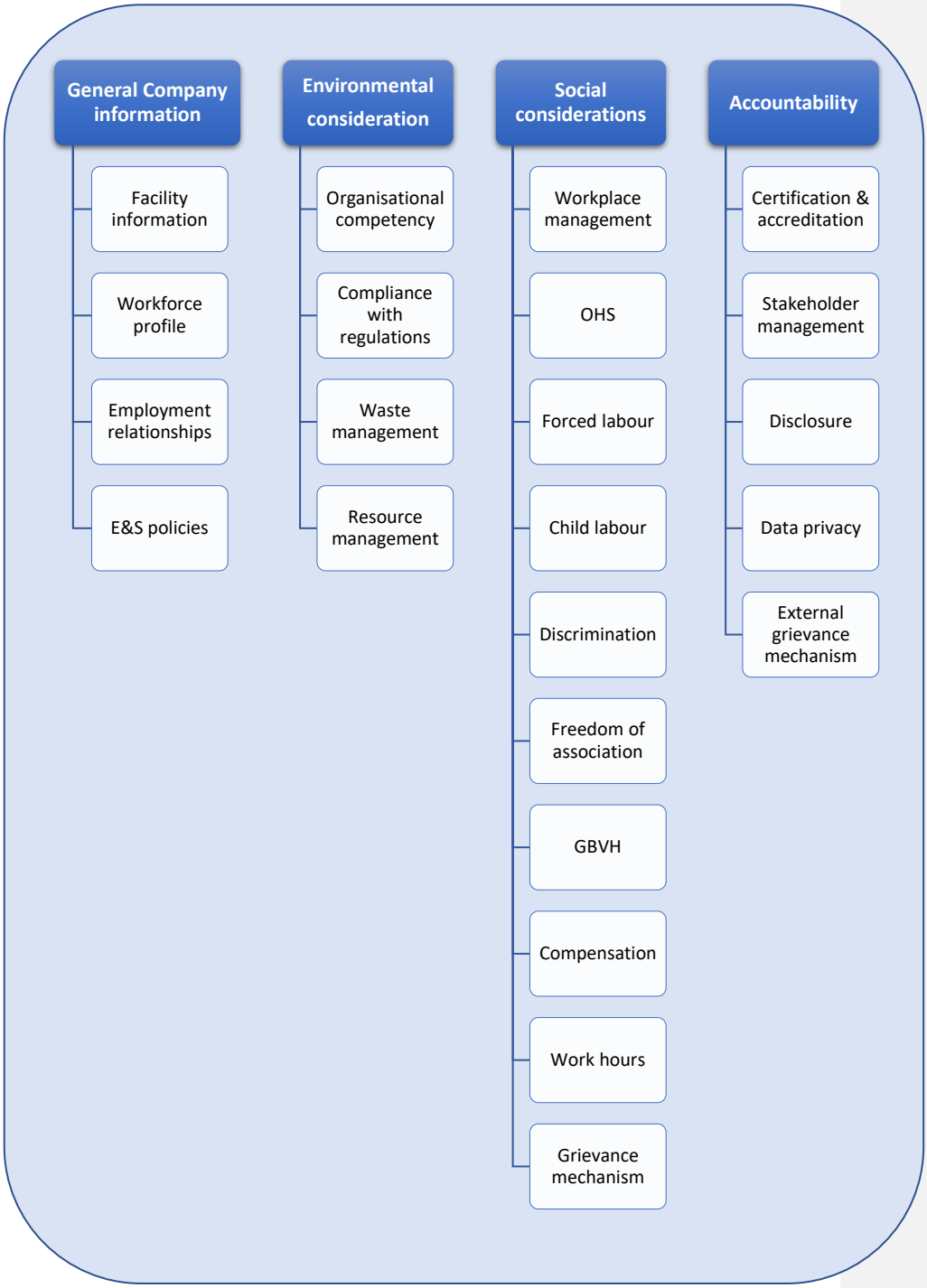
Supplier Assessment Framework



Categorization of Suppliers[1]

