Byggvarubedömningen’s self-assessment questionnaire regarding social responsibility, advanced level

Version 2.0, last updated 2019-08-13

# Introduction

## Background

Issues related to social responsibility, including human rights, working conditions, environment and anti-corruption, are becoming increasingly central to today's companies, including the construction and real estate industry in Sweden. An important part of this work includes ensuring that products are produced without negative affect on human rights, workers' rights, the environment or with occurrence of corruption. In order to enable a structured work with these issues, Byggvarubedömningen was commissioned by its members to develop social assessment criteria for building products.

Byggvarubedömningen and our members' long-term ambition and expectations are that suppliers who have products registered in Byggvarubedömningen should work systematically with social responsibility in their own operations and in the product's supply chain. This means that suppliers are expected to have routines for identifying and managing risks related to human rights, workers' rights, environment and corruption. In the initiative to develop social assessment criteria for building products, Byggvarubedömningen has developed two self-assessment questionnaires as well as documents that support suppliers in this work. This self-assessment, which is on advanced level, can be used voluntarily by the suppliers who have come far in their work, or in cases where Byggvarubedömningen, in consultation with our members, decides that an audit should be performed.

## The set-up of the questions The questions in this self-assessment are based on the UN Guiding Principles on Business and Human Rights. Briefly explained, these principles expect that businesses have procedures and processes in place to identity, avoid, prevent, limit and account for how suppliers address the impact on human rights that occurs in connection with the product’s manufacturing. More information about the UN Guiding Principles on Business and Human Rights can be found [here](https://www.ohchr.org/documents/publications/GuidingprinciplesBusinesshr_eN.pdf).

## Prerequisites for this self-assessment The self-assessment questionnaire is available digitally in Byggvarubedömningen for Swedish speaking suppliers and available through this Word-document for non-speaking Swedish suppliers (see more information below). The Word-document also serve as a purpose to be available for additional actors that cannot access it digitally, such as property owners, contractors etc.

## Swedish speaking suppliers: this self-assessment is available digitally for suppliers with an account with administrator privileges. Please log in to your account at [www.byggvarubedomningen.se](http://www.byggvarubedomningen.se) and register your answers to the questions digitally.

## Non-Swedish speaking suppliers: fill in and answer the questions in this self-assessment document. The document is then sent to [social@byggvarubedomningen.se](mailto:social@byggvarubedomningen.se) whom will register your answers in the digital self-assessment in Byggvarubedömningen.

The self-assessment is designed depending on how the suppliers has answered previous questions (you will see in this document that some questions need only to be answered if, for example, the risk has been assessed as medium/high). Many answers initially have a colour (yellow or green) that reflects Byggvarubedömningen’s assessment levels at the level Accepted and Recommended. Even answers without a colour (or grey in the digital self-assessment) could consider to correspond to the assessment-level Accepted, depending on the comment that the supplier has left. However, before Byggvarubedömningen has assessed the questions and answers, the actual assessment level of the answers cannot be determined. Until then, the answers are highlighted as white/grey.

Suppliers have the opportunity to include several products to one self-assessment as long as the supply chain are the same. Please note that the day the self-assessment is published in Byggvarubedömningen and set as visible, all information including the attached files will be exposed to all users of Byggvarubedömningen. It is not possible to classify information related to social responsibility.

# Self-assessment questions

## General questions

### Products covered

|  |  |  |
| --- | --- | --- |
| BVB’s ID for products covered by this assessment form: |  | |
| Name and address of facility where final production takes place (specify at least one country). | ☐ Final production takes place at own facility. Please specify geographic location. | ☐ Final production performed by subcontractor. Please specify geographic location. |

### Own operations

|  |  |
| --- | --- |
| Are the own operations certified according to any of the following certifications? | ☐ ISO 14001  ☐ ISO 9001  ☐ ISO 20400  ☐ OHSAS 18001  ☐ SA8000  ☐ Other, please describe: |
| In what countries do you operate? | Comments: |

### The product’s supply chain

|  |  |  |
| --- | --- | --- |
| In what countries are the product’s sub-contractors based? | ☐ The product’s entire supply chain has been mapped. Please specify the countries: | ☐ Parts of the supply chain have been mapped. Please specify the countries: |

## 7. Documentation

|  |  |  |
| --- | --- | --- |
| 7.1 Have you adopted Byggvarubedömningen’s Code of Conduct or one or more policy/policies with corresponding content at management level? | Yes. | No. |
| 7.2 Have you communicated the Code of Conduct/policy to all employees in your own operations? | Yes, please specify how: | No. |
| 7.3 Do you give support to the employees to understand and implement the Code of Conduct/policy? | Yes, please specify how: | No. |
| 7.4 Have you communicated the Code of Conduct/policy to your business partners with whom an agreement has been established and to other actors in the product’s supply chain where there is a risk of negative impact on human rights, worker’s rights, the environment and/or corruption? | Yes, please specify how: | No. |

## 8. Complaint mechanism

|  |  |  |
| --- | --- | --- |
| 8.1 Does your employees have the opportunity to confidently and safely report suspicions and misunderstandings about human rights, working conditions, environment and corruption? | Yes, please specify how: | No. |
| 8.2 Do you encourage relevant actors in your product’s supply chain to enable their employees to report suspected breaches/incidents related to human rights, working conditions, environment and corruption in a safe and confidentially manner? | Yes, please specify how: | No. |
| 8.3 Do you monitor all complaints received in relation to human rights, working conditions, environment and corruption? | Yes, please specify how: | No. |
| 8.4 Do you ensure that all employees know how to report complaints regarding, and/or suspected breaches of human rights, working conditions, environment and corruption? | Yes, please specify how: | No. |
| 8.5 Do you ensure that all employees know how reports/complaints are managed, and that they receive feedback about the results? | Yes, please specify how: | No. |

