Self-assessment questionnaire

Due diligence for sustainable supply chains

Contract information

\* Fields to be filled in by the contracting organisation

Contract\*:

 Write text here

The following product(s)/service(s) are subject to monitoring\*:

 Write text here

Supplier information

Company:

 Write text here

Organisation number:

 Write text here

Address:

 Write text here

Contact person at the supplier for questions regarding this questionnaire:

 Write text here

Number of employees:

[ ]  = or > 250 (large enterprise)

[ ]  < 250 (medium-sized enterprise)

[ ]  < 50 (small enterprise)

[ ]  < 10 (micro enterprise)

Parent or group company:

 Write text here

Type of company:

[ ]  Manufacturer

[ ]  Wholesaler

[ ]  Other, please describe:

 Write text here

If you think it would make it easier for [contracting organisation] to understand your way of working, please describe your organisational structure:

 Write text here

Does your company have a certificate that is relevant to the performance of the contract? If yes, attach the relevant certificates.

[ ]  ISO 9001 Quality management system, FR2000 or SUSA Svensk Kvalitetsbas

[ ]  ISO 14001 Environmental management system, FR2000, SUSA Svensk Miljöbas or EMAS

[ ]  ISO 37001 Anti-bribery management system

[ ]  ISO 45001 Occupational health and safety management system

[ ]  SA8000

[ ]  SUSA Systematiskt hållbarhetsarbete

[ ]  Other, please describe:

 Write text here

Is your company a member of an organisation or initiative aimed at managing sustainability risks (such as the Ethical Trading Initiative or amfori BSCI)?

[x]  Yes, please describe.

[x]  No.

 Write text here

Expectations

As part of your contract with [contracting organisation], your company shall comply with the contract clause on due diligence for sustainable supply chains. This questionnaire aims to review how you ensure compliance with the contract clause, through policies and processes for your own operations and supply chains.

Based on your policies and processes, you shall identify, assess, prevent, mitigate and remedy adverse impacts in your own operations and supply chains. Different companies have different conditions for doing this. When answering the questionnaire, we encourage you to be transparent about any challenges.

See guidance on the National Secretariat for Sustainable Public Procurement's website.

[www.hållbarupphandling.se/en/vagledning](http://www.hållbarupphandling.se/en/vagledning)

Due diligence process

Process requirement 1: Integrate the commitments into policies and allocate responsibility for policies and due diligence

[www.hållbarupphandling.se/en/processkrav-1](http://www.hållbarupphandling.se/en/processkrav-1)

a) Have you ensured that relevant policies, established at the highest management level, have been adopted or revised to align with the commitments?

[ ]  Yes

[ ]  No

[ ]  Partly

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| Documentation requirements |
| Own operationsIf yes, please attach the policy(s) for your own operations (e.g. human rights policy, environmental policy, business ethics policy, collective agreements, work environment policy, health and safety policy, anti-discrimination policy, anti-harassment and retaliation guidelines, climate action plan, tax policy) and indicate the date and the level at which each policy has been established. If no/partly, please indicate your proposed action to meet the requirement, the timeframe needed to implement the action, and who is responsible.Supply chain If yes, attach your supply chain policy(s) (e.g. Supplier Code of Conduct, Minerals Policy) and indicate the date and the level at which each policy has been established.If no/partly, please indicate your proposed action to meet the requirement, the timeframe needed to implement the action, and who is responsible. |

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| Open-ended answer |
|  Write text here  |

b) Have you made the policies publicly available and communicated them to rights-holders affected by your own operations?

[ ]  Yes

[ ]  No

[ ]  Partly

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| Documentation requirements |
| Own operationsIf yes, describe how you have made each policy for your own operations publicly available and attach verifications such as web links, photos, screenshots and PowerPoint presentations. The policies shall be available to each stakeholder group. This means that policies aimed at employees can be communicated on your intranet, in the premises, during training, etc. Policies aimed at nearby residents shall be available on your website. Regardless of where the policies are available, they shall be available in local languages.If no/partly, please indicate your proposed action to meet the requirement, the timeframe needed to implement the action, and who is responsible.Supply chain If yes, please describe how you have made each policy for your supply chain publicly available and attach verifications such as web links. The policies shall be available to each stakeholder group. This means that policies aimed at suppliers shall be available on your website. If no/partly, please indicate your proposed action to meet the requirement, the timeframe needed to implement the action, and who is responsible. |

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| Open-ended answers  |
|  Write text here  |

c) Do you ensure that the board of directors considers the policies when making decisions?