No	Names of suppliers	Strategy to follow
Primary (Core) suppliers ***Primary (core) suppliers*** *are those suppliers who, on an ongoing basis, provide goods or materials essential for the core business processes of the project.* ***Core business processes*** *constitute those production and/or service processes essential for a specific business activity (or project) without which the business activity (or project) could not continue.*		
1	*(Prioritize suppliers based on potential risks)*	As a minimum the following should be ensured: ✓ *Non-existence or risk of child labour, forced labour, exploitation, human trafficking;* ✓ *Workplace safety issues;* ✓ *Human rights protection;* ✓ *Non-discrimination;* ✓ *Adherence to national legislation on labour relationships;* ✓ *Environmental permits* ✓ *Compliance with environmental law and regulations*
2		
3		
4		
5		
Secondary suppliers		
1		Fundamental issues should be checked (*bad reputation in market, child labour, forced labour issues, critical safety issues, environmental permits, compliance with environmental law and regulations*)
2		
3		
4		
5		

Biçimlendirilmiş: Yazı tipi: İtalik Değil

[1] Categorization of suppliers is needed before E&S performance assessment

1. GENERAL COMPANY INFORMATION		
1.1.Facility Information		
1.1.1	Name of facility:	
1.1.2	Address of facility:	
1.1.3	Contact name:	
1.1.4	Title of Contact person:	
1.1.5	Date of Assessment	
1.1.6	Facility owner or parent company:	
1.1.7	Sub-contractors:	
1.1.8	Labour broker (suppliers of employees (if any):	
1.2. Workforce Profile		
1.2.1	Total number of employees:	
1.2.2	Gender composition of employees	_____% Men, _____% Women
1.2.3	Migrant workers	_____ with number and %
1.2.4	Temporary workers	_____ with number and %
1.3. Employment relationship		
1.3.1	Contract workers are under contract to:	(i) Employer: _____ (ii) Broker: _____ (iii) Other:_____
1.3.2	If contract workers are migrant workers, which countries of origin are represented?	
1.3.3	Does the facility have procedures to ensure contract workers are not required to pay an excessive recruitment fee or lodge a deposit with their labor broker?	

1.3.4	Does the facility have a system in place to ensure that contract labor providers adhere to all relevant labor laws?	
1.3.5	Are all employees provided a written employment agreement with the facility in a language that they understand?	
1.3.6	Does the facility maintain a personnel file on every employee?	
1.4. Environmental and Social (E&S) Policies		
1.4.1	Does the facility or its parent company have E&S Policies?	Provide names
1.4.2	Does the company have a system in place to implement those E&S policies?	Describe the ESMS and responsibilities

2. Environmental considerations		
2.1.	Does the company have adequate organisational competency?	~~*Intentionally left blank to be filled by Environmental staff (or consultants)*~~
2.2.~~2~~	Does the company comply with regulatory framework? (permits, etc)	
2.3	Does the company have a system to follow waste management hierarchy?	
2.4	Does the company have a system for managing resources efficiently?	

Biçimlendirilmiş: Yazı tipi rengi: Metin 1

Biçimlendirilmiş: Yazı tipi rengi: Metin 1

Biçimlendirilmiş: Yazı tipi rengi: Metin 1

Biçimlendirilmiş: Yazı tipi rengi: Metin 1

3. SOCIAL		
3.1. Workplace management		
3.1.1	Does the facility have a written corporate responsibility policy or statement of commitment that defines its approach to labour, health, and safety standards?	
3.1.2	Does the facility have policies that prohibit forced labour and child labour?	
3.1.3	Does the facility have written personnel policies that cover (select all that apply): ✓ Benefits and deductions ✓ Discipline and termination ✓ Grievance procedures ✓ Harassment and abuse ✓ Overtime hours ✓ Overtime wage rates ✓ Regular hours ✓ Vacation and leave ✓ Wages	
3.1.4	Does the facility have a management system in place, or is it developing one, to assess labor, health, and safety risks	
3.1.5	Is the facility performance management system in compliance with applicable social laws and regulations?	
3.1.6	Does the facility have a system in place for employee appraisal that covers regular workers and probationary employees/trainees?	
3.1.7	Are formal and written policies and procedures	