## 9. Stakeholder dialog

|  |  |  |
| --- | --- | --- |
| 9.1 Do you have a continuous dialogue with relevant stakeholders, such as owners, customers and suppliers, which are or may be adversely affected by your operations and by the product’s supply chain (e.g. employees and residents/local communities)? | Yes, please specify how: | No. |

## 10.1 Child Labour

**Own operations**

|  |  |  |  |
| --- | --- | --- | --- |
| 10.1.1 Do you ensure the age of all employees in connection with recruitment, e.g. through interviews or one-on-one meetings? | Yes. | No. | Not relevant, please motive: |
| 10.1.2 Do you ensure that persons between 13 and 15 years old have their guardian’s approval for employment? | Yes. | No. | Not relevant, please motive: |
| 10.1.3 Do you ensure that workers under the age of 18 get the leave they are entitled to? | Yes. | No. | Not relevant, please motive: |
| 10.1.4 Do you ensure that workers under the age of 18 do not perform tasks that could harm their health, safety, wellbeing or mental development? | Yes. | No. | Not relevant, please motive: |
| 10.1.5 Do you ensure that workers under the age of 18 get the rest breaks they are entitled to? | Yes. | No. | Not relevant, please motive: |
| 10.1.6 How high do you assess the risk that child labour exists or will occur in your own operations, and/or that workers under 18 are mistreated in your own operations? | Low, please motivate: | Medium. | High. |
| Not relevant, please motive: | | We have not yet assessed the risk. |
| 10.1.7 Have you had incidents of child labour and/or mistreatment of workers under the age of 18 in your operations from 2016 and onwards? | No, not what we are aware about. | Yes, please specify and describe the actions taken to prevent any further occurrences: | Yes, but no action is yet taken. |

*The following questions are only answered if the risk is assessed as medium/high and/or if cases of child labour have been identified within the own operations:*

|  |  |  |
| --- | --- | --- |
| 10.1.8 Do you have an action plan for how the risk of child labour should be managed? | Yes. | No. |
| 10.1.9 Do you conduct regular follow-ups of the procedures to prevent child labour in your organization? | Yes. | No. |
| 10.1.10 Where incidents of child labour and/or mistreatment of workers under 18 are identified in your operations, do you have routines for dialog/consultation with the affected individuals and their guardians regarding indemnification/ compensation? | Yes. | No. |

**In the product’s supply chain**

|  |  |  |  |
| --- | --- | --- | --- |
| 10.1.11 How high do you assess the risk of child labour existing or will exist, and/or of people under 18 being mistreated, in the product’s supply chain? | Low, please motivate: | Medium. | High. |
| Not relevant since all production takes place in our own operations. Responses about the own operation has already been submitted above. | | We have not yet assessed the risk. |

*The following questions are only answered if the risk is assessed as medium/high in the product’s supply chain:*

|  |  |  |
| --- | --- | --- |
| 10.1.12 Do you have an action plan for how the risk of child labour in the product’s supply chain should be managed? | Yes, please specify: | No. |
| 10.1.13 What actions do you take to avoid and prevent child labour being used by other actors in your product’s supply chain? | Site visit/audit  Action plans  Training and other capacity-building efforts  Dialog  Assessment forms  Other, please specify:  **≥ 1/6 actions**  **≥ 3/6 actions** | We have not started this work yet. |
| 10.1.14 Do you have a system for documenting incidents related to child labour in your product’s supply chain? | Yes, please specify: | No. |
| 10.1.15 Do you have a plan for how you, in case of child labour, should work to contribute to remedy/compensate to the affected children based on the best interests of the child? | Yes, please specify: | No. |

## 10.2 Slavery and forced labour

**Own operations**

|  |  |  |  |
| --- | --- | --- | --- |
| 10.2.1 Do you have procedures to ensure that you comply with national legislation and the applicable collective agreements regarding the right of your employees to paid leave? | Yes. | No. | Not relevant, please motivate: |
| 10.2.2 Do you ensure that you never confiscate the passports and/or identification documents of your employees, including contracted personnel? | Yes. | No. | Not relevant, please motivate: |
| 10.2.3 Do you ensure that you never charge your employees, including contracted personnel, a fee or deposit in return for employment? | Yes. | No. | Not relevant, please motivate: |
| 10.2.4 How high do you assess the risk that slavery and/or forced labour exists, or will occur, in your own operations? | Low, please motivate: | Medium. | High. |
| Not relevant, please explain: | | We have not assessed the risk yet. |
| 10.2.5 Have you had incidents of slavery and forced labour in your operations from 2016 and onwards? | No, not what we are aware about. | Yes, please specify and describe the actions taken to prevent any further occurrences: | Yes, but no action is yet taken. |

*The following questions are only answered if the risk is assessed as medium/high and/or if cases of slavery and forced labour have been identified within the own operation:*

|  |  |  |
| --- | --- | --- |
| 10.2.6 Do you have an action plan for how the risk of slavery and forced labour should be managed? | Yes. | No. |
| 10.2.7 Do you conduct regular follow-ups of the procedures to prevent slavery and forced labour in your organization? | Yes. | No. |
| 10.2.8 Where incidents of slavery and forced labour have been identified in your operations, do you have routines for dialog/consultation with the affected individuals regarding indemnification/compensation? | Yes. | No. |

**In the product’s supply chain**

|  |  |  |  |
| --- | --- | --- | --- |
| 10.2.9 How high do you assess the risk of slavery and forced labour existing or occurring in the product’s supply chain? | Low, please motivate: | Medium. | High. |
| Not relevant since all production takes place in our own operations. Responses about the own operation has already been submitted above. | | We have not yet assessed the risk. |

