

Supplier self-assessment

Table of Contents

1. *Introduction*
2. *The environment*
3. *Business ethics*
4. *Work environment and social conditions*
5. *Freedom of association*
6. *Work hours*
7. *Wages*
8. *Forced labour*
9. *Child labour*
10. *Discrimination and oppression*
11. *Work environment and safety*
12. *Monitoring and compliance*

References: The self-assessment is based on the principles of the UN Global Compact and the Danish Institute for Human Rights checklist
Version 4- July 2009



Lantmännen

Dear supplier,

Every day we receive messages about our environment and social sustainability issues. The surrounding world places ever increasing demands for responsibility on companies and organizations. Lantmännen has assumed responsibility, and has therefore adopted a Code of Conduct which summarises our overall guidelines for ethical, social and environmental responsibility.

We need your help to contribute to a sustainable society

Our strategy is to implement measures step by step which will bring our operation in the direction of increased sustainability. We need our suppliers' cooperation to ensure that we keep our promises. This responsibility is described in Lantmännen's Supplier Code of Conduct.

Therefore we request that you answer the questions in the attached self-assessment form concerning compliance with Lantmännen's Supplier Code of Conduct. A copy of Lantmännen's Supplier Code of Conduct is attached for your reference.

Please feel free to contact us if you have questions.

It is our ambition and hope that we together will work in a goal-oriented way for a healthier and more sustainable society.

With best wishes,



Self-assessment form - Suppliers of goods and services of Lantmännen

Put an X in the appropriate box for all questions. If an explanation is needed please use the comments field or add comments in a separate document. When choosing the alternative “Not applicable” please give a motivation in the comments field.

1. INTRODUCTION

Company:			
Address			
Country:			
Supplier of information:			
		YES	NO
1.1	Our company has a certified environmental management system If so, state which one _____	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Our company has a certified system for social responsibility If so, state which one _____	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Our company is a participant in the Global Compact	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Our company has a management committed Code of Conduct	<input type="checkbox"/>	<input type="checkbox"/>
		Compliance	No compliance
1.4	Our company follows national laws and regulations	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Our company continuously follows up to ensure that legislation is followed through training, routines and inspections of the operation	<input type="checkbox"/>	<input type="checkbox"/>

2. THE ENVIRONMENT

		Compliance	No compliance	N/A
2.1	Our company actively works to minimize our operation’s negative impact on the environment through working on and following up the following issues:			
	Usage of scarce resources, energy and water	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Discharges into the air and water	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Noise, smells and dust	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



	Potential and actual ground pollution	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Handling of hazardous substances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Handling of hazardous and non-hazardous waste	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Environmentally sound product development, for example in terms of design, packaging, transport, consumption and recycling/waste management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.2	Our company stays current by monitoring current environmental legislation requirements concerning the environmental impact of our activities, products and services.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.3	Please describe how you work in order to reach continual improvements in regards to environmental issues:			
Comments:				

3. BUSINESS ETHICS

		Compliance	No compliance
3.1	Our company does not permit any form of corruption, bribery, money laundering or unlawful restrictive trade practices.	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			

4. WORK ENVIRONMENT AND SOCIAL CONDITIONS

		Compliance	No compliance	N/A
4.1	Our company supports and respects internationally declared human rights and treats our employees fair, equally and with respect.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.2	Our company protects its employees from physical, verbal, sexual or psychological harassment, abuse and threats in the workplace.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>The following statements are a clarification and concretion of the statements above</i>				
4.3	All employees must be provided with a written, understandable and legally binding employment contract.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.3	Our company respects its employees' right to personal privacy when implementing methods for employee monitoring and when information is collected or stored.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				

5. FREEDOM OF ASSOCIATION

		Compliance	No compliance	N/A
5.1	Our company respects and does not obstruct its employees' right to form or join trade unions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.2	Our company respects our employees' ability to engage in collective negotiations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>The following statements are a clarification and concretion of the statements above</i>				
5.3	Employee representatives are not discriminated against and they are provided access to employees in the workplace.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.4	Our company accepts elected employee representatives and respects decisions that have been reached through negotiations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments				

6. WORK HOURS

		Compliance	No compliance	N/A
6.1	Minimum overtime is paid in accordance with national laws.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.2	Overtime is not continually required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>The following statement is a clarification and concretion of the statements above</i>				
6.3	Our company gives its employees paid vacation time every year, and the right to sick leave and parental leave in accordance with applicable legal provisions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				

7. WAGES

		Compliance	No compliance	N/A
7.1	Wages, benefits and overtime compensation do at the very least comply with national legislation and agreements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.2	No deduction from wages as a disciplinary measure is done	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>The following statements are a clarification and concretion of the statements above</i>				
7.3	Wages are paid regularly and in legal funds.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.4	If deductions are taken from wages, they are specified in detail, so that the recipient can clearly see the cause.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments				

