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SUPPLIER ASSESSMENT CHECKLIST - EHSQ

This checklist details the aspects evaluated as a part of the supplier assessment to the code of conduct complying with high standards of environmental conditions, quality of goods and services, health and safety prompting good working conditions for all supplier employees promoting overall sustainability.

Supplier Name:

Supplier Address:

Whether supplier assessment is done on-site/ off-site:

Date of site visit:

Suppliers' contact person and designation:

Product category:

Nature of the business:

Number of employees:

Number of sub-contractors:

Sr. No	Question	(Score – Yes or No)	Evidence required	Remarks
Labour rights				
1.	Does the company have a human rights policy which covers the following – a. Adherence to human rights b. Forced labour and child labour prohibition c. Prohibition of harassment or abusive behavior d. Promotion of equal employment opportunities e. Promotion of freedom of association and right to collective bargaining		<ul style="list-style-type: none"> Human rights policy Anti-discrimination / Prevention of harassment and abuse policy 	
2.	Does the company employ any child labour?		<ul style="list-style-type: none"> Obtain confirmation that no child is employed Observe the facility to check if any children are employed as workers 	
3.	Are there any restrictions on workers' freedom to terminate employment?		Employment contract copy	
4.	Does the company employ any recruitment agencies/brokers and appropriate due diligence is performed?		Sample due diligence checklist for employing recruitment agencies	
5.	Does the company have policies for managing the rights and obligations of migrant workers and		<ul style="list-style-type: none"> Employment contract 	

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	ensuring that no migrant workers are deprived of rights or face any discrimination?		• Anti-discrimination policy	
6.	Does the company ensure there is no discrimination in hiring, compensation, access to training, promotion, termination, or retirement based on race, caste, national origin, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation? Does the company have a non-discrimination policy/procedure?		• Anti-discrimination policy/ procedure • Confirmation from the SPOCs that there is no discrimination on the mentioned grounds (eg. Pay grade)	
Labour working conditions and health & safety				
7.	Does the company provide a safe and hygienic working environment to evade any safety hazards?		• Pictures of the facility and office • Health and Safety Policy	
8.	Has the company taken adequate steps to prevent accidents and injury to health by minimizing the causes of hazards inherent in the working environment?		• Awareness flyer photos in the facility • Employee insurance • Pictures of employees with relevant safety gear/ facility markings, etc.	
9.	Does the company facility have a safe and hygienic environment? Does the company have a policy for health safety? Any certifications available?		• Health and Safety Policy • ISO certification copies (9001, 14001, 22000, 45001, etc.)	
10.	Has the company achieved certification against occupational health and safety management system? (Example - ISO, OSHAS)		Same as above	
11.	Do the company's workers receive regular Health & Safety training?		H&S training documents (sample attendance sheets/ training material)	
12.	Does the company provide access to clean toilet facilities, potable water, and sanitary facilities for food storage?		Pictures of facility for access and food storage	
13.	Is the accommodation, where provided to company's workers, clean, safe, and meets the basic needs of the workers?		• Pictures of the company's accommodation facility • Policy/Agreement for accommodation maintenance	
14.	Does the company have an accident near miss reporting system?		Accident tracker Incident report	
15.	Does the company offer any child-care/ creche facility for its workers?		Photos of the child-care/ creche facility	
16.	Does the company have a formal employment contract with all its workers?		Employment contract	
17.	Does the company have a policy/ procedure/ system in place to prevent physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation?		Prevention of abuse/ sexual harassment policy	

