workers' representatives and is always be accessible to all employees and in the local languages whenever appropriate.			

4. Complaints Procedures	Confirmed	Not Confirmed	Not Applicable
The supplier has established mechanisms for hearing, processing, and settling complaints of employees.			
Workers have the right to anonymously submit complaints regarding all workplace concerns, including complaints regarding the supplier's failure to comply with this code, without fear of punishment or adverse employment action.			
The supplier properly investigates, addresses and settles all complaints in accordance with its pre-established complaints procedure.			
Anyone affected by the supplier's activities has access to communicate concerns or submit complaints without discrimination or fear of reprisals. The supplier properly investigates, addresses and settles any complaints or concerns raised by local communities.			

5. Relations to Sub-suppliers	Confirmed	Not Confirmed	Not Applicable
The supplier ensures that its respective sub-suppliers observe the standards of this code.			
The supplier requires sub-suppliers to inform the supplier about other business entities in the supply chain taking part in the production of each order.			
The supplier screens and select sub-suppliers based on their ability to meet the standards of this code.			
The supplier makes observance of the standards included in the code a condition of any agreement or contract that it enters into with sub-suppliers.			
The supplier undertakes reasonable efforts to check that sub-suppliers operate in conformance with the code.			

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5. <i>Small Farmers and Home-based Workers</i>	Confirmed	Not Confirmed	Not Applicable
The supplier ensures that sub-suppliers classified as home-based workers or small farmers observe the basic principles of the code, as appropriate to the nature and scale of their operations.			
The supplier maintains adequate records of home-based workers and small farmers, including their names and ages, the nature of their work, the number of hours worked and the amount of goods produced.			
The supplier makes observance of the basic principles of the code a condition of any agreement or contract that it enters into with home-based workers and small farmers.			
The supplier undertakes reasonable measures to check that home-based workers and small farmers operate in conformance with the basic principles of the code.			
The supplier assists home-based workers and small farmers in improving their working conditions in accordance with the provisions of this code.			

Comments

It is hereby certified that the completed self-assessment gives a true description of the supplier's compliance with COMPANY's code of conduct.

_____	_____
Date	Company

Signature	

Name	