[ ]  Yes

[ ]  No

[ ]  Partly

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| Documentation requirements |
| Own operations and supply chain If yes, describe how you ensure that the board of directors considers the policies when making decisions and attach verifications such as instructions, checklists or meeting minutes where this is clear. If no/partly, please indicate your proposed action to meet the requirement, the timeframe needed to implement the action, and who is responsible. |

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| Open-ended answers  |
|  Write text here  |

d) Have you appointed one or more persons in management positions as responsible for the due diligence process?

[ ]  Yes

[ ]  No

[ ]  Partly

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| Documentation requirements |
| Own operationsIf yes, please provide the name, title, contact details and area of responsibility of the management positions responsible for your own operations, and attach verifications such as instructions, organisational charts and job descriptions. Different management positions are responsible for different parts of the due diligence process, such as the CEO, the CFO, the HR manager, the general counsel and the sustainability manager. If no/partly, please indicate your proposed action to meet the requirement, the timeframe needed to implement the action, and who is responsible.Supply chain If yes, provide the name, title, contact details, and area of responsibility of the management positions responsible for your supply chains, and attach verifications such as instructions, organisational charts, and job descriptions. Different management positions are responsible for different parts of the due diligence process, such as the purchasing manager and the sustainability manager. If no/partly, please indicate your proposed action to meet the requirement, the timeframe needed to implement the action, and who is responsible. |

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| Open-ended answers  |
|  Write text here  |

e) Have you assigned responsibility for implementation of the policies to employees whose decisions are most likely to increase or decrease the risks of adverse impact?

[ ]  Yes

[ ]  No

[ ]  Partly

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| Documentation requirements |
| Own operations If yes, describe which employees (e.g. HR specialists, in-house counsel and sustainability specialists) that are responsible for implementation of the policies in your own operations and attach verifications such as instructions, organisational charts, job descriptions and PowerPoint presentations or screenshots from trainings.If no/partly, please indicate your proposed action to meet the requirement, the timeframe needed to implement the action, and who is responsible.Supply chain If yes, describe which employees (e.g. buyers, in-house counsel and sustainability specialists) that are responsible for the implementation of the policies in your supply chains and attach verifications such as instructions, organisational charts, job descriptions and PowerPoint presentations or screenshots from trainings.If no/partly, please indicate your proposed action to meet the requirement, the timeframe needed to implement the action, and who is responsible. |

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| Open-ended answers  |
|  Write text here  |

Process requirement 2: Identify and assess adverse impacts

[www.hållbarupphandling.se/en/processkrav-2](http://www.hållbarupphandling.se/en/processkrav-2)

a) Do you identify risk suppliers?

[ ]  Yes

[ ]  No

[ ]  Partly

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| Documentation requirements |
| Supply chainIf yes, describe how you identify risk suppliers and attach verifications such as instructions and identification of risk suppliers for the goods/services sold on the contract. If no/partly, please indicate your proposed action to meet the requirement, the timeframe needed to implement the action, and who is responsible. |

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| Open-ended answers  |
|  Write text here  |

b) Do you map the supply chains of risk suppliers?

[ ]  Yes

[ ]  No

[ ]  Partly

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| Documentation requirements |
| Supply chainIf yes, describe how you map your supply chains and attach verifications such as instructions and mappings or digital supply chain tracings for the goods/services sold on the contract. If no/partly, please indicate your proposed action to meet the requirement, the timeframe needed to implement the action, and who is responsible. |

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| Open-ended answers  |
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c) Do you regularly examine the risks of adverse impacts in your own operations and in the supply chains of risk suppliers?

