(**INSTRUCTIONS TO THE CONTRACTING ENTITY**: See the section “Reviews and monitoring” in the procurement contract terms and conditions related to the Code of Conduct, in which it is proposed that a self-assessment form be included as an annex to the contract. The form can also be delivered separately to the supplier during the contract period. You can use the form below or another self-assessment form used in your organisation. Delete the unnecessary sections from the form; see at least section 10 and the section after that. **Please delete these instructions**.)

# SELF-ASSESSMENT FORM

# 1 Information about the contract (to be filled in by the contracting entity)

|  |
| --- |
| Contract name:Enter here |
| Products/services subject to this self-assessment:Enter here |

# 2 Supplier information

|  |
| --- |
| Supplier’s name:Enter here |
| Business ID / VAT number:Enter here |
| Address:Enter here |
| Contact person for questions about this self-assessment (name and contact details):Enter here |
| Does the supplier have a supply chain responsibility certificate that covers the products/services subject to the self-assessment?[ ]  ISO 14001[ ]  ISO 20400[ ]  OHSAS 18001[ ]  SA8000[ ]  Other, please specify: Enter here |
| Is the supplier a member of an industry organisation that aims to develop social responsibility in the industry?Enter here |

# 3 Responsibility policy

|  |
| --- |
| Does the supplier have a responsibility policy that includes a commitment to comply with the minimum responsibility requirements (Code of Conduct) appended to the procurement contract or other minimum responsibility requirements with equivalent content? Has the responsibility policy been approved by the management? Has the responsibility policy been published? |
| [ ] Yes | Please provide grounds for your answer under “Clarification” below. |
| [ ] Yes, partially | You can choose “Partially” if, for example, the supplier meets some, but not all, requirements. Please provide grounds for your answer under “Clarification” below. |
| [ ] No | Choose “No” if the supplier does not meet the requirement at all.  |
| Clarification | Enter here |

|  |
| --- |
| Has the supplier’s responsibility policy been approved by the management? Under “Clarification”, please indicate when the responsibility policy was approved. |
| [ ] Yes | Please provide grounds for your answer under “Clarification” below. |
| [ ] Yes, partially | You can choose “Partially” if, for example, the supplier meets some, but not all, requirements. Please provide grounds for your answer under “Clarification” below. |
| [ ] No | Choose “No” if the supplier does not meet the requirement at all.  |
| Clarification | Enter here |

|  |
| --- |
| Has the supplier’s responsibility policy been published? |
| [ ] Yes | Please provide grounds for your answer under “Clarification” below. |
| [ ] Yes, partially | You can choose “Partially” if, for example, the supplier meets some, but not all, requirements. Please provide grounds for your answer under “Clarification” below. |
| [ ] No | Choose “No” if the supplier does not meet the requirement at all.  |
| Clarification | Enter here |

# 4 Communicating the responsibility policy to the supplier’s supply chain

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| --- |
| Has the responsibility policy and the requirements under it communicated to the supplier’s supply chain?  |
| [ ] Yes | Please provide grounds for your answer under “Clarification” below. |
| [ ] Yes, partially | You can choose “Partially” if, for example, the supplier meets some, but not all, requirements. Please provide grounds for your answer under “Clarification” below. |
| [ ] No | Choose “No” if the supplier does not meet the requirement at all.  |
| Clarification | Enter here |

# 5 Management-level person responsible for responsibility-related issues

|  |
| --- |
| Has the supplier appointed a management-level person who is responsible for supervising the compliance with the minimum responsibility requirements? Under “Clarification”, please indicate this person’s job title. |
| [ ] Yes | Please provide grounds for your answer under “Clarification” below. |
| [ ] Yes, partially | You can choose “Partially” if, for example, the supplier meets some, but not all, requirements. Please provide grounds for your answer under “Clarification” below. |
| [ ] No | Choose “No” if the supplier does not meet the requirement at all.  |
| Clarification | Enter here |

