

**Information about Byggvarubedömningen's
self-assessment questionnaire social responsibility**

A globe on a stand is positioned in the center of the image, in front of a window with white blinds. The globe is slightly out of focus, and the background is a soft, blue-tinted light coming from the window.

The purpose of this document

- The purpose of this document is to briefly explain what is expected of suppliers who have products registered in Byggvarubedömningen when it comes to social responsibility within the own organization and in the product's supply chain.
- The criteria is based on the UN's Guiding Principles on Business and Human Rights. For those who want to further deepen their understanding of the UN's guiding principles in addition to the information Byggvarubedömningen presents, information about the principles is available [here](#).
- The self-assessment questionnaire that suppliers answer to demonstrate how they work with social responsibility is available in a Word-file. The day the supplier feels ready to communicate about its work to customers and clients, the self-assessment is uploaded on the supplier's products in Byggvarubedömningen. It is also possible to apply for assessment.

Starting point

Building materials and products shall be produced with the following in mind:



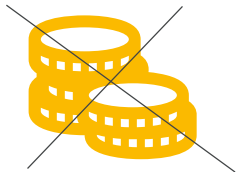
Human rights shall be respected



Labor conditions shall be decent



The environment shall not be damaged



No corruption or bribery

This means that the supplier's products should be produced under conditions that are compatible with (also called the "Terms & Conditions"):

- the UN's Universal Declaration of Human Rights;
- the ILO's eight Fundamental Conventions on forced labour, child labour, discrimination and freedom of association, as well as the right to organise (no. 29, 87, 98, 100, 105, 111, 138 and 182);
- the UN Convention on the Rights of the Child, Article 32;
- the labour law legislation that applies in the country where the work is carried out, including provisions on pay, working hours, leave and work environment,
- the environmental protection legislation that applies in the country where the product/s is/are produced; and
- the UN Convention against Corruption

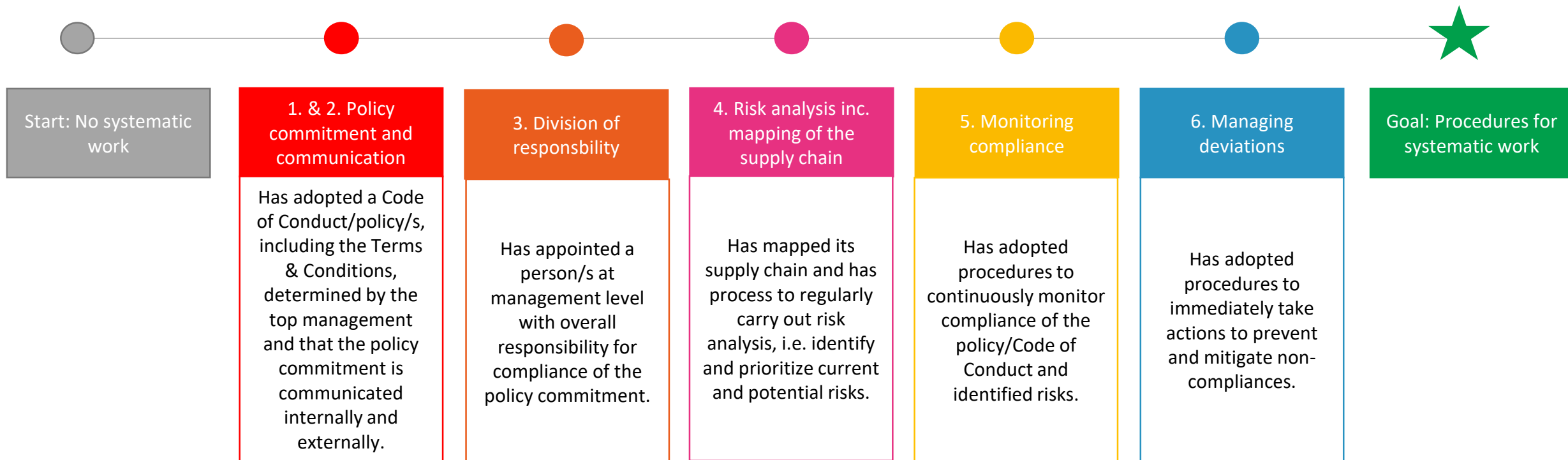
In addition, suppliers are expected to carry out their work on the basis of the UN Guiding Principles on Business and Human Rights.