[ ]  Yes

[ ]  No

[ ]  Partly

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| Documentation requirements  |
| Own operationsIf yes, describe how you examine the risks of adverse impacts in and around your own operations and attach verifications such as instructions and risk assessments for the work environment/ discrimination/ environment/ business ethics. If no/partly, please indicate your proposed action to meet the requirement, the timeframe needed to implement the action, and who is responsible.Supply chain If yes, describe how you examine the risks of adverse impacts in your supply chains and attach verifications such as instructions and risk assessments for the goods/services sold on the contract. If no/partly, please indicate your proposed action to meet the requirement, the timeframe needed to implement the action, and who is responsible. |

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| Open-ended answers  |
|  Write text here  |

d) Do you engage in meaningful consultations with rights-holders or their representatives and obtain information from credible and independent sources if consultations are not possible in the supply chains of risk suppliers?

[ ]  Yes

[ ]  No

[ ]  Partly

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| Documentation requirements |
| Own operationsIf yes, describe how you engage in meaningful consultations with rights-holders affected by your own operations, or their representatives, and attach verifications such as instructions, minutes from meetings with union representatives/safety representatives or from consultations under the Environmental Code.If no/partly, please indicate your proposed action to meet the requirement, the timeframe needed to implement the action, and who is responsible.Supply chain If yes, please describe how you engage in meaningful consultations with supply chain rights-holders or their representatives, or otherwise obtain information, and attach verifications such as instructions and risk assessments for the goods/services sold on the contract, showing the sources used. If no/partly, please indicate your proposed action to meet the requirement, the timeframe needed to implement the action, and who is responsible. |

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| Open-ended answer  |
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e) Do you pay attention to adverse impacts on individuals from groups and populations that are at heightened risk of vulnerability or marginalisation, including environmental and human rights defenders?

[ ]  Yes

[ ]  No

[ ]  Partly

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| Documentation requirements |
| Own operationsIf yes, describe how you pay attention to particularly vulnerable groups in and around your own operations and attach verifications such as instructions and risk assessments of the work environment/ discrimination/ environment/ business ethics, showing which particularly vulnerable groups that have been identified. If no/partly, please indicate your proposed action to meet the requirement, the timeframe needed to implement the action, and who is responsible.Supply chain If yes, describe how you pay attention to particularly vulnerable groups in your supply chains and attach verifications such as instructions and risk assessments for the goods/services sold on the contract, showing which particularly vulnerable groups that have been identified. If no/partly, please indicate your proposed action to meet the requirement, the timeframe needed to implement the action, and who is responsible. |

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| Open-ended answer  |
|  Write text here  |

f) Do you prioritise the most significant risks based on likelihood and severity?

[ ]  Yes

[ ]  No

[ ]  Partly

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| Documentation requirements |
| Own operationsIf yes, describe how you prioritise the most significant risks in and around your own operations based on likelihood and severity and attach verifications such as instructions and risk assessments for work the environment/ discrimination/environment/business ethics, showing the prioritisation based on likelihood and severity. If no/partly, please indicate your proposed action to meet the requirement, the timeframe needed to implement the action, and who is responsible.Supply chain If yes, describe how you prioritise the most significant risks based on the likelihood and severity in the supply chains, and attach verifications such as instructions and risk assessments for the goods/services sold on the contract, showing the prioritisation based on likelihood and severity. If no/partly, please indicate your proposed action to meet the requirement, the timeframe needed to implement the action, and who is responsible. |

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| Open-ended answer  |
|  Write text here  |

Process requirement 3: Prevent and mitigate adverse impacts that you cause or contribute to

[www.hållbarupphandling.se/en/processkrav-3](http://www.hållbarupphandling.se/en/processkrav-3)

a) Do you cease activities that cause or contribute to adverse impacts in your own operations and supply chains?

[ ]  Yes

[ ]  No

[ ]  Partly

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| Documentation requirements |
| Own operationsIf yes, describe how you ensure that you cease activities that cause or contribute to adverse impacts in and around your own operations and attach verifications such as instructions, meeting minutes where decisions to cease activities have been recorded, and incident reports and investigations. Examples of activities that cause or contribute to adverse impacts in and around your own operations: discrimination against women or minorities in employment, workers' exposure to chemicals without the right protective equipment, and the release of hazardous substances into drinking water. If no/partly, please indicate your proposed action to meet the requirement, the timeframe needed to implement the action, and who is responsible.Supply chain If yes, describe how you ensure that you cease activities that contribute to adverse impacts in your supply chains and attach verifications such as instructions, risk assessments for the goods/services sold on the contract where the responsibility for adverse impact has been defined, and incident reports and investigations. Examples of supply chain contributions include setting a very short lead time for the delivery of a product or changing product requirements late in the process without adjusting production time or prices, forcing suppliers to override workers' rights (e.g. through unfair pay or overtime). If no/partly, please indicate your proposed action to meet the requirement, the timeframe needed to implement the action, and who is responsible. |

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| Open-ended answer  |
|  Write text here  |

b) Do you establish action plans in meaningful consultation with affected rights-holders or their representatives, with a particular focus on the most significant risks identified?