*The following questions are only answered if the risk is assessed as medium/high in the product’s supply chain:*

|  |  |  |
| --- | --- | --- |
| 10.2.10 Do you have an action plan for how the risk of slavery and forced labour should be managed? | Yes, please specify: | No. |
| 10.2.11 What actions do you take to avoid and prevent slavery and forced labour being used by other actors in the product’s supply chain? | Site visit/audit  Action plans  Training and other capacity-building efforts  Dialog  Assessment forms  Other, please specify:  **≥ 1/6 actions**  **≥ 3/6 actions** | We have not started this work yet. |
| 10.2.12 Do you have a system for documenting incidents related to slavery and forced labour in the product’s supply chain? | Yes, please specify: | No. |
| 10.2.13 Do you have a plan for how you, in case of slavery and forced labour, should work to contribute to remedy/compensate to the affected individuals? | Yes, please specify: | No. |

## 10.3 Discrimination

**Own operation**

|  |  |  |  |
| --- | --- | --- | --- |
| 10.3.1 Do you ensure that employees' continuous exercise of profession is fully evaluated according to objective criteria and in a non-discriminatory manner? | Yes. | No. | Not relevant, please motivate: |
| 10.3.2 Do you have procedures to ensure that reassignments, promotions, training, dismissals and other employment-related decisions are based solely on objective criteria (skills, experience and qualifications)? | Yes. | No. | Not relevant, please motivate: |
| 10.3.3 Do you have procedures to ensure that remuneration and other benefits (bonuses, allowances, leave etc.) are based solely on objective factors, and implemented in a non-discriminatory manner within your organization? | Yes. | No. | Not relevant, please motivate: |
| 10.3.4 Do you ensure that recruitment of employees is based on the skills, experience, qualifications required for the position? | Yes. | No. | Not relevant, please motivate: |
| 10.3.5 Have there been any incidents of discrimination in your operations from 2016 and onwards? | No, not what we are aware about. | Yes, please specify and describe the actions taken to prevent any further occurrences: | Yes, but no action is yet taken. |
| 10.3.6 Do you have an action plan for prevention of discrimination in your organization? | Yes. | No. | Not relevant, please motivate: |
| 10.3.7 Do you conduct regular follow-ups of the procedures to prevent discrimination in your organization? | Yes. | No. | Not relevant, please motivate: |

**In the product’s supply chain**

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| --- | --- | --- | --- |
| 10.3.8 The risk of discrimination is always believed to be relevant. Please indicate how high the risk is, according to your assessment, that employees in the product’s supply chain are subject to discrimination. | Low, please motivate: | Medium. | High. |
| Not relevant since all production takes place in our own operations. Responses about the own operation has already been submitted above. | | We have not assessed the risk yet. |

*The following questions are only answered if the risk is assessed as medium/high in the product’s supply chain:*

|  |  |  |
| --- | --- | --- |
| 10.3.9 Do you have an action plan for how the risk of discrimination should be managed? | Yes, please specify: | No. |
| 10.3.10 What actions do you take to avoid and prevent discrimination in the product’s supply chain? | Site visit/audit  Action plans  Training and other capacity-building efforts  Dialog  Assessment forms  Other, please specify:  **≥ 1/6 actions**  **≥ 3/6 actions** | We have not started this work yet. |
| 10.3.11 Do you have a system for documenting incidents related to discrimination in the product’s supply chain? | Yes, please specify: | No. |
| 10.3.12 Do you have a plan for how you, in case of discrimination, should work to contribute to remedy/ compensate to the affected individuals? | Yes, please specify: | No. |

## 10.4 Freedom of association

**Own operation**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 10.4.1 Are your employees free to join unions, take union trusts and negotiate collectively? | Yes. | | No. | | |
| 10.4.2 If you have operations in countries where freedom of association is limited, do you ensure that employees are allowed to have joint forums for dialogue on wages and working conditions, and that there is the opportunity to express opinions to management? | Yes. | No. | | We do not have operations in countries where freedom of association is limited. |
| 10.4.3 Have there been instances where certain individuals in your operations have been threatened, discriminated or otherwise mistreated in relation to their union activities from 2016 and onwards? | No, not what we are aware about. | Yes, please specify and describe the actions taken to prevent any further occurrences: | | Yes, but no action is yet taken. |

**In the product’s supply chain**

|  |  |  |  |
| --- | --- | --- | --- |
| 10.4.4 How high do you assess the risk of employees in the product’s supply chain being unable to participate in collective bargaining, forced to refrain from union activities against their will and/or mistreated because of their union activities? | Low, please motivate: | Medium. | High. |
| Not relevant since all production takes place in our own operations. Responses about the own operation has already been submitted above. | | We have not assessed the risk yet. |

*The following questions are only answered if the risk is assessed as medium/high in the product’s supply chain:*

|  |  |  |
| --- | --- | --- |
| 10.4.5 Do you have an action plan for how the risk of restrictions on the freedom of association should be managed? | Yes, please specify: | No. |
| 10.4.6 What actions do you take to avoid and prevent restrictions on the freedom of association in the product’s supply chain? | Site visit/audit  Action plans  Training and other capacity-building efforts  Dialog  Assessment forms  Other, please specify:  **≥ 1/6 actions**  **≥ 3/6 actions** | We have not started this work yet. |
| 10.4.7 Do you have a system for documenting restrictions on the freedom of association in the product’s supply chain? | Yes, please specify: | No. |
| 10.4.8 Do you have a plan for how you, in case of restrictions on the freedom of association, should work to contribute to remedy/compensate to the affected individuals? | Yes, please specify: | No. |