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18.	Does the company provide access to a confidential grievance mechanism for all workers? Are the workers aware of the grievance module if applicable?		Company's internal grievance policy/ notices on the grievance module availability	
19.	Does the supplier take measures to prevent any form of child sex tourism or forced adult sex tourism?		Any policy in place for prevention of such practices (may not apply to vendors unrelated to tourism)	
20.	Does the company any specific measures / policies for accessibility of infrastructure to any disabled/ elderly personnel?		<ul style="list-style-type: none"> • Pictures of ramps or related infrastructure (signages) • Accessibility policy (if available) 	
Minimum wages and working hours				
21.	Does the company provide minimum wages and benefits for a standard working week which meets the local laws and regulations, or industry benchmark standards?		<ul style="list-style-type: none"> • Minimum wages/ pay benefits policy • Obtain list of overall benefits provided to employee • Minimum wage provided to the employees 	
22.	Are all workers provided with written and understandable information about their employment conditions in respect to wages?		Employment contract (including wages clause)	
23.	Does the company deduct any wages for disciplinary measures not in compliance with the labour laws?		Human rights/ labour policy with company's declaration on compliance to labour laws Some other evidence for such deduction	
24.	Does the company have working hours complying with national laws, collective agreements, and the provisions, which affords the greater protection for workers?		HR policy on compliance to working hours as per national laws	
25.	Does the company have a policy on overtime (not exceeding 12 hours per week); along with exceptions, if any? [total working hours not exceeding 60 hours per week]		HR policy on overtime (to confirm whether in compliance with local laws) – UAE – OT at a premium Zurich – OT @125%	
26.	Is the company using overtime responsibly, the company compensate overtime at a premium rate, as per applicable local laws and legislations?		Same as above Some evidence for such overtime payment	
27.	Does the company offer any flexible working hour arrangements to its employees/ workers?		HR policy on flexible working arrangements (in-out time, part-time, job-sharing, remote working arrangements)	

Environmental factors

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28.	Provide the list of sustainable materials procured along with supporting certificates		<ul style="list-style-type: none"> • List of the sustainable materials procured • Certifications from relevant authorities supporting sustainability 	
29.	Does the company periodically check the requirements of local and national laws related to environmental standards?		<ul style="list-style-type: none"> • Process/ policy in place to check regulatory updates • Any compliance tool in place to monitor environmental standards 	
30.	Is the company's senior management and staff aware of the significant environmental impact of their site and its processes? (obtain responses through interviews)		<ul style="list-style-type: none"> • Environmental impact assessment reports • Whether company prepares MIS to assess environmental impact? • Initiatives/emails sent to employees by the company 	
31.	Does the company assess impacts, including continuous recording and regular reviews of use and discharge of natural resources e.g. energy use, water use?		<ul style="list-style-type: none"> • Regular impact assessment for discharge of natural resources (reports/documents/initiatives) 	
32.	Does the company have an environmental/ energy management system or policy in place to monitor, track and assess resource efficiency? Any certifications? (Example: ISO on Environmental or Energy management/ SPIRE/ LEED certifications)		<ul style="list-style-type: none"> • Environmental policy • Energy policy • Environmental/ Energy management policy • Certifications (ISO-14001, 50001, SPIRE, LEED certifications) 	
33.	Does the company have any periodic internal audit program and management review covering the policies and procedures?		<ul style="list-style-type: none"> • Plans for internal audits (on labour health and safety and environment) • Management review (MIS process) if available <ul style="list-style-type: none"> - Add comments 	
34.	Does the company have any environmental permits? Any certifications obtained by the supplier? Any preferred environmental management certifications?		Environmental permit/ certification copies (if available)	
35.	Does the supplier use any "List of Restricted Substances" (i.e. asbestos, arsenic, cadmium, chromium compounds, CFCs, cyanides, DDT, halons and PCBs) and strives to use chemicals with low toxicity and high biodegradability?		<ul style="list-style-type: none"> • List of any such materials used • Evidence of measures taken to reduce the usage 	

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36.	Does the company have its sustainability targets laid out and monitors compliance against these targets?		<ul style="list-style-type: none"> • Sustainability policy in place with targets • Any information available on the website • Compliance monitoring against the targets 	
37.	Does the company take any initiatives to reduce its energy, water, and material consumption?		<ul style="list-style-type: none"> • List of initiatives taken by the company • Pictures/ evidence of sample measures taken 	
38.	Does the company have any processes in place for disposal of scrap and management of waste? Do they have any initiatives for reduce, re-use and recycling of any products (where applicable)?		<ul style="list-style-type: none"> • Waste management policy • Waste segregation areas/ recycling plants pictures 	
39.	Does the company take initiatives to reduce fuel/ energy consumption by identifying renewable sources?		<ul style="list-style-type: none"> • Energy emission reduction targets • Renewable sources in use currently/ planned 	
40.	Does the company take any steps to preserve the marine eco-system (where applicable)?		<ul style="list-style-type: none"> • Certifications from marine authorities on sustainable procurement of seafood and related materials • Any marine life assessment performed periodically 	
41.	Does the company take any initiatives to reduce its air emission, carbon emissions and noise pollution in the environment?		<ul style="list-style-type: none"> • List of initiatives taken by the company • Evidence of initiatives (pictures, sustainability reports, website evidence) • Sustainability trainings 	
42.	Does the company have any initiatives to preserve terrestrial eco-systems?		<ul style="list-style-type: none"> • Certifications from marine authorities on sustainable procurement • Any biodiversity assessment performed periodically 	
43.	Does the company take any steps for animal welfare and sustainable sourcing of animals not causing harm to animals through industry best practices?		<ul style="list-style-type: none"> • Animal welfare policy 	