[ ]  Yes

[ ]  No

[ ]  Partly

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| Documentation requirements |
| Own operationsIf yes, describe how you establish action plans in meaningful consultation with relevant rights-holders in and around your own operations, or their representatives, with a particular focus on the most significant risks identified, and attach verifications such as instructions and action plans that set out the consultations.If no/partly, please indicate your proposed action to meet the requirement, the timeframe needed to implement the action, and who is responsible.Supply chain If yes, describe how you establish action plans in meaningful consultation with relevant supply chain rights-holders, or their representatives, with a particular focus on the most significant risks identified, and attach verifications such as instructions and action plans that set out the consultations. If no/partly, please indicate your proposed action to meet the requirement, the timeframe needed to implement the action, and who is responsible. |

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| Open-ended answer  |
|  Write text here  |

c) Do you promote purchasing practices that do not hinder sub-suppliers from complying with the commitments?

[ ]  Yes

[ ]  No

[ ]  Partly

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| Documentation requirements |
| Supply chainIf yes, describe how you promote purchasing practices that do not hinder sub-suppliers from complying with the commitments attach verifications such as policies and guidelines, training material, and meeting minutes where decisions on longer lead times, adjusted pricing models, changed payment terms, etc. have been recorded. If no/partly, please indicate your proposed action to meet the requirement, the timeframe needed to implement the action, and who is responsible. |

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| Open-ended answer  |
|  Write text here  |

Process requirement 4: Prevent and mitigate adverse impacts linked to your business

[www.hållbarupphandling.se/en/processkrav-4](http://www.hållbarupphandling.se/en/processkrav-4)

a) Do you assess risk suppliers based on the commitments and the due diligence process, with a particular focus on the most significant risks identified?

[ ]  Yes

[ ]  No

[ ]  Partly

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| Documentation requirements |
| Supply chainIf yes, describe how you assess risk suppliers based on the commitments and the due diligence process, with a particular focus on the most significant risks identified, and attach verifications such as instructions, self-assessments or pre-qualifications of suppliers of the goods/services sold on the contract, and reports of site visits or inspections at their premises.If no/partly, please indicate your proposed action to meet the requirement, the timeframe needed to implement the action, and who is responsible. |

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| Open-ended answer  |
|  Write text here  |

b) Do you establish action plans for risk suppliers, with a particular focus on the most significant risks identified?

[ ]  Yes

[ ]  No

[ ]  Partly

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| Documentation requirements |
| Supply chainIf yes, describe how you establish action plans for risk suppliers, with a particular focus on the most significant risks identified, and attach verifications such as instructions and action plans for the suppliers of the goods/services sold on the contract. Please note that this requirement does not concern suppliers' action plans, which are drawn up during audits. It's about your action plans.If no/partly, please indicate your proposed action to meet the requirement, the timeframe needed to implement the action, and who is responsible. |

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| Open-ended answer  |
|  Write text here  |

c) Do you forward the commitments and due diligence process in writing to risk suppliers?

[ ]  Yes

[ ]  No

[ ]  Partly

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| Documentation requirements |
| Supply chainIf yes, describe how you forward the commitments and the due diligence process in writing to risk suppliers and attach verifications such as instructions and contractual clauses/signed codes of conduct for the goods/services sold on the contract.If no/partly, please indicate your proposed action to meet the requirement, the timeframe needed to implement the action, and who is responsible. |

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| Open-ended answer  |
|  Write text here  |

d) Do you require risk suppliers to disclose their supply chains in accordance with the 'Transparency in supply chains' requirement?

