

**SUPPLIER SUSTAINABILITY QUESTIONNAIRE**

UNICEF is committed to making a measurable contribution to the Sustainable Development Goals through sustainable procurement by working closely with the private sector, partners, governments, civil society organisations and other UN agencies. UNICEF seeks to incrementally and progressively adopt a sustainable procurement approach for procurement activities to address broader environmental and social issues wherever and whenever feasible with consultation with suppliers and other stakeholders mentioned above. UNICEF would like to invite suppliers to share sustainability efforts in the supply chains. Although UNICEF will not use the information shared by suppliers for contract making award decision, this will be an opportunity to gain intelligence on sustainable procurement practice in the market. We would appreciate if you could answer questions where relevant (for manufacturers or services providers).

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| 1. **COMPANY DETAILS AND GENERAL INFORMATION** | |
| **FULL LEGAL NAME:** | |
| **PHYSICAL ADDRESS** |  |
| **POSTAL CODE** |  |
| **CITY** |  |
| **COUNTRY** |  |
| **TEL NO:** |  |
| **EMAIL:** |  |
| **WEBSITE** |  |
| **NATURE OF BUSINESS: (tick one box)**  **Trader  Authorised Agent  Company  Construction  Services**  **Manufacturer  Consultancy**  **Other(specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |
| **TYPE OF BUSINESS:**  **Corporate/limited  Partnership  NGO  Sole Proprietorship**  **Others (specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |

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| 1. **GOVERNANCE STANDARDS AND REPORTING** | |
| **Question** | **Background [[1]](#footnote-1)** |
| 1. Has your company appointed senior management representation for sustainability (environmental and social responsibility matters)?   Yes  No   1. Has your company made a public commitment to sustainability? This could include reference to sustainability in your company’s mission statement, vision, values, etc or it could be a standalone commitment statement   Yes  No  If yes, provide a link to the relevant documents or attach the documents   1. Does the company publish a sustainability report?   Yes, as a separate report according to Global Reporting Initiative (GRI)  Specify the standard and attach a report.  Yes, as an integrated part of the Annual Report, e.g. Annual and Sustainability Report, according to GRI or other globally accepted standards.  Provide name of globally accepted standard    Yes, but not according to globally accepted standards  Provide name of alternative standard      No  If answered “Yes”, to Q3 is the most recent report assured by the third party  Yes, the assurance letter is included in the report  parts are assured, the scope is explained in the assurance letter  No | Companies are expected to appoint a senior management representative who, irrespective of other responsibilities, serves as a management person responsible for ensuring that the company meets its commitment related to sustainability.  **Social sustainability** relates to practices that contribute to the quality of life of both employees and communities that could be impacted by the company's operations.    **Environmental sustainability** relates to practices that contribute to the quality of the environment on a longterm basis. Companies are expected to support a proactive approach to environmental responsibility by protecting the environment, conserving natural resources and reducing the environmental footprint. |
| A **Sustainability** report is an organisational report that gives information about economic, environmental, social, and ethical performance.  Examples of CSR/Sustainability reports aligned to internationally recognised standards and frameworks are:   * United Nations Global Compact - Communication on Progress (UNGC-COP) * ISO 26000 Guidance on Social Responsibility * Climate Disclosure Standards Board (CDP-CDSB) * GRI (GRI's Sustainability Reporting Standards) * AFAQ 26000 Sustainable Development |
| 1. **HUMAN RIGHTS AND WORKING CONDITIONS** | |
| **Question** | **Background [[2]](#footnote-2)** |
| 1. Does your company have a formal policy covering working conditions on human rights?   Yes, please attach or provide a link to the document  No  If you answered “Yes” to Q4, which of the following are covered by your policy?  Child labour and young workers  Wages and benefits  working hours  Modern slavery i.e. forced/compulsory labour and human trafficking  Ethical recruiting  Freedom of association and collective bargaining  Non-discrimination and harassment  Women’s Rights  Diversity Equity and Inclusion  Rights of minorities and Indigenous People    If answered “Yes” to Q4, do you organise training for your employees on this policy?  Yes  Attach/upload the relevant document  No, but communicate it through intranet/brochures etc.  Please attach relevant documents  No  **Elimination of Child Labour**  Have you established robust age-verification mechanism as part of your recruitment processes?  Yes  No  If yes, do you ensure that the age-verification mechanism is used throughout your supply chains (including your sub-contractors and suppliers)?  Yes  No  In removing children from the work place, how do you ensure protection of affected children, and, where appropriate, provide decent renumeration to adult household members?   1. Does your company have a management system in place to manage the human rights and working conditions issues?   Yes, we have an internally recognised certified management system  Please provide the following information:  Certification standard: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Awarding body: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Certificate number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Valid until: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Please attach/upload relevant document  Yes, we have a nationally recognised certified management system  Please provide the following information:  Certification standard: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Awarding body: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Certificate number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Valid until: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Please attach/upload relevant document  Yes, but the system is uncertified  Please attach/upload relevant document  No Describe internal documented control, processes/ procedures in place to mange human rights and working conditions | **Chid labour and young workers** relate to the prohibition of employment of children who are under the legal minimum working age. Working conditions for young workers (aged 15 -17, including reduced working hours health and safety protections and training opportunities.  **Wages and benefits.** Remuneration should be adequate to cover basic needs and enable decent standard of living for workers and their families.  **Working hours** relate to regular workweeks that should not exceed 48 hours.  **Modern slavery** refers to all work or service exacted from any person under the menace of any penalty and for which that person has not offered themself voluntarily.  **Ethical recruiting** refers to hiring workers lawfully, in line with the International Labour Standards, and in a fair and transparent manner that respects human rights.  **Freedom of association** relates to the right to freedom of peaceful assembly and to freedom of association at all levels, in particular in political, trade union and civic matters, which implies the right of everyone to form and to join trade unions for the protection of their interests.  **Harassment** is defined as a harsh and inhumane treatment - or the threat of such treatment - including any sexual harassment, sexual abuse, corporal punishment, mental or physical coercion or verbal abuse of workers.  Source: Global Automotive Sustainability Practical Guidance.  **Non-discrimination** is a principle that requires the equal treatment of an individual or group, irrespective of their particular characteristics, including sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation.  **Women's rights** refers to the principle that women are entitled to political, economic and social equality.  **Diversity, equity, and inclusion** relates to the principle that companies should develop and promote inclusive cultures where diversity is valued, celebrated and everyone is able to contribute fully and reach their full potential.  **Rights of minorities and indigenous peoples** refer to respect for the rights of local communities to decent living conditions, education, employment, social activities, and the right to Free, Prior, and informed Consent (FPIC) to developments that affect them and the lands on which they live, with particular consideration for the presence of vulnerable groups.  **Certified management** **systems** provide enhanced assurance to stakeholders that a company is committed to operate business in a sustainable manner and has implemented all the necessary processes.. Relevant internationally accepted certification standards include:   * SA8000 Social Management System * RSCI audit certificate (FULL label) |
| 1. **HEALTH AND SAFETY** | |
| **Question** | **Background [[3]](#footnote-3)** |