## 11.1 Agreements

**Own operations**

|  |  |  |  |
| --- | --- | --- | --- |
| 11.1.1 Do you ensure that all of your employees receive written and legally binding employment contracts in a language they understand? | Yes. | No. | Not relevant, please motivate: |
| 11.1.2 Do you ensure that all employment contracts clearly describe the agreed type of employment, salary, overtime pay, working hours, vacations and any other employment-related issues? | Yes. | No. | Not relevant, please motivate: |
| 11.1.3 Have there been any incidents where employees have worked without employment contracts in accordance with the above definition from 2016 and onwards? | No, not what we are aware about. | Yes, please specify and describe the actions taken to prevent any further occurrences: | Yes, but no action is yet taken. |

**In the product’s supply chain**

|  |  |  |  |
| --- | --- | --- | --- |
| 11.1.4 How high is the risk of employees in the product’s supply chain working without a written contract of employment, or employment contract that do not meet reasonable demands on their form? | Low, please motivate: | Medium. | High. |
| Not relevant since all production takes place in our own operations. Responses about the own operation has already been submitted above. | | We have not assessed the risk yet. |

*The following questions are only answered if the risk is assessed as medium/high in the product’s supply chain:*

|  |  |  |
| --- | --- | --- |
| 11.1.5 Do you have an action plan for how the risk of not having a written employment contract should be managed? | Yes, please specify: | No. |
| 11.1.6 What actions do you take to promote written and legally binding contracts for all employees in the product’s supply chain? | Site visit/audit  Action plans  Training and other capacity-building efforts  Dialog  Assessment forms  Other, please specify:  **≥ 1/6 actions**  **≥ 3/6 actions** | We have not started this work yet. |
| 11.1.7 Do you have a system for documenting incidents where written employment contracts are missing in the product’s supply chain? | Yes, please specify: | No. |

## 11.2 Wages

**Own operations**

|  |  |  |  |
| --- | --- | --- | --- |
| 11.2.1 Do you ensure that your employees receive a reasonable wage that at least corresponds to statutory minimum level or relevant collective agreements? | Yes. | No. | Not relevant, please motivate: |
| 11.2.2 Do you ensure that the wages are paid directly to the employee on the scheduled pay day and in full? | Yes. | No. | Not relevant, please motivate: |
| 11.2.3 Have there been incidents where employees have not received their wages in the manner described above from 2016 and onwards? | No, not what we are aware about. | Yes, please specify and describe the actions taken to prevent any further occurrences: | Yes, but no action is yet taken. |

**In the product’s supply chain**

|  |  |  |  |
| --- | --- | --- | --- |
| 11.2.4 How high is the risk of employees in the product’s supply chain not being paid a fair wage that at least corresponds to statutory minimum level or relevant collective agreements and/or not receive their wage on the scheduled pay day and in full? | Low, please motivate: | Medium. | High. |
| Not relevant since all production takes place in our own operations. Responses about the own operation has already been submitted above. | | We have not assessed the risk yet. |

*The following questions are only answered if the risk is assessed as medium/high in the product’s supply chain:*

|  |  |  |
| --- | --- | --- |
| 11.2.5 Do you have an action plan for how the risk of employees in the product’s supply chain not being paid a fair wage should be managed? | Yes, please specify: | No. |
| 11.2.6 What actions do you take to prevent employees in the product’s supply chain not being paid a fair wage that at least corresponds to statutory minimum level or relevant collective agreements and/or not receive their wage on the scheduled pay day and in full? | Site visit/audit  Action plans  Training and other capacity-building efforts  Dialog  Assessment forms  Other, please specify:  **≥ 1/6 actions**  **≥ 3/6 actions** | We have not started this work yet. |
| 11.2.6 Do you have a system for documenting incidents where fair wages have not been paid in full on the scheduled pay day in the product’s supply chain? | Yes, please specify: | No. |
| 11.2.7 In cases where employees in the product’s supply chain are not being paid a fair wage that at least corresponds to statutory minimum level or relevant collective agreements and/or not receive their wage on the scheduled pay day and in full, do you work to ensure that these individuals are appropriate compensated/ remedy? | Yes, please specify: | No. |

## 11.3 Weekly working hours

**Own operations**

|  |  |  |  |
| --- | --- | --- | --- |
| 11.3.1 Do you ensure that the regular weekly working hours of your employees are limited in accordance with applicable national law and/or relevant collective agreements/ international standard? | Yes. | No. | Not relevant, please motivate: |
| 11.3.2 Do you ensure that the total working hours (including overtime) of your employees are limited in accordance with applicable national law and/or relevant collective agreements/international standard? | Yes. | No. | Not relevant, please motivate: |
| 11.3.3 Do you ensure that your employees receive their entitled period of continuous rest in accordance with applicable national law and/or relevant collective agreements/international standard? | Yes. | No. | Not relevant, please motivate: |
| 11.3.4 Do you have a system for monitoring the number of hours worked by your employees? | Yes. | No. | Not relevant, please motivate: |
| 11.3.5 In cases where individual employees have worked too many hours over a certain period, do you ensure that these individuals are compensated with, for example, compensatory leave? | Yes. | No. | Not relevant, please motivate: |

**In the product’s supply chain**

|  |  |  |  |
| --- | --- | --- | --- |
| 11.3.6 How high is the risk of working hours not complying with applicable national and international regulations in the product’s supply chain? | Low, please motivate: | Medium. | High. |
| Not relevant since all production takes place in our own operations. Responses about the own operation has already been submitted above. | | We have not assessed the risk yet. |

*The following questions are only answered if the risk is assessed as medium/high in the product’s supply chain:*

|  |  |  |
| --- | --- | --- |
| 11.3.7 Do you have an action plan for how the risk of working hours exceeding the national limit and/or if unintentional or not legally compensated overtime occurs in the product’s supply chain should be managed? | Yes, please specify: | No. |
| 11.3.8 What actions do you take to avoid and prevent unpermitted amounts of working hours among other actors in the product’s supply chain? | Site visit/audit  Action plans  Training and other capacity-building efforts  Dialog  Assessment forms  Other, please specify:  **≥ 1/6 actions**  **≥ 3/6 actions** | We have not started this work yet. |
| 11.3.9 Do you have a system for documenting non-compliance in regards to the number of working hours in the product’s supply chain? | Yes, please specify: | No. |
| 11.3.10 Do you have a system for documenting non-compliance in regards to the number of working hours in the product’s supply chain?  In cases where individual employees in the product’s supply chain have worked too many hours over a certain period of time in relation to the permitted maximum, do you take action to ensure that these individuals are compensated with, for example, compensatory leave? | Yes, please specify: | No. |