[ ]  Yes

[ ]  No

[ ]  Partly

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| Documentation requirements |
| Supply chainIf yes, describe how you require risk suppliers to disclose their supply chains in accordance with the transparency requirement and attach verifications such as instructions and contract clauses where you require suppliers of the goods/services sold on the contract to disclose the supply chains.If no/partly, please indicate your proposed action to meet the requirement, the timeframe needed to implement the action, and who is responsible. |

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| Open-ended answer  |
|  Write text here  |

e) Do you ensure the possibility of temporarily suspending deliveries from a sub-supplier while preventive and mitigation measures are implemented and, in the event of severe deviations that remain unaddressed, the possibility of terminating the contract with the sub-supplier concerned?

[ ]  Yes

[ ]  No

[ ]  Partly

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| Documentation requirements |
| Supply chainIf yes, describe how you ensure the possibility of temporarily suspending and terminating contracts, and attach verifications such as instructions and contract clauses for the goods/services sold on the contract. If no/partly, please indicate your proposed action to meet the requirement, the timeframe needed to implement the action, and who is responsible. |

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| Open-ended answer  |
|  Write text here  |

Process requirement 5: Monitor the measures to prevent and mitigate adverse impacts

[www.hållbarupphandling.se/en/processkrav-5](http://www.hållbarupphandling.se/en/processkrav-5)

a) Do you follow-up established action plans for your own operations and risk suppliers, with a particular focus on the most significant risks identified?

[ ]  Yes

[ ]  No

[ ]  Partly

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| Documentation requirements |
| Own operationsIf yes, describe how you follow-up the established action plans for your own operations (work environment/discrimination/environment/business ethics, etc.) and attach verifications such as instructions, reports from internal audits or third-party audits, and action plans with implemented measures.If no/partly, please indicate your proposed action to meet the requirement, the timeframe needed to implement the action, and who is responsible.Supply chain If yes, describe how you follow-up the established action plans for risk suppliers and attach verifications such as instructions, suppliers' self-assessments, reports from site visits or inspections and other types of follow-up of suppliers. If no/partly, please indicate your proposed action to meet the requirement, the timeframe needed to implement the action, and who is responsible. |

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| Open-ended answer  |
|  Write text here  |

b) Do you engage in meaningful consultations with rights-holders affected by your own operations, or their representatives, and to the extent possible in the supply chains of risk suppliers?

[ ]  Yes

[ ]  No

[ ]  Partly

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| Documentation requirements |
| Own operationsIf yes, describe how you engage in meaningful consultations with rights-holders affected by your own operations, or their representatives, and attach verifications such as instructions, meeting minutes with union representatives/safety representatives or from consultations under the Environmental Code. If no/partly, please indicate your proposed action to meet the requirement, the timeframe needed to implement the action, and who is responsible.Supply chain If yes, describe how you engage in meaningful consultations with supply chain rightsholders or their representatives, or otherwise obtain information, and attach verifications such as instructions and audit reports for the goods/services sold on the contract, which set out the consultations.If no/partly, please indicate your proposed action to meet the requirement, the timeframe needed to implement the action, and who is responsible. |

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| Open-ended answer  |
|  Write text here  |

c) Do you address deviations?

[ ]  Yes

[ ]  No

[ ]  Partly

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| Documentation requirements |
| Own operationsIf yes, describe how you address deviations in and around your own operations and attach verifications such as instructions, screenshots or printouts from deviation management systems, action plans with implemented measures and meeting minutes where deviations have been addressed. If no/partly, please indicate your proposed action to meet the requirement, the timeframe needed to implement the action, and who is responsible.Supply chain If yes, describe how you address deviations in the supply chains and attach verifications such as instructions, screenshots or printouts from deviation management systems, action plans with implemented actions and meeting minutes where deviations have been addressed. If no/partly, please indicate your proposed action to meet the requirement, the timeframe needed to implement the action, and who is responsible. |

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| Open-ended answer  |
|  Write text here  |

Process requirement 6: Enable complaints

[www.hållbarupphandling.se/en/processkrav-6](http://www.hållbarupphandling.se/en/processkrav-6)

Do you enable stakeholders such as rights-holders, their representatives, and environmental and human rights defenders to submit complaints if they have concerns about actual or potential impacts in your operations or supply chains?

