Supplier
Email
User Name
Year

Overall Score

%

Section Scores

FI - Facility Info	
FI 1	Company Name
FI 2	Facility Name (Business License Name)
FI 3	Facility Address
FI 4	Facility City
FI 5	Facility State or Province
FI 6	Facility Country
FI 7	Facility Postal / ZIP Code
FI 8	Please list your PRIMARY Deliverables
FI 9	Total number of current employees (inc. contracted workers, apprentices, etc) at Facility
FI 10	Total floor space in m2
FI 11	Main Contact name for Social Compliance audits

FI 12	Contact Telephone Number
FI 13	Contact Email
FI 14	Social and Environmental Responsibility Contact Name
FI 15	Contact Position or Title
FI 15a	Provide a job description
FI 16	Contact Telephone Number
FI 17	Contact Email
FI 18	Company Headquarters Address (if different from above)(Enter N/A if not applicable)
FI 19	Notes and Comments on any question in this section: (answer required, If none enter N/A)

L - Self Assessment Questionnaire	
L 1	Do you employ migrant workers from foreign countries?
L 1a	If yes, from which countries? (eg. Vietnam, Myanmar, India, etc)
L 1b	Does your facility have a written policy on the prevention of forced labour?
L 1c	Electronic copy of policy document
L 2	Do you employ migrant workers from other provinces / regions within your country?
L 3	Do you have workers employed at your facility who are on temporary contracts (6 months or less)?

L 4	Do all of your workers have written contracts of employment in their native language, which they have read and signed (prior to departing their home country, in the case of migrant workers) ?
L 4a	Provide a blank copy or employment contract for each local employees, foreign employees, student workers/interns and contract employees.
L 5	Who is in posession of workers' original documents (e.g. passport, official ID card)?
L 5a	Do you have a policy that allows workers to have access to their personnel documents at all times?
L 6	Are any workers required to pay fees to your company (e.g. medical fees, fees for uniforms/PPE/company IDs, travel/tranportation fees, passport renewal, work permit renewal, levies etc.), at any stage of recruitment, employment or upon termination?
L 7	Are any workers required to pay fees to recruitment agents or any third parties, during the process of recruitment for your company?
L 7a	Does your facility have a written policy on No fees?
L 7b	Electronic copy of policy document.
L 8	Do apprentices, students or interns participate in production processes?
L 9	Does your facility has a written policy on freedom of movement?
L 9a	Electronic copy of policy document.
L 10	Do you pass your forced labor policies including No recruitment fees and personal document retention to your recruitment agencies?
L 10a	Electronic copy of policy document.
L 11	Has your facility developed a mechanism to monitor forced labour in your supply chain?

L 11a	Documentation to show the existence of the mechanism, e.g. monitoring procedure, communication records to suppliers, monitoring reports.
L 12	Does your facility have a mechanism to ensure that deductions from worker wages are in line with legal requirements?
L 12a	Document to show the existence of the mechanism: e.g. list of deductions.
L 13	Does your facility have a written policy on the prevention of harassment, coercion, threatening behavior, physical abuse or punishment, sexual abuse, or verbal abuse towards workers?
L 13a	Electronic copy of policy document.
L 14	Do you communicate YTY's Supplier Code of Conduct requirements to your suppliers?

C - Confirmation	
C 1	Company Representative Name
C 2	Company Representative Position
C 3	Company Representative Contact Number
C 4	Company Representative Email