## 11.4 Work-related injuries and illnesses

**Own operations**

|  |  |  |  |
| --- | --- | --- | --- |
| 11.4.1 Do you conduct continuous risk assessments of your operations from a health and safety perspective? | Yes. | No. | Not relevant, please motivate: |
| 11.4.2 Based on the risk assessments, do you develop action plans that are implemented and followed up? | Yes. | No. | Not relevant, please motivate: |
| 11.4.3 Do you have a system for documenting incidents and near misses in relation to workplace accidents, injuries and illnesses that occur your operations? | Yes. | No. | Not relevant, please motivate: |
| 11.4.4 Does your employees receive the relevant training and necessary information about health and safety? | Yes. | No. | Not relevant, please motivate: |
| 11.4.5 Do you require your employees to use the appropriate protective equipment in order to perform their work safely? | Yes. | No. | Not relevant, please motivate: |
| 11.4.6 Have you had any serious accidents or incidents in which employees have been injured during 2016 and onwards? | No, not what we are aware about. | Yes, please specify and describe the actions taken to prevent any further occurrences: | Yes, but no action is yet taken. |

**In the product’s supply chain**

|  |  |  |  |
| --- | --- | --- | --- |
| 11.4.7 How high is the risk of injuries and illnesses due to an unsafe/ unhealthy work environment in the product’s supply chain? | Low, please motivate: | Medium. | High. |
| Not relevant since all production takes place in our own operations. Responses about the own operation has already been submitted above. | | We have not assessed the risk yet. |

*The following questions are only answered if the risk is assessed as medium/high in the product’s supply chain:*

|  |  |  |
| --- | --- | --- |
| 11.4.8 Do you have an action plan for how the risk of injuries and illnesses due to an unsafe/unhealthy work environment in the product’s supply chain should be managed? | Yes, please specify: | No. |
| 11.4.9 How do you follow up actions to prevent work-related injuries and illnesses among actors in the product’s supply chain? | Site visit/audit  Action plans  Training and other capacity-building efforts  Dialog  Assessment forms  Other, please specify:  **≥ 1/6 actions**  **≥ 3/6 actions** | We have not started this work yet. |
| 11.4.10 Do you have a system for documenting incidents related to health and safety of employees in the product’s supply chain? | Yes, please specify: | No. |
| 11.4.11 In cases where individual employees in your product’s supply chain have been injured or fallen ill due to the work environment, do you take actions to ensure that these individuals receive appropriate compensation? | Yes, please specify: | No. |

## 11.5 Safe buildings

**Own operations**

|  |  |  |  |
| --- | --- | --- | --- |
| 11.5.1 Do you make regular inventories of the fire and safety risks in your buildings and document them? | Yes. | No. | Not relevant, please motivate: |
| 11.5.2 Based on the inventories, do you develop action plans that are implemented and followed up? | Yes. | No. | Not relevant, please motivate: |
| 11.5.3 Do you have procedures for identifying legal requirements and other requirements for which the organization is affected by and which are applicable to fire and security risks? | Yes. | No. | Not relevant, please motivate: |
| 11.5.4 Do you provide fire safety equipment (e.g. alarms and fire extinguishers) in the buildings where you conduct your operations? | Yes. | No. | Not relevant, please motivate: |
| 11.5.6 Do you provide fire safety training for your employees? | Yes, the last training was held: | No. | Not relevant, please motivate: |
| 11.5.7 Do you ensure that emergency exits are unobstructed? | Yes. | No. | Not relevant, please motivate: |

**In the product’s supply chain**

|  |  |  |  |
| --- | --- | --- | --- |
| 11.5.8 How high is the risk of unsafe buildings in the product’s supply chain? | Low, please motivate: | Medium. | High. |
| Not relevant since all production takes place in our own operations. Responses about the own operation has already been submitted above. | | We have not assessed the risk yet. |

*The following questions are only answered if the risk is assessed as medium/high in the product’s supply chain:*

|  |  |  |
| --- | --- | --- |
| 11.5.9 Do you have an action plan for how the risk of unsafe buildings in the product’s supply chain should be managed? | Yes, please specify: | No. |
| 11.5.10 How do you ensure safety in the buildings used by actors in the product’s supply chain where it has been identified a risk of unsafe buildings? | Site visit/audit  Action plans  Training and other capacity-building efforts  Dialog  Assessment forms  Other, please specify:  **≥ 1/6 actions**  **≥ 3/6 actions** | We have not started this work yet. |
| 11.5.11 Do you have a system for documenting non-compliance in regard to safe working conditions in buildings in the product’s supply chain? | Yes, please specify: | No. |
| 11.5.12 In cases where individual employees in the product’s supply chain have been injured due to unsafe buildings, do you work for these individuals to be appropriate compensated/remedy? | Yes, please specify: | No. |