8. FORCED LABOUR

		Compliance	No compliance	N/A
8.1	Our company does not permit any type of forced labour or work associated with any type of punishment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.2	No employees are forced to deposit valuables or identity papers with their employer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>The following statement is a clarification and concretion of the statements above</i>				
8.2	Our company does not prevent its employees from freely leaving the workplace when they finish their work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments				

9. CHILD LABOUR

		Compliance	No compliance	N/A
9.1	Our company does not accept child labour. Every child must be protected from financial exploitation and from performing work that can be considered to have a negative impact on the child's education or to be dangerous for the child's health and development. Child labour refers to labour performed by children younger than 15, or as an exception 14 in countries designated in article 2.4 in Convention 138 of the ILO.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>The following statements are a clarification and concretion of the statement above</i>				
9.2	Any apprenticeship program for children below the minimum age of employment must pay compensation and have a clear educational objective.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.3	Our company does not hire any young workers (under the age of 18) to perform any type of work that could put their health, safety or morals at risk.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments				

10. DISCRIMINATION AND OPPRESSION

		Compliance	No compliance	N/A
10.1	Our company does not accept any form of discrimination, threats, oppression or harassment. This refers to discrimination based for example on race, skin colour, gender, language, religion, political views, caste, national or social origins, property, trade union membership, sexual orientation, age or disability.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>The following statement is a clarification and concretion of the statement above</i>				



10.2	Employees who take parental leave may not be terminated or threatened with termination due to parental leave, and they must be able to go back to their previous position while retaining their previous salary and benefits.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments				

11. WORK ENVIRONMENT AND SAFETY

		Compliance	No compliance	N/A
11.1	Our company ensures that our employees are offered a safe and healthy working environment, which means for example that they are protected from fire, accidents and toxic substances.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>The following statement is a clarification and concretion of the statement above</i>				
11.2	Our company creates and follows clear health and safety objectives and work methods, in order to achieve continual improvements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.3	Our company provides its employees with protective equipment free of charge, and with training that is adequate for them to perform their work assignments safely.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.4	Our company offers a suitable, clean and hygienic environment, including access to toilets and clean drinking water in accordance with employees' needs and on a scale that is sufficient for the number of employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.5	Lodging, if offered by our company, meets the same requirements, including the general health and safety provisions listed above.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.6	Please describe briefly how you work in order to reach continuous improvements in regards to employees' health and work safety:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments				

MONITORING AND COMPLIANCE

		Compliance	No compliance	N/A
12.1	Our company takes responsibility for the implementation of this Supplier Code of Conduit in our business	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>The following statement is a clarification and concretion of the statement above</i>				
	<i>Records and documentation</i>			
12.2	Our company saves suitable information that demonstrates			



	compliance with the requirements in this Supplier Code of Conduct. This information includes:			
	Name and age of all employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Time records.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Wage lists, including salary statements and the basis for overtime compensation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Health and safety information, including material safety data sheets, accident data and appropriate certificates and permits.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Environmental information, including data from environmental impact reviews and relevant permits.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Definition of roles and responsibilities</i>			
12.3	Our company has designated coordinators for the areas included in this Supplier Code of Conduct.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.4	Our company has designated management representative(s) with the responsibility and authority to ensure that the content of this Supplier Code of Conduct is followed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Training and increased awareness</i>			
12.5	All employees of our company have been informed about the content of this Supplier Code of Conduct and the importance of acting in accordance with its provisions. In areas with high rates of illiteracy, the employees must be informed verbally. (If the context of this Supplier Code of Conduct is coherent with another code of conduct, set of policies or rules communicated to and known by the employees it is not necessary to specifically communicate the contents of this Supplier Code of Conduct)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Handling of complaints</i>			
12.6	Employees are entitled to have influence by submitting suggestions and complaints concerning all workplace affairs, without fearing punishment or hostile actions. This also applies to complaints where the company has failed to follow this Supplier Code of Conduct.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.7	Our company documents, addresses and follows up on all complaints.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Relationships with sub-suppliers</i>			
12.8	Our company safeguards that our sub-suppliers observe the provisions included in this Supplier Code of Conduct through making reasonable efforts to monitor compliance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.9	Our company requires sub-suppliers to notify us of other business entities in the supply chain whose components are included in what they supply.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Lantmännen

Other comments

I hereby certify that the completed self-assessment provides a truthful description of our company's compliance with Lantmännen's Supplier Code of Conduct. This also means that Lantmännen may follow up on the answers from this self-assessment, for example by means of an audit.

Date

Company

Signature

Name

Före