[ ]  Yes

[ ]  No

[ ]  Partly

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| Documentation requirements |
| Own operationsIf yes, describe how you enable stakeholders such as rights-holders, their representatives, and environmental and human rights defenders to submit complaints about adverse impacts in or around your own operations, and attach verifications such as instructions, links to or screenshots of digital channels, email addresses or phone numbers that serve as channels, and photos of posters with QR codes to channels posted in and around your operations.If no/partly, please indicate your proposed action to meet the requirement, the timeframe needed to implement the action, and who is responsible.Supply chain If yes, describe how you enable stakeholders such as rights-holders, their representatives, and environmental and human rights defenders to submit complaints about adverse impacts in your supply chains, and attach verifications such as instructions, links to or screenshots of digital channels, email addresses or phone numbers that act as channels, photos of posters with QR codes to channels posted at suppliers' premises, and links to multi-stakeholder initiatives' complaint procedures.If no/partly, please indicate your proposed action to meet the requirement, the timeframe needed to implement the action, and who is responsible. |

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| Open-ended answer  |
|  Write text here  |

Do you address the submitted complaints?

[ ]  Yes

[ ]  No

[ ]  Partly

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| Documentation requirements |
| Own operations and supply chainIf yes, describe how you address the complaints and attach verifications such as instructions and documented addressed complaints. If no/partly, please indicate your proposed action to meet the requirement, the timeframe needed to implement the action, and who is responsible. |

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| Open-ended answer  |
|  Write text here  |

Process requirement 7: Provide for remedy

[www.hållbarupphandling.se/en/processkrav-7](http://www.hållbarupphandling.se/en/processkrav-7)

a) To the extent possible, do you restore affected rightsholders to the situation they would be in had the adverse impact not occurred? The obligation only applies if you cause or contribute to adverse impacts.

[ ]  Yes

[ ]  No

[ ]  Partly

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| Documentation requirements |
| Own operations and supply chainIf yes, describe how, to the extent possible, you restore affected rights-holders to the situation they would be in had the adverse impact not occurred, and attach verifications such as instructions, remediation plans, meeting minutes where decisions on remediation have been recorded and agreements on remediation. If no/partly, please indicate your proposed action to meet the requirement, the timeframe needed to implement the action, and who is responsible. |

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| Open-ended answer  |
|  Write text here  |

b) Do you engage in meaningful consultations with affected rights-holders or their representatives on appropriate remedies?

[ ]  Yes

[ ]  No

[ ]  Partly

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| Documentation requirements |
| Own operations and supply chainIf yes, describe your consultations with affected rights-holders, or their representatives, and attach verifications such as instructions, minutes of meetings from consultations with affected rights-holders and documentation from mediation or decisions. If no/partly, please indicate your proposed action to meet the requirement, the timeframe needed to implement the action, and who is responsible. |

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| Open-ended answer  |
|  Write text here  |

c) Do you assess whether affected rights-holders are satisfied with the process and the outcome?

[ ]  Yes

[ ]  No

[ ]  Partly

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| Documentation requirements |
| Own operations and supply chainIf yes, describe how you assess whether those who have submitted complaints are satisfied with the process and the outcome, and attach verifications such as instructions and summaries of or reports from completed evaluations.If no/partly, please indicate your proposed action to meet the requirement, the timeframe needed to implement the action, and who is responsible. |

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| Open-ended answer  |
|  Write text here  |

Enable audits

Own operations

Can you provide access to your own operations (offices and any manufacturing) if [contracting organisation] wishes to carry out an audit?

[ ]  Yes

[ ]  No

[ ]  Partly

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| Documentation requirements |
| If yes, please provide information that may be relevant, e.g. if the right to carry out audits is limited to specific operations or if you do not have your own manufacturing.If no/partly, please indicate your proposed action to meet the requirement, the timeframe needed to implement the action, and who is responsible. |

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| Open-ended answer  |
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Supply chain

Have you made it possible for [contracting organisation] to carry out audits of any sub-suppliers' operations?

[ ]  Yes

[ ]  No

[ ]  Partly

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| Documentation requirements |
| If yes, attach contract clauses or other supply chain audit arrangements for the goods/services sold on the contract. Provide information that may be relevant, e.g. whether the right to carry out audits is limited to specific operations.If no/partly, please indicate your proposed action to meet the requirement, the timeframe needed to implement the action, and who is responsible. |

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| Open-ended answer  |
|  Write text here  |