Expectations on suppliers based on the UN Guiding Principles

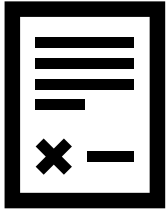
Byggvarubedömningen and our members' long-term ambition and expectations are that suppliers who have products registered in Byggvarubedömningen shall work systematically with social responsibility in their own operations and in the product's supply chain. This means that suppliers are expected to have routines for identifying and managing risks related to human rights, workers' rights, environment and corruption. This work is based on the UN Guiding Principles and can be summarized in six steps:

1. A policy commitment
2. Communicating the policy commitment to employees and additional actors in the supply chain
3. Division of responsibility
4. Procedures for carrying out risk analysis in order to identify and prioritize risks
5. Procedures for monitoring compliance and following up risks
6. Procedures for preventing and managing deviations

Step 1-6 should be applied on a continuous basis and apply to your own operations and in the product's supply chain



→ On the following pages, the six steps are presented



1. Policy commitment

The supplier shall have adopted a publicly available policy commitment/Code of Conduct, approved by senior management, which includes a commitment to respect the Terms and Conditions (see page 3).

This means that the supplier's policy shall:

- At least covers the Terms and Conditions.
- Be approved by senior management.
- Be publicly available, for example at the workplace or on a company website.

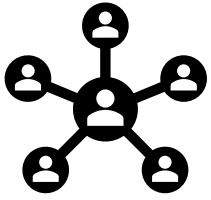


2. Communicating the policy commitment

The supplier shall have adopted procedures to convey the commitment to respect the Terms and Conditions in its own businesses and in the supply chain.

This means that the supplier's policy shall:

- Communicate its commitment to relevant employees within the company.
- In writing communicate the commitment to respect the Terms and Conditions to business partners (first tier suppliers).
- Explain how it ensures that the Terms and Conditions are conveyed upstream in the supply chain (beyond first tier).



3. Division of responsibility

The supplier shall have appointed a person/s at management level with overall responsibility for compliance of the Terms and Conditions.

This means that the supplier shall:

- Have appointed one or more persons at the managerial level ultimately responsible for ensuring compliance with the Terms and Conditions.
- Have defined what the responsibility entails.



4. Risk analysis

The supplier shall have adopted procedures to regularly carry out risk analyses, i.e. identify and prioritize current and potential risks for deviations from the Terms and Conditions, including a mapping of the supply chain with attention to high risk activities.

This means that the supplier shall:

- Account for the identified risks.
- Map the supply chain with specific regards to high risk operations.
- Explain how current and potential risks in the supply chain are continuously identified.
- Explain how risks are prioritized based on severity.



5. Monitoring compliance

The supplier shall have adopted procedures to continuously monitor compliance with the Terms and Conditions.

This means that the supplier shall:

- Present the activities (e.g. through internal and external assessments, audits, joining industry or NGO-driven initiatives, training programs, complaints mechanisms) that has been undertaken to control that the Terms and Conditions complies in the own operation as well as in the supply chain.
- Present how compliance is being monitoring systematically in the own operations as well as in the supply chain, for example how selection of supplier and sub-suppliers is done based on risk.



6. Managing deviations

The supplier shall have adopted procedures to immediately take actions to prevent and mitigate non-compliances from the Terms and Conditions, as well as making corrections once non-compliances have occurred.

This means that the supplier shall:

- Present if any non-compliances have occurred during the past three years and if yes, explain how these have been managed.
- Present how deviations are being managed systematically in the own operations as well as in the supply chain, with consideration to the character and severity of the non-compliance.

Appendix 1

Risk analysis – exemple on questions to ask & analyse



Country	Type of product/sector	Business model/purchase model
<ul style="list-style-type: none"> In what countries does extraction of raw materials/production of the product takes place? What risk associated with human rights, labor rights, environment and corruption exists in the country/countries (see next page for example of external sources to use)? How is the political situation in the country/countries? Is the legislation generally respected? 	<ul style="list-style-type: none"> What actors are involved in the supply chain for the product (e.g. employees in the extraction of raw materials/production of the product, security guards, carriers etc.)? Are dangerous chemicals/substances, heavy machines, a large amount of water or natural resources needed in order to extract the raw material/produce the product? Does noise occur? Is intensive work, manual work or unqualified work required to produce the product? Is the sector seasonal/is there a risk of overtime/migrant workers? 	<p>The company's business model/purchase model may affect your ability to identify risks:</p> <ul style="list-style-type: none"> Are purchases done via agents? Is the supplier base changed often? Are many product groups handled?

