SUPPLIER CODE OF CONDUCT – SELF ASSESSMENT

Facility General Details

Name of Supplier:	
Company Address:	
Nature of Business:	
Person to be Contacted:	
Position:	
Contact Number:	
Email Address:	

Social Compliance Questionnaire

NO	ITEM	ANSWER (YES/NO)	ATTACHMENT (/)
A	**CERTIFICATIONS AND PRIOR AUDITS**		
A1	Does the facility hold any of the following certifications?		
	ISO 26000:2010		
	ISO 14001:2015		
	OHSAS 18001:2007		
A2	Has the facility passed any of the following audits in the past two years? Kindly state score/grade if applicable.		
	SA 8000		
	SMETA		
	BSCI		
	WRAP		
	Department of Safety & Health (DOSH)		
	Department of Environment (DOE)		
1.0	**CHILD LABOR AND EMPLOYMENT OF YOUNG PERSONS**		
1.1	Are there written procedures to avoid employing child labor?		
1.2	Does the facility obtain, review & retain proof of age documentation from potential workers?		
1.3	Does the facility employ anyone below the age of 16?		
1.4	Does the facility employ anyone between the age of 16 to 18?		

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1.5	If yes to 1.3 above, are there any restrictions on work or shift assignment?		
2.0	**FORCED OR COMPULSORY LABOR**		
2.1	Are there written procedures to avoid employing involuntary, forced, bonded, or trafficked labor?		
2.2	Is there proof that migrant workers the facility employs are legally permitted to work in Malaysia?		
2.3	Do workers have a copy of their employment contract in their native language?		
2.4	Does the facility practice zero-cost recruitment for migrant workers?		
2.5	Are workers required to deposit money or personal documents like passports, birth certificates, etc. to the facility or other third parties?		
2.6	Are wages paid directly to workers' personal bank account which he/she has access to?		
2.7	During working hours, are workers required to obtain approval to seek medical treatment, go for a toilet break or drink water?		
2.8	Are workers free to leave work premises after working hours?		
2.9	Does the facility impose curfews at accommodation it provides?		
2.10	Does the facility use subcontracted migrant labor?		
3.0	**WORKING HOURS**		
3.1	Are there written procedures on working hours e.g. maximum working hours, overtime work, rest days, etc.?		
3.2	Are workers entitled to at least one rest day every week?		
3.3	Are workers required to work for more than 12 hours a day?		
3.4	If workers have contractual		

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	overtime, may workers opt to not perform the contractual overtime?		
3.5	If yes to 3.4 above, is prior approval required?		
3.6	Are workers required to agree to perform non-contractual overtime e.g. working on public holidays?		
4.0	**REMUNERATION**		
4.1	Are workers compensated in accordance with local laws and regulations in relations to minimum wage?		
4.2	Are workers compensated in accordance with local laws and regulations in relations to on time wage payments?		
4.3	Are workers compensated in accordance with local laws and regulations in relations to overtime premium?		
4.4	Are workers compensated in accordance with local laws and regulations in relations to payment for resignation/ termination/dismissal/severance		
4.5	Are workers compensated in accordance with local laws and regulations in relations to benefits e.g. entitled leave, sick leave, maternity leave, unpaid leave, public holidays, etc.?		
4.6	Are workers compensated consistently with their terms of employment?		
4.7	Are the required payments e.g. income tax, EPF, etc. made to the government without delay?		
4.8	Are payroll records to support compensation (including overtime and benefits) retained?		
4.9	Are workers provided with pay slips that lists all components of wages paid and/or deducted?		
4.10	Are there any non-statutory deduction from wages, i.e. deductions other than EPF,		