# 6 Risk assessment procedure

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| --- |
| Does the supplier have a procedure for regular risk assessments? The risk assessment shall encompass the identification and prioritisation of existing and potential risks related to deviating from the minimum responsibility requirements referred to in the procurement contract as well as the identification of the supply chain elements entailing a higher risk of deviation. Describe the supplier’s procedure under “Clarification” or in a separate appendix. |
| [ ] Yes | Please provide grounds for your answer under “Clarification” below. |
| [ ] Yes, partially | You can choose “Partially” if, for example, the supplier meets some, but not all, requirements. Please provide grounds for your answer under “Clarification” below. |
| [ ] No | Choose “No” if the supplier does not meet the requirement at all.  |
| Clarification | Enter here |

# 7 Continuous monitoring of the responsibility of operations

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| --- |
| Does the supplier have a procedure that the supplier follows to continuously monitor the compatibility of its operations (the supply chain) with the minimum responsibility requirements? Describe the supplier’s procedure under “Clarification” or in a separate appendix. |
| [ ] Yes | Please provide grounds for your answer under “Clarification” below. |
| [ ] Yes, partially | You can choose “Partially” if, for example, the supplier meets some, but not all, requirements. Please provide grounds for your answer under “Clarification” below. |
| [ ] No | Choose “No” if the supplier does not meet the requirement at all.  |
| Clarification | Enter here |

# 8 Deviation rectification procedure

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| --- |
| Does the supplier have a procedure to prevent deficiencies in and deviations from the minimum responsibility requirements and reduce and eliminate their adverse effects without delay, by rectifying the deficiency or deviation in question, for example? Describe the supplier’s procedure under “Clarification” or in a separate appendix.  |
| [ ] Yes | Please provide grounds for your answer under “Clarification” below. |
| [ ] Yes, partially | You can choose “Partially” if, for example, the supplier meets some, but not all, requirements. Please provide grounds for your answer under “Clarification” below. |
| [ ] No | Choose “No” if the supplier does not meet the requirement at all.  |
| Clarification | Enter here |

# 9 Information about manufacturing facilities

|  |
| --- |
| Is the supplier capable of providing the client with the location and the manufacturing facility where the products and services referred to in the procurement contract and this self-assessment form are manufactured/supplied? |
| [ ] Yes | Please provide the necessary information under “Clarification” below. The exact address of the facility does not need to be provided at this point.  |
| [ ] Yes, partially | You can choose “Partially” if, for example, the supplier meets some, but not all, requirements. Please provide grounds for your answer under “Clarification” below. |
| [ ] No | Choose “No” if the supplier does not meet the requirement at all.  |
| Clarification | Enter here |

# 10 Living wage (delete if not required)

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| --- |
| Pursuant to the procurement contract, the supplier shall cooperate with the client to contribute to that companies in the Supplier’s supply chain pay their workers a living wage. Is the supplier capable of proving that the workers in the above-mentioned manufacturing facilities are paid a living wage? |
| [ ] Yes | Please provide grounds for your answer under “Clarification” below. |
| [ ] Yes, partially | You can choose “Partially” if, for example, the supplier meets some, but not all, requirements. Please provide grounds for your answer under “Clarification” below. |
| [ ] No | Choose “No” if the supplier does not meet the requirement at all. Under “Clarification”, describe the actions that the supplier intends to use to ensure that the workers are paid a living wage.  |
| Clarification | Enter here |

(If you wish, you can add your own questions here by using the form template below:)

# x Heading

|  |
| --- |
| Question |
| [ ] Yes | Please provide grounds for your answer under “Clarification” below. |
| [ ] Yes, partially | You can choose “Partially” if, for example, the supplier meets some, but not all, requirements. Please provide grounds for your answer under “Clarification” below. |
| [ ] No | Choose “No” if the supplier does not meet the requirement at all.  |
| Clarification | Enter here |