3.1.8	Are labour, health, and safety policies, practices, and expectations communicated to all employees and suppliers in local or appropriate languages?	
3.2. Health and Safety		
3.2.1	Does the facility have up-to-date ~~OHSAS 18001, ANSI Z10, CSA Z1000, BSI 8800, or OSHA VPP certification?~~ ISO 45001?	
3.2.2	Does the facility have procedures in place to ensure appropriate machinery is well-maintained and equipped with necessary safety devices?	
3.2.3	Does the facility have written procedures for the safe storage, use, and disposal of each hazardous material used in production (if applicable), in language(s) workers understand?	
3.2.4	Does the facility have procedures in place to ensure appropriate Personal Protection Equipment (PPE) is provided to employees?	
3.2.5	How often does the facility conduct emergency drills?	
3.3 Forced Labour and Child Labour		
3.3.1	Does the facility comply with the national legislation and international good practice on not-using forced labour?	

3.3.2	Are workers free to resign from their employment at any time without penalty, giving reasonable notice?	
3.3.3	Does the facility employ child labour (workers younger than 15)?	
3.3.4	Does the facility employ young people (15-18 years)?	
3.3.5	Is there any policy and practice on not involving under 18 people to hazardous and heavy works?	
3.3.6	Does the factory have effective procedures for verifying workers' ages?	
3.4. Discrimination		
3.4.1	Does the facility have written personnel policies in place for its hiring, salary, benefits, termination, and/or retirement practices to prevent discrimination on the basis of (select all that apply):	✓ Age ✓ Disability ✓ Gender ✓ Gender identity and/or expression ✓ Marital status ✓ Medical history ✓ Nationality Political opinion ✓ Pregnancy status ✓ Race ✓ Religion ✓ Sexual orientation ✓ Social or ethnic origin ✓ Union affiliation
3.4.2	Does the facility have procedures in place to ensure employees receive equal pay for equal work, regardless of those factors listed in the question 3.4.1?	
3.4.3	Are employees permitted to perform religious obligations without restriction?	
3.5. Freedom of Association & Collective Bargaining		

3.5.1	Are workers free to join or form trade unions or workers' organizations of their own choosing and collectively bargain, if permitted by law?	
3.5.2	Does the facility recognize trade unions or other independent workers' organizations representing employees in the workplace (if applicable)?	
3.6. GBVH		
3.6.1	Does the facility have a formal, written policy that clearly states a commitment to prevent harassment and abuse in the workplace?	
3.6.2	Does the facility have procedures in place to ensure the workplace is free of physical abuse, punishment, and disciplinary measures that cause physical discomfort?	
3.6.3	Does the facility have procedures in place to ensure the workplace is free of sexual harassment and/or verbal abuse?	
3.6.4	Does the facility have procedures in place to document, address and report gender-sensitive, harassment and abuse related complaints?	
3.7. Compensation		
3.7.1	Does the facility have procedures in place to ensure all workers are paid at least the legal minimum wage for standard working hours?	
3.7.2	Does the facility have procedures in place to ensure all workers are paid the legal overtime rate?	

3.7.3	Does the facility have procedures in place to ensure all workers are provided the holidays and leave to which they are legally entitled?	
3.7.4	Does the facility have procedures in place to ensure no unauthorized or illegal deductions are taken from employee wages?	
3.7.5	Are all workers provided with a written explanation, in local or appropriate languages, of pay and any deductions taken?	
3.8. Hours of Work		
3.8.1	Does the facility have a system in place to track number of working hours?	
3.8.2	Does the facility have procedures in place to ensure all workers are given at least one day off in seven?	
3.9. Grievance Mechanism		
3.9.1	Does the facility have a worker grievance mechanism?	
3.9.2	Does the facility make the grievance mechanism accessible to all its employees?	
4. ACCOUNTABILITY		
4.1. Certification and Accreditation?		
4.1.1	Has the facility (or parent company) certified or accredited for social management? (such as SA8000, ISO 26000)	
4.2. Stakeholder Management		

4.2.1	Does the facility (or parent company) have a stakeholder management policy and practice?	
4.3. Disclosure		
4.3.1	Does the facility periodically disclose its environmental and social performance?	
4.4. Data Privacy		
4.4.1	Does the facility have an established data management process and ensure protection of personal data?	
4.4. External Grievance Mechanism		
4.4.2	Does the facility or parent company have a grievance management system in place to address stakeholders' complaints and requests?	