## Questionnaire to suppliers Last updated 2019-08-22

# **Introduction to the organization that puts the product on the Swedish market and is responsible for the product in Byggvarubedömningen** An important step in working systematically with social responsibility is to continuously evaluate the risks that exist/can exist in one’s supply chain (step 4). Therefore, knowledge about the supply chain is crucial for identifying and evaluating risks. Knowledge of the supply chain can be based on both external sources and the supplier’s own knowledge of its (sub)suppliers to know what type of business being conducted, the location of the supplier as well as other important characteristics of the supplier. In order to achieve own knowledge about the actors in the supply chain, this questionnaire can be sent to supplier (first tier or beyond if applicable) that are part of the supply chain for the products registered in Byggvarubedömningen. The information provided by the suppliers in this document is then a good complement to external sources regarding potential sustainability risks that may exists in one’s supply chain and can help you in your work when choosing which risks to prioritize in the follow up-activities.

## Instructions before the questionnaire is sent to suppliers

1. Read through the instructions as well as the questions so you are familiar with them.
2. Update the heading “Introduction to the supplier that are part of the supply chain for product X” with name on the product that this questionnaire applies to. Optional: add/update text in this section in order to customize the questionnaire,
3. In the questionnaire on the next page, fill in the first question “Product/s covered by this questionnaire:” so that the supplier is aware of which product it is about.
4. Delete these instructions as well as the text in the section “Information to the organization that puts the product on the Swedish market and is responsible for the product in Byggvarubedömningen”.
5. Send the questionnaire to the supplier/s. Preferably you give them between 3-4 weeks to answer the questions and get back to you. Go through the answer and assess if further follow-up of the supplier is needed, e.g. to conduct own audits or through third parties. Other efforts that build up the capacity of your suppliers may also be a part of the follow-up, e.g. through training.

If you would like to send this questionnaire to a Swedish-speaking supplier, kindly note that the document is also available in Swedish on Byggvarubedömningen’s webpage.

**Introduction to the supplier that are part of the supply chain for product X**In the Swedish construction and property industry, issues related to social responsibility, human rights, environment and anti-corruption are becoming increasingly important. This has been demonstrated by e.g. industry players who demand that their suppliers and partners reduce both the social and environmental impacts of their products.

An important part of the social responsibility of the construction and property players is to ensure that the products used are produced without any negative impact on human rights or the environment, and without the presence of corruption. To gain knowledge about the supply chain and potential sustainability risks for our product/s, we kindly ask you to answer the questions in this questionnaire.

## Questions to the supplier

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| Product/s covered by this questionnaire:  |  |
| Name and address of facility (specify at least the country): |  |
| What kind of production takes place at the facility?  |  |
| In what countries are the sub-suppliers/contractors based (please specify the country/countries so far that you have mapped the supply chain)?  |  |
| Do you have a peak season in the production? | ☐ Yes. Please indicate when and how working hours are handled during this time: | ☐ No. |
| Do you have a Code of Conduct/policy specifying ambitions/requirements related to human rights, labour rights, environment and corruption? | ☐ Yes.  | ☐ No. |
| Do you inform your suppliers/partners about the ambition/requirements in the Code of Conduct/policy? | ☐ Yes.  | ☐ No. |
| Do you have any sustainability certifications (e.g. SA 8000, ISO 45001 (previously OHSAS 18001), ISO 20400, ISO 14001 etc.)? | ☐ Yes. Please specify and include a copy of the certificate/s: | ☐ No. |
| Have you been audited in relation to human rights, labour rights, environment and corruption by a third party? | ☐ Yes. Please indicate when, by which audit-company and if any major observations where made:  | ☐ No. |
| Have you audited your suppliers in relation to human rights, labour rights, environment and corruption by a third party? | ☐ Yes. Please indicate when, by which audit-company and if any major observations where made: | ☐ No. |
| Are your employees able to report suspected or actual breaches of human rights, labour standards, environment and corruption in a protected and confidential manner (e.g. through whistle blower systems, suggestion boxes etc.)? | ☐ Yes. Please specify how:  | ☐ No. |
| Are your employees free to join unions, take union trust and negotiate collectively?*Information: if you have operations in countries where freedom of association is limited, employees should be allowed to have a joint forum for dialogue on wages and working conditions, and that there is an opportunity to express opinions to management.*  | ☐ Yes.  | ☐ No. |
| Are migrant/sub-contracted workers used in the production? | ☐ Yes.  | ☐ No. |
| Does employees receive written and legally binding employment contracts in a language they understand? | ☐ Yes.  | ☐ No. |
| Do you have a minimum age requirement for employing employees? | ☐ Yes. Please specify the age:  | ☐ No. |
| Do you have a system for monitoring the number of hours worked? | ☐ Yes.  | ☐ No. |
| Do you provide housing for the employees at the facility? | ☐ Yes. Please specify e.g. how many buildings/how many workers per building, what services are included in the housing, e.g. kitchen, if employees are free to come and go, if the housing is located at the facility etc.: | ☐ No. |
| Are there any parts of the production that are dangerous from a health and safety perspective (e.g. loud noise, chemicals, heavy machinery, emissions, fire, heat, dust etc.)? If housing is provided to employees, includes this building in you answer.  | ☐ Yes. Please specify and describe how these risks are handled:  | ☐ No. |
| Is the production water intensive?  | ☐ Yes. Please specify and describe what actions are done to reduce the amount of water in the production: | ☐ No. |
| Do you have rules for your employees regarding giving and receiving of benefits?  | ☐ Yes.  | ☐ No. |