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			<ul style="list-style-type: none"> • Certifications obtained related to animal welfare 	
44.	Does the company take any measures to reduce its environmental impact to wildlife, marine life?		<ul style="list-style-type: none"> • List of initiatives taken by the company • Evidence of initiatives (pictures, sustainability reports, website evidence) 	
Business ethics and supplier code of conduct				
45.	Does the company conduct their business ethically without bribery, corruption, or any type of fraudulent business practices? Do they have any policy or procedure covering code of business ethics?		<ul style="list-style-type: none"> • Code of conduct • To check completeness of the CoC covering the clauses 	
46.	Does the company have any regular training programs to ensure that the staff whose job roles carry a higher level of risk in the domain of ethical business practices? (example: sales, purchasing, logistics are trained on what action to take in the event of an issue arising in their area)		<ul style="list-style-type: none"> • Training and awareness programs for managerial + groups • Training material • Attendance records of trainings conducted 	
47.	Are the supplier workers aware of the grievance mechanism of FIVE to contact the Purchasing team in case of any complaints/ grievances? <u>FIVE Grievance Email ID -</u> ethics@fiveglobalholdings.com FIVE Helpline Number - <u>+91-42475270</u>		Awareness checks through SPOC interviews	
48.	Does the company sub-contract any of the work provided to it by FIVE and obtains prior consent in such cases?		<ul style="list-style-type: none"> • List of sub-contractors • Nature of services for sub-contractors and if any specific work pertains to FIVE • Prior consent obtained (corresponding communication) 	
49.	Do the company workers confirm that they have read, understood, and adhere to the supplier code of conduct laid out by FIVE? Do they confirm their understanding on the bindingness of the supplier code of conduct?		<ul style="list-style-type: none"> • Sample employee interviews – confirmation on their agreement to the CoC • (Obtain sign-off on supplier CoC copy) 	
50.	Does the company confirm that they have extended the supplier code of conduct standards through their supply chain and suppliers for compliance to ethics, social, environmental standards?		<ul style="list-style-type: none"> • Supplier Code of Conduct • Confirmation on whether these standards are 	

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			conveyed to lower-tier suppliers	
To be filled internally				
a.	Have the goods/ services been of good quality throughout the period?		Internally to be filled – if any quality complaints reported during the period	
b.	On-time delivery (lead time as per purchase order or contract vs actual delivery/ service date)		Any delay in delivery (review ADACO report to identify delayed deliveries)	
c.	Were any issues noted during the period on the hygiene conditions of delivery through evaluation of the inspection checklist?		Hygiene related issues in the vehicles (through inward inspection report)	
d.	Any complaints of non-conformities noted during the period?		List of complaints reported in the last 6 months	

Overall Score:

% score achieved (for 50 questions):

Completed By

Approved By

Name and Designation

Name and Designation

Supplier Acknowledgement

Name of the supplier in-charge and signature:

Date:

Rating scale is defined as follows for the purpose of supplier assessment:

Rating	Description
0	Processes and systems are absent and may cause serious problems
1	Processes and systems comply with the required standard

Calculation of rating score:

Criteria	No. of checkpoints (A)	Rating (B)	Total rating (A*B)
No. of Inadequate Observations (0 rating)		0	

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No. of Excellent Observations (1 rating)		1	
Total rating			
% computed [#] (of 50 questions)			

Overall results for the rating grid after supplier assessment:

Rating Score	Description
80% -100%	Good performance of supplier/ approved supplier
60% -80%	Fair performance – Provide mitigation plan to suppliers for improvement/ Qualify supplier with an improvement plan
<60%	Supplier to be off-boarded/ rejected

[#]– Please note: the total may be changed in case certain criteria do not apply to the type of the supplier