Appendix 2

Example of external sources to identify risks



Name	Description	Web-page
amfori BSCI Country Risk Classification	Shows land risk based on six dimensions identified by the World Bank; Voice and Accountability, Political Stability and Absence of Violence/Terrorism, Government Effectiveness, Regulatory Quality, Rule of Law and Control of Corruption. If the country is defined as a risk country, it may be an indication that one should be observant and have a plan for how to manage the risks associated with the country.	http://duediligence.amfori.org/CountryRiskClassification
amfori BSCI Countries Indicators	Shows risks that may exist in the specific country associated with social, environmental and trade indicators.	http://duediligence.amfori.org/CountryDueDiligence
Byggvarubedomningen (only in Swedish)	Byggvarubedomningen has produced two risk reports that compile risks associated with natural stone and products that contain a lot of steel. There are plans to launch more reports in the future as there are additional products that are associated with risks.	https://byggvarubedomningen.se/nyheter/socialt-ansvarstagande-i-leverantorsledet--lansering-av-byggvarubedomningens-forstariskrapporter/
Freedom House	Rank countries and territories according to their political rights and civil liberties.	https://freedomhouse.org/report/freedom-world-2016/table-scores
MVO Nederland CSR Risk Check	Visualizes which risks that exists in the world's countries linked to human rights, labor law, environment and fair business practices.	http://www.mvorisicochecker.nl/en/world-map
Swedwatch - Risk analysis of building materials and construction products (only in Swedish. An overview of the result is presented on page 17).	Swedwatch has, on behalf of the Oslo municipality, conducted a risk analysis in order to identify risk related to human rights and working conditions for common construction products and building materials. The risk analysis aims to provide an overview of which product categories where there is the greatest risk of negative impact.	https://www.oslo.kommune.no/getfile.php/13223000-1496218921/Innhold/Politikk%20og%20administrasjon/Anskaffelser/Risikoanalyser%20p%C3%A5%20byggmaterialer%20og%20produkter%2C%20for%20Oslo%20kommune%202017.pdf

Name	Description	Web-page
The Global Slavery Index	Country-by-country estimate of the number of people living in slavery today.	https://www.globalslaveryindex.org/index/#
The ITUC Global Rights Index	Visualizes which countries that are the worst countries for workers when it comes to labor rights.	https://survey.ituc-csi.org/?lang=en
Trafficking in Persons Report	Rank governments based on their perceived effort to acknowledge and confess human trafficking.	https://www.state.gov/documents/organization/271339.pdf
Transparency International Corruption Perception Index	Rank countries according to their perceived levels of corruption.	https://www.transparency.org/news/feature/corruption_perceptions_index_2017
The Government Offices of Sweden (only in Swedish)	The Government Offices of Sweden publish specific land-reports about human rights, democracy and the rule of law in the countries where Sweden have permanent presence. The reports provide good input in order to determine the risk level in the countries.	http://www.gov.se/regeringens-politik/demokrati-och-manskliga-rattigheter/rappporter-om-manskliga-rattigheter-i-varlden/
Unicef Children's Rights in the Workplace	Measures to what extent states regulate child labor in a selection of countries.	https://unicef-childrens-rights-atlas.herokuapp.com/country-data/workplace/
United State Department of Labor	Specific information about child labor in each country and information about products where it may be a risk of child labor.	https://www.dol.gov/agencies/ilab/resources/reports/child-labor/findings

Overview of Swedwatch's risk level for common products/materials*

Product/material	Rawmaterial	Production
Concrete	Medium risk	Very low risk
Steel and aluminium	High risk	Medium risk
Pipes	High risk	Very low risk
Screw and nail (fastener)	High risk	High risk
Wood/tree	Medium risk	Medium risk
Glas and windows	Medium risk	Very low risk
Floor	High risk	Medium risk
Drywall	Medium risk	Very low risk
Ceramics	Medium risk	Medium risk
Isolation	High risk	Very low risk
Paint	High risk	Low risk
Ventilation	High risk	Low risk
Glue, sealants, spackling paste	Medium risk	Very low risk
Electronics	High risk	High risk

Very low risk
 Low risk
 Medium risk
 High risk
 Very high risk

Questions?

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