

## Initial assessment of suppliers

These questions are meant to increase the furniture producer's knowledge and understanding of the supplier's work procedures.

<b>These questions concern the following products*:</b>	
*(Standardised elements such as screws, washers, staples, floor protectors etc. are not included)	
Supplier name	
Facility address	
What kind of production takes place at the facility?	
Are sub-contractors used (regularly or occasionally) for manufacturing the products? If yes, in which countries are sub-contractors located?	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
Are any parts of the products bought from sub-suppliers? If yes, what parts are bought from sub-suppliers and in what countries are those sub-suppliers located?	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
Is there a peak season for production? If yes, when?	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
Are there workers at the facility who are employed by another company? If yes, by what company/companies?	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
Are migrant workers involved in the production?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have an implemented management system that includes social and environmental impact/responsibility within your company? Examples are policies, systems & procedures for managing Human resources, Health & Safety, Environment, etc.	<input type="checkbox"/> Yes <input type="checkbox"/> No <div style="border: 1px solid black; padding: 5px; width: fit-content;">           We are certified:  <input type="checkbox"/> SA 8000  <input type="checkbox"/> OHSAS 18001  <input type="checkbox"/> ISO 14001  <input type="checkbox"/> EMAS  <input type="checkbox"/> Other:         </div>
Is there a union at the factory, with worker representatives freely chosen by the employees?  (In countries where freedom of association is restricted: Are there forums where employee representatives and management can discuss and negotiate?)	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
Is there a collective bargaining agreement in place?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Have you been audited regarding social, environmental and/or ethical issues? If yes, may we see the audit report?	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
Do you have a Code of Conduct (or equivalent requirements) for your suppliers which is included in business contracts?	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
Have you followed up on suppliers' compliance with your Code of Conduct (or equivalent)?	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:

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Date

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Company

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Signature

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Title