## 11.6 Basic hygiene

**Own operations**

|  |  |  |  |
| --- | --- | --- | --- |
| 11.6.1 Do you ensure that your employees have access to adequately equipped shower and changing rooms, lockers for clothing, rooms for eating and resting, toilets and other staffrooms? | Yes. | No. | Not relevant, please motivate: |
| 11.6.2 Do you ensure that all of your employees have access to sufficient and safe drinking water in connection to their workplace? | Yes. | No. | Not relevant, please motivate: |
| 11.6.3 Do you have a system for documenting incidents of poor workplace hygiene in your operations? | Yes. | No. | Not relevant, please motivate: |
| 11.6.4 If cases of poor workplace hygiene are confirmed, do you take actions to prevent new cases? | Yes, please specify: | No. | Not relevant, please motivate: |
| 11.6.5 Do you conduct regular follow-ups of the work with hygiene at the workplace? | Yes, please specify: | No. | Not relevant, please motivate: |

**In the product’s supply chain**

|  |  |  |  |
| --- | --- | --- | --- |
| 11.6.6 How high is the risk of poor workplace hygiene in the product’s supply chain? | Low, please motivate: | Medium. | High. |
| Not relevant since all production takes place in our own operations. Responses about the own operation has already been submitted above. | | We have not assessed the risk yet. |

*The following questions are only answered if the risk is assessed as medium/high in the product’s supply chain:*

|  |  |  |
| --- | --- | --- |
| 11.6.7 Do you have an action plan for how the risk of poor workplace hygiene in the product’s supply chain should be managed? | Yes, please specify: | No. |
| 11.6.8 How do you work/follow up the work to ensure good hygiene in the product’s supply chain where it has been identified a risk of poor workplace hygiene? | Site visit/audit  Action plans  Training and other capacity-building efforts  Dialog  Assessment forms  Other, please specify:  **≥ 1/6 actions**  **≥ 3/6 actions** | We have not started this work yet. |
| 11.6.9 Do you have a system for documenting non-compliance in regards to basic hygiene in the product’s supply chain? | Yes, please specify: | No. |
| 11.6.10 In cases where individual employees in the product’s supply chain have been injured or fallen ill due to poor workplace hygiene, do you take actions to ensure that these individuals receive appropriate compensation? | Yes, please specify: | No. |

## 12.1 & 12.3 Civil and political rights

**In the product’s supply chain**

|  |  |  |  |
| --- | --- | --- | --- |
| 12.1.1 Have you identified the countries in which the most important parts of the product are manufactured, from the extraction of raw materials to the finished product? | All manufacturing, including the extraction of raw materials, takes place in Sweden. | Yes. | No. |
| Not relevant, please motivate: | | |

*The following questions are only answered by suppliers who have mapped in which countries the most important parts of the products are manufactures (from extraction of raw materials to the finished product):*

|  |  |  |  |
| --- | --- | --- | --- |
| 12.1.2 Have you identified how the laws and regulations in these countries may not correspond with international human rights law and standards? | Yes. | No. | Not relevant, please motivate: |
| 12.1.3 Have you identified the risk that you may be causing, contributing to, or associated with a negative impact on civil and political rights in these countries? | Yes, and the risk is considered as low. Please motivate: | Risks has been identified. Please specify the most severe risks: | No. |
| Not relevant, please motivate: | | |
| 12.1.4 Do you take any extra precautions when dealing with government agencies in countries with repressive regimes, such as conducting impact or risk assessments? | Yes, please specify: | No. | Not relevant, please motivate: |

*The following questions are only answered if risks in the product’s supply chain has been identified:*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 12.1.5 Do you have an action plan for managing identified risks for negative impact on civil and political rights in countries with repressive regimes where activities are conducted? | Yes, please specify: | No. | | Not relevant, please motivate: |
| 12.1.6 Do you regularly follow up on the work with the action plan in regards to handling the risk of negative impact on civil and political rights in countries with repressive regimes where activities are conducted? | Yes. | | We have not yet begun the work. | | |

## 12.2 Human trafficking

**In the product’s supply chain**

|  |  |  |  |
| --- | --- | --- | --- |
| 12.2.1 Have you analysed in which way your operations causes or risk causing to human trafficking? | Yes. | No. | Not relevant, please motivate: |
| 12.2.2 How high do you asses the risk of your operations causes or risk causing to human trafficking in the product’s supply chain? | The risk is considered as low. Please motivate: | Risks has been identified. Please specify the most severe risks: | Not relevant, please motivate: |

*Following questions are only answered if risks in the product’s supply chain have been identified:*

|  |  |  |
| --- | --- | --- |
| 12.2.3 Do you have an action plan for managing the most severe risks? | Yes, please specify: | No. |
| 12.2.4 Do you regularly follow up on the work with the action plan in regards to handling the risk of human trafficking? | Yes. | We have not yet begun the work. |

## 13.1 Living standard

**Own operations**

|  |  |  |  |
| --- | --- | --- | --- |
| 13.1.1 Have you conducted an analysis of how your operations risk having a negative impact on people’s living standards? | Yes. | No. | Not relevant, please motivate: |
| 13.1.2 How high do you asses the risk of your operations having a negative impact on people’s living standard? | Low, please motivate: | Risks have been identified. Please specify the most severe risks: | Not relevant, please motivate: |
| We have not yet assessed the risk. | | |

*Following questions are only answered if severe risks have been identified:*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 13.1.3 Do you have an action plan for managing the most severe risks? | Yes, please specify: | | No. | | |
| 13.1.4 Do you conduct regular follow-ups of the action plan regarding the risk of a negative impact on people’s living standard? | Yes. | We have done one/some follow up on the action plan. | | Not relevant, please motivate: |
| No. | | | |

**In the product’s supply chain**

|  |  |  |  |
| --- | --- | --- | --- |
| 13.1.5 Have you conducted an analysis of how other actors in the product’s supply chain impact people’s living standards? | Yes, and the risk is considered as low. Please motivate: | Yes, please specify the most severe risks: | No, we have not conducted such analysis. |
| Not relevant since all production takes place in our own operations. Responses about the own operation has already been submitted above. | | |