| 1. Does your company have a formal written health and safety policy?   Yes  Attach/provide a link to the document  No  If you answered “Yes” to Q6, which of the areas are covered by this policy? Please tick all that apply  Personal Protective Equipment  Machine safety  Emergency preparedness  Incident and accident management  Handling of chemical/biological substances  Fire protection  If you answered “Yes” to Q6, does your company organise training for your employees in this policy?  Yes  Provide a link or attach the relevant document  No, but we communicate it through intranet/brochures etc.  Provide a link or attach the relevant document  No | A health and safety policy is a formal document, agreed upon by senior management, that demonstrates a company's commitment to relevant health and safety standards.  It is the responsibility of management to provide sufficient resources and organisation for health and safety and to do regular risk assessment and reporting in order to ensure continuous improvement of the system.  Training may cover one or more of the topic areas listed below:   * Fire evacuation drills and fire safety training * Training on use of personal protective equipment * Training on company health and safety policy * Work environment inspections * Training on work with hazardous materials * Distribution of educational materials on health and safety procedures * Information campaign for workers on health and safety procedures specific to the site |
| 1. **ENVIRONMENT** | |
| **Question** | **Background [[4]](#footnote-4)** |
| 1. Does the company have a formal environmental policy, which includes a commitment to legal compliance, continuous measurement and continuous improvement in environmental performance?   Yes  Please attach/upload relevant documents  No  If answered “Yes” to Q7, which of the following areas are covered by this policy?  GHG emissions reporting  Energy efficiency  Renewable energy  Decarbonisation  Water quality, consumption and management  Air quality  Responsible chemical management  Sustainable resources management  Waste reduction  Reuse and recycling  Biodiversity, land use and deforestation  soil quality  noise emissions  other areas (please specify)  If answered “Yes” to Q7, does your company organise training for your employees on your environmental policy?  Yes  Please attach the relevant documents or provide a link  No, but we communicate it through intranet/brochures, etc.  Please attach the relevant documents or provide a link  No   1. Does your company have an environmental management system in place?   Yes, we have an internally recognised certified management system  Please provide the following information:  Certification standard: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Awarding body: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Certificate number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Valid until: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Please attach/upload relevant document  Yes, we have a nationally recognised certified management system  Please provide the following information:  Certification standard: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Awarding body: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Certificate number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Valid until: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Please attach/upload relevant document  Yes, but the system is uncertified  Please attach the relevant documents or provide a link  No Describe internal documented control, processes/ procedures in place to manage the environment.   1. **CO2 emissions**   Do you measure CO2 emissions?  Yes  No  If yes, please report your total CO2 emissions in the most recent year measured  Do you set publicly available CO2 emission reduction targets?  Yes  No  If yes, what are those targets (enter total metric tons and target date   1. **Waste management**   share a copy of certificate issued by local authorities or any sub contracted company handling your waste  Comments:  Have you measured solid waste generated from the facilities that produce your products?  Yes  No  If measured please report total amount of solid waste generated from the facilities that produce your products for the most recent year (enter total metric tons)  Have set publicly available solid waste reduction targets  Yes  No  If yes, what are those targets (enter metric tons and target date)  Have u measured water waste generated from the facilities that produce your products?  Yes  No  If yes, please report the total amount of water waste generated from the facilities that produce your products for the most recent year measured (enter total m3)  Have you set publicly available water waste reduction targets?  Yes  No  If yes, what are those targets (enter total m3 and target date) | **Greenhouse gases** trap heat in the atmosphere and contribute to global warming.    **Energy efficiency** refers to the amount of energy productively used given the same amount of energy inputs.    **Renewable energy** refers to energy that comes from natural resources that are not depleted when used. Examples include wind, solar or geothermal energy.    **Decarbonisation** refers to the removal of GHG emissions from a company's value chain.    **Water quality and consumption** includes access to clean water and the conservation for future generations.    **Air quality** is the level of air pollution in the atmosphere.  **Responsible chemical management** takes into account the life cycle of chemicals including handling, storage and disposal.  **Sustainable resource management** is the practice of using less to preserve resources.    **Waste reduction** is the practice of using less resources to minimise waste and preserve resources.    **Reuse** refers to the practice of using existing materials or products as they are to reduce waste whilst recycling refers turning a product into a raw material that can be used again, often within a completely new product.    **Animal welfare** refers to the conditions in which an animal lives.    **Biodiversity, land use, deforestation and soil quality** all refer to the maintenance of ecosystems so that flora and fauna are not lost and natural habitats do not suffer irreparable damage.  **Soil quality** refers to the measure of the condition of soil to do what it needs to do, specifically in relation to enhancing the environment and human health.    **Noise emissions** relate to the release of noise into the environment from various sources that can be grouped in:  transportation activities, industrial activities and daily normal activities.  Examples of relevant internationally accepted certification standards include: • ISO14001:2015 EMS   * ISO14064 GHG * PAS 2060 Carbon neutrality * BS8555 Certification: Implementation of environmental management systems * PAS2050 Carbon footprint * EU Eco-Management and Audit Scheme (EMAS) |
| 1. **RESOURCES CONSUMPTION** | |
| 1. Have you measured total energy use from the facilities that produce your products   If measured, report the total amount of energy use of the facilities that produce your products for the most recent year measured  (enter total kWh)  Have you set publicly available energy use reduction targets?  Yes  No  If yes, what are those targets (enter total kWh and target dates)  Have you measured total water use of the facilities that produce your products  Yes  No  If yes, please report total water use from facilities that produce your products for the most recent year measured. (enter total m3)  Have you set publicly available water use reduction targets?  Yes  No  If yes, what are those targets. (enter total m3 and target date) |  |
| 1. **COMMUNITY DEVELOPMENT** | |
| 1. Do you invest in community development activities in the markets you source or operate with in?   Yes  No  If yes, explain what you do |  |

1. Sustainability assessment questionnaire on CSR/sustainability for automotive sector suppliers - Drive Sustainability [↑](#footnote-ref-1)
2. Sustainability assessment questionnaire on CSR/sustainability for automotive sector suppliers - Drive Sustainability [↑](#footnote-ref-2)
3. Sustainability assessment questionnaire on CSR/sustainability for automotive sector suppliers - Drive Sustainability [↑](#footnote-ref-3)
4. Sustainability assessment questionnaire on CSR/sustainability for automotive sector suppliers - Drive Sustainability [↑](#footnote-ref-4)