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	SOCSO, income tax, etc.?		
4.11	If yes to 4.10 above, is there proof of approval obtained from relevant authority?		
4.12	If yes to 4.10 above, is there any monetary deduction for disciplinary issues?		
4.13	Are there any piece rate workers in the facility?		
5.0	**FREEDOM OF ASSOCIATION & COLLECTIVE BARGAINING**		
5.1	Are there written policies or procedures that respect workers' right of free association and collective bargaining?		
5.2	Does facility have a union, association, workers' committee, or collective representative of workers?		
5.3	If Yes to 5.2 above, do workers nominate and elect their own representative?		
6.0	**DISCRIMINATION**		
6.1	Are there written policies, procedures, or practices to prevent or remedy discrimination		
6.2	Are workers with the same job and seniority paid the same rate, irrespective of nationality, race, gender, union membership or other characteristics?		
6.3	Do all workers have an equal opportunity to work overtime?		
6.4	Do all workers sign statements written in the language understood by workers, affirming their receipt, and understanding of the facility's anti-discrimination policies and procedures?		
6.5	Has the facility had any discrimination charges filed against it?		
6.6	Are there written policies or procedures related to termination		

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	and layoff?		
6.7	If Yes to 6.6 above, do they comply with local laws and regulations?		
6.8	Can workers terminate employment by giving proper notice (as defined by local laws or term in their contract) at any time and without penalty?		
7.0	**PROHIBITION OF HARASSMENT OR ABUSE**		
7.1	are there written policies and procedures to prohibit harassment, abuse, and corporal punishment?		
7.2	Are there documented trainings to effectively prevent all forms of harassment, abuse, and corporal punishment?		
7.3	Are workers aware on the procedure to report grievances?		
7.4	Has there been any reported case of harassment or abuse in the last six months?		
7.5	Are reported grievances recorded and tracked ensure closure?		
8.0	**HEALTH AND SAFETY**		
8.1	Does the facility comply with all relevant health and safety laws and regulations?		
8.2	Does the facility undertake internal monitoring of its health and safety system, including fire safety, to ensure it is following written procedures and meeting the requirements of all relevant laws?		
8.3	Are all relevant government health and safety certificates or permits, insurance policies and any relevant correspondence or documents in order? Please identify and report any irregularities.		
8.4	Does the facility conduct hazard assessments to determine if PPE is		

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	required?		
8.5	If PPE is required, are they provided to affected workers at no cost, including replacements?		
8.6	Are escape routes, aisles and emergency exits clearly marked, easily accessible and never blocked?		
8.7	Are there written and communicated emergency procedures to handle natural disasters, fire safety, industrial accidents, and emergencies?		
8.8	Does the facility have an emergency evacuation plan in the language understood by workers posted in view of the facility's workers?		
8.9	Does the facility conduct health & safety and fire safety orientation training for all new workers?		
8.10	Are accommodation provided by the facility meeting relevant housing standards and acts such as minimum space of 4.5m^2 per worker, one toilet and washroom per 15 workers, provision of electricity and clean water, etc.?		
8.11	Are all relevant government health and safety certificates or permits, insurance policies and any relevant correspondence or documents for the accommodation the facility provides in order? Please identify and report any irregularities.		
8.12	Are there written and communicated emergency procedures to handle natural disasters, fire safety, and emergencies at the accommodation provided by the facility?		
8.13	Does the facility have an emergency evacuation plan of the accommodation it provides in the language understood by the		

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	residents posted in view of the residents?		
8.14	Does the facility provide free medical treatment for migrant workers?		
9.0	**ENVIRONMENT**		
9.1	Does the facility have an environmental management system related to its industry?		
9.2	Does the facility have proper equipment that has been installed properly to prevent and control harmful releases of industrial waste into the environment		
10.0	**ETHICAL BUSINESS BEHAVIOR**		
10.1	Are the written policies, procedures, or practices to prevent or detect unethical behavior such as corruption, extortion, embezzlement, bribery, fraud, or falsification of information?		
10.2	Are reporters provided confidentiality and protection?		
10.3	Has there been any reported case of unethical business behavior by the facility's employee in the last 12 months?		
10.4	Has there been any reported case of unethical business behavior by the facility's supplier/contractor/service provider in the last 12 months?		

Risk ranking:

	High (<60)
	Medium (>=60 and <80)
	Low (>=80)

Total score	