*Following questions are only answered if severe risks have been identified:*

|  |  |  |
| --- | --- | --- |
| 13.1.6 Do you have an action plan for managing the most severe risks? | Yes, please specify: | No. |
| 13.1.7 How do you follow up actors in the product’s supply chain in order to reduce their negative impact on people’s livening standard? | Site visit/audit  Action plans  Training and other capacity-building efforts  Dialog  Assessment forms  Other, please specify:  **≥ 1/6 actions**  **≥ 3/6 actions** | We have not started this work yet. |

## 

## 13.2 Health and safety in the surrounding community

**Own operations**

|  |  |  |  |
| --- | --- | --- | --- |
| 13.2.1 Have you analysed how your operations cause, and could cause, a negative impact on health and safety in the surrounding communities? | Yes. | No. | Not relevant, please motivate: |
| 13.2.2 How high do you asses the risk of your operations cause, and could cause, a negative impact on the health and safety in the surrounding communities? | Low, please motivate: | Risks have been identified. Please specify the most severe risks: | Not relevant, please motivate: |
| We have not yet assessed the risk. | | |

*Following questions are only answered if risks have been identified:*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 13.2.3 Do you have an action plan for managing the most severe risks of causing negative impact on health and safety in surrounding communities? | Yes, please specify: | | No. | | |
| 13.2.4 Do you conduct regular follow-ups of the action plan regarding the risk of causing a negative impact on health and safety in surrounding communities? | Yes. | We have done one/some follow up on the action plan. | | Not relevant, please motivate: |
| No. | | | |

**In the product’s supply chain**

|  |  |  |  |
| --- | --- | --- | --- |
| 13.2.5 Have you analysed how the product’s supply chain cause, and could cause, a negative impact on the health and safety in the surrounding communities? | Yes, and the risk is considered as low. Please motivate: | Yes, please specify the most severe risks: | No, we have not conducted such analysis. |
| Not relevant since all production takes place in our own operations. Responses about the own operation has already been submitted above. | | |

*Following questions are only answered if severe risks have been identified:*

|  |  |  |
| --- | --- | --- |
| 13.2.6 Do you have an action plan for managing the most severe risks? | Yes, please specify: | No. |
| 13.2.7 How do you follow up actors in the product’s supply chain and their efforts to manage their impact on health and safety in the surrounding community? | Site visit/audit  Action plans  Training and other capacity-building efforts  Dialog  Assessment forms  Other, please specify:  **≥ 1/6 actions**  **≥ 3/6 actions** | We have not started this work yet. |

## 14 Vulnerable groups

**Own operations**

|  |  |  |  |
| --- | --- | --- | --- |
| 14.1 Have you analysed how your operations cause, and could cause, a negative impact on vulnerable groups? | Yes. | No. | Not relevant, please motivate: |
| 14.2 How high do you asses the risk of your operations cause, and could cause, a negative impact on vulnerable groups? | Low, please motivate: | Risks have been identified. Please specify the most severe risks: | Not relevant, please motivate: |
| We have not yet assessed the risk. | | |

*Following questions are only answered if severe risks have been identified:*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 14.3 Do you have an action plan for managing the most severe risks? | Yes, please specify: | | No. | | |
| 14.4 Do you conduct regular follow-ups of the action plan regarding the risk of negative impact on vulnerable groups? | Yes. | We have done one/some follow up on the action plan. | | Not relevant, please motivate: |
| No. | | | |

**In the product’s supply chain**

|  |  |  |  |
| --- | --- | --- | --- |
| 14.5 Have you analysed how the product supply chain causes, and could cause, a negative impact on vulnerable groups? | Yes, and the risk is considered as low. Please motivate: | Yes, please specify the most severe risks: | No, we have not conducted such analysis. |
| Not relevant since all production takes place in our own operations. Responses about the own operation has already been submitted above. | | |

*Following questions are only answered if severe risks have been identified:*

|  |  |  |
| --- | --- | --- |
| 14.6 Do you have an action plan for managing the most severe risks? | Yes, please specify: | No. |
| 14.7 How do you follow up actors in the product’s supply chain and their efforts to manage their impact on vulnerable groups? | Site visit/audit  Action plans  Training and other capacity-building efforts  Dialog  Assessment forms  Other, please specify:  **≥ 1/6 actions**  **≥ 3/6 actions** | We have not started this work yet. |

## 15.1 Water, air and ground

**Own operations**

*Following questions does not need to be answered if the own operations are ISO 14001-certified:*

|  |  |  |  |
| --- | --- | --- | --- |
| 15.1.1 Have you identified/analysed the impact of your operations on water, air and ground, in the form of, for example, emissions? | Yes. | No. | Not relevant, please motivate: |
| 15.1.2 Based on your analysis, have you defined procedures/ processes/targets for managing and minimizing your impact on water, air and ground? | Yes. | No. | Not relevant, please motivate: |

**In the product’s supply chain**

|  |  |  |  |
| --- | --- | --- | --- |
| 15.1.3 Have you analysed/estimated the product’s impact on water, air and ground throughout the entire manufacturing process, including backward in the supply chain? | Yes, and the risk is considered as low. Please motivate: | Yes, please specify the most severe risks: | No, we have not conducted such analysis. |
| Not relevant since all production takes place in our own operations. Responses about the own operation has already been submitted above. | | |

*Following questions are only answered if severe risks have been identified:*

|  |  |  |
| --- | --- | --- |
| 15.1.4 Do you have an action plan for managing the most severe risks? | Yes, please specify: | No. |
| 15.1.5 How do you work with actors in the product’s supply chain to reduce their impact on water, air and ground in the manufacturing of the product? | Site visit/audit  Action plans  Training and other capacity-building efforts  Dialog  Assessment forms  Other, please specify:  **≥ 1/6 actions**  **≥ 3/6 actions** | We have not started this work yet. |
| 15.1.6 Do you have a system for documenting incidents linked to water, air and ground in the product’s supply chain? | Yes, please specify: | No. |
| 15.1.7 Have you defined targets and activities for managing and minimizing the impact on water, air and ground in the manufacturing of the specific product, including backward in the supply chain? | Yes, please specify: | No. |

## 15.2 Extraction or raw materials

|  |  |  |  |
| --- | --- | --- | --- |
| 15.2.1 Have you been able to trace the origin of your product’s most important parts all the way down to the extraction of raw materials? | All extraction of raw materials takes place within the company’s own operations. | Yes, please specify: | Partially, please specify: |
| No. | | Not relevant, please motivate: |

*Following questions are only answered if extraction of raw materials takes place in own operations:*

|  |  |  |  |
| --- | --- | --- | --- |
| 15.2.2 If you extract your own raw materials, have you considered the risk of negative impact on the environment and human rights in the extraction phase of raw materials of the product’s most significant parts? | Yes. | No. | Not relevant, please motivate: |
| 15.2.3 If you extract your own raw materials, do you have an action plan for managing the most severe risks? | Yes. | No. | Not relevant, please motivate: |

*The following questions are only answered if other actors extract the raw material:*

|  |  |  |  |
| --- | --- | --- | --- |
| 15.2.4 If other actors extract the raw materials required to produce the most important parts of the products, have you analysed the risk of negative impact? | Yes, and the risk is considered as low. Please motivate. | Yes. Please specify the most severe risks. | No, we have not conducted such an analysis. |

*Following questions are only answered if other actors extract the raw material and if severe risks have been identified:*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 15.2.5 If other actors extract the raw materials required to produce the most important parts of the product, do you have an action plan for managing the most severe risks? | Yes, please specify: | | No. | |
| 15.2.6 If other actors extract the raw materials required to produce the most important parts of the product, do you demand that they minimize their negative impact on people and the environment? | Yes, please specify: | No, but we have started to develop such requirments. | | No. |
| 15.2.7 If other actors extract the raw materials required to produce the most important parts of the product, how do you follow up their efforts to reduce their negative impact on people and the environment? | Site visit/audit  Action plans  Training and other capacity-building efforts  Dialog  Assessment forms  Other, please specify:  **≥ 1/6 actions**  **≥ 3/6 actions** | | We have not started this work yet. | |

## 15.3 Chemical handling

**Own operations**

|  |  |  |  |
| --- | --- | --- | --- |
| 15.3.1 Do you have procedures in place to ensure safe handling of chemicals in your operations? | The company’s own operations don’t have any chemical handling. | Yes, please specify: | No. |
| Not relevant, please motivate: | | |

**In the product’s supply chain**

|  |  |  |  |
| --- | --- | --- | --- |
| 15.3.2 How high do you assess the risk of insecure or insufficient chemical handling in the product’s supply chain? | No chemical handling is required in the product’s supply chain. | Low, please specify: | Medium. |
| High. | We have not assessed the risk yet. | Not relevant since all production takes place in our own operations. Responses about the own operation has already been submitted above. |

*Following questions are only answered if handling of chemicals takes place in the product’s supply chain and if the risk is considered as medium/high:*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 15.3.3 Do you have an action plan for managing the most severe risks? | Yes, please specify: | No. | | Not relevant, please motivate: |
| 15.3.4 How do you follow up the efforts to ensure safe handling of chemicals in the product’s supply chain? | Site visit/audit  Action plans  Training and other capacity-building efforts  Dialog  Assessment forms  Other, please specify:  **≥ 1/6 actions**  **≥ 3/6 actions** | | We have not started this work yet. | | |
| 15.3.5 Do you have a system for documenting incidents associated with insufficient handling of chemicals in the product’s supply chain? | Yes, please specify: | | No. | | |
| 15.3.6 Do you work actively to replace (substitute) any toxic, allergenic, environmentally hazardous or otherwise harmful chemicals included in the manufacture of the product? | Yes, please specify: | | No. | | |

## 16 Corruption and bribery

**Own operations**

|  |  |  |  |
| --- | --- | --- | --- |
| 16.1 Do you have rules for your employees regarding giving and receiving of benefits? | Yes. | No. | Not relevant, please motivate: |
| 16.2 Have you established and communicated internally who, or which department, that is responsible for the company’s anti-corruption procedures and to whom the company’s employees can turn to for advice? | Yes. | No. | Not relevant, please motivate: |
| 16.3 Have you considered the risk of occurrence of corruption and bribery within the company? | Yes. | No. | Not relevant, please motivate: |
| 16.4 Have you taken any action, such as developed an action plan or new routines, in order to handle the risk of corruption and bribery? | Yes, please specify: | No. | Not relevant, please motivate: |
| 16.5 Do you have a system for documenting incidents and suspicions linked to corruption? | Yes. | No. | Not relevant, please motivate: |

**In the product’s supply chain**

|  |  |  |  |
| --- | --- | --- | --- |
| 16.6 How high do you assess the risk of actors in your product's supply chain being involved in corruption and/or bribery? | Low, please specify: | Medium. | High. |
| Not relevant since all production takes place in our own operations. Responses about the own operation has already been submitted above. | | We have not assessed the risk yet. |

*Following questions are only answered if the risk is assessed as medium/high in the product’s supply chain:*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 16.7 Do you have an action plan for managing the most severe risks? | Yes, please specify: | No. | | Not relevant, please motivate: |
| 16.8 What actions do you take to avoid and prevent corruption and bribery in the product's supply chain? | Site visit/audit  Action plans  Training and other capacity-building efforts  Dialog  Assessment forms  Other, please specify:  **≥ 1/6 actions**  **≥ 3/6 actions** | | We have not started this work yet. | | |
| 16.9 Do you have a system for documenting incidents related to corruption and bribery in the product’s supply chain? | Yes, please specify: | | No. | | |