**Template Suppliers Self-Assessment Questionnaire on CSR (herbs and spices)**

Dear supplier,

Our company is committed to sustainability. This includes respect for universally recognised principles on human rights including for example labour rights, the environment, and business ethics. As our clients and society in general increasingly demand for sustainably produced herbs and spices, we believe that by continuously improving the sustainability performance of these products all parties in herbs/spices supply chains will benefit. Therefore, we seek to ensure that our own company and our supply chains operate in accordance with our requirements and expectations.

This supplier self-assessment questionnaire is designed to give us a better understanding of possible sustainability challenges related to our herbs and spices supply chains. It aims to identify existing and potential adverse sustainability issues/impacts and your company’s current efforts to address these. In case significant adverse sustainability issues take place, we may want to discuss with you how these can be prevented or mitigated. Your answers will not be shared with any other 3rd parties.

Please note that our requirements with regard to product quality / food safety are not addressed in this questionnaire.

We kindly ask you to fill out the questionnaire and return it to us. Please use the “Clarification/additional information” box wherever specifically requested or if you find that a simple “yes/no” answer is not enough.

Please send your answers with supporting/verifying documentation as this will help us to better understand the CSR performance and possible bottlenecks in our herbs and spices supply chains. This may include CSR reports, management plans, audits, measurements,  recordings of employee information, outlines of activities (such as trainings and others) and any additional information you believe may be relevant.

If you have any questions regarding this questionnaire, including our objectives with it, please do not hesitate to contact us.

Kind regards,

BUYER

**Self-assessment Questionnaire**

Corporate Social Responsibility (CSR)/Sustainability is a process for companies to integrate social, environmental, governance and supply chain sustainability into corporate strategy and operations.

This Self-Assessment Questionnaire is designed to be an inventory of sustainability challenges in herbs and spices supply chains and to give us an impression of your efforts in this area. In addition, based on your information, we may want to discuss with you how possible (remaining) adverse sustainability issus/impacts can be prevented or mitigated, possibly through collaborative efforts.

This questionnaire relates to both corporate and site level (factory/farm) and herbs and spices supply chains.

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| **General Information** | |
| 1. Company Name |  |
| 1. Address |  |
| 1. Number of Employees |  |
| 1. Site name (factory or farm) (if differs from A) |  |
| 1. Address |  |
| 1. Kind of spices in assortment |  |
| 1. Main operations |  |
| 1. Supplier ID (DUNS number, VAT number, other) |  |
| 1. Filled in by:  * Name * Position * Email * Tel. |  |
| 1. Date |  |

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| 1. **General Management** | **No** | **Yes** | **Clarification / additional information** | **Background** |
| 1. Does your company comply with all national laws and regulations?   *If your answer is ‘no’, please specify.* | 0 | 0 |  | **Compliance with national laws and regulations** relates to all legal standards with regard to, among others, human rights, working conditions, health & safety, environmental protection, corruption, bribery, taxation, anti-competitive practices, violation of privacy of others. |
| 1. Is your company member of the **Sustainable Spices Initiative?** 2. If not, are you potentially interested to become a member? 3. Is the CSR performance of your company registered in **SEDEX, Ecovadis** or similar initiatives? 4. Are you actively contributing to the **Sustainable Development Goals**? 5. Are you involved in any **other initiatives or projects** addressing sustainability challenges in herbs and spices supply chains?   *Please specify if your answer to one or more of these questions is ‘yes’.* | 0  0  0  0  0 | 0  0  0  0  0 |  | Information on: [**Sustainable Spices Initiative**](https://www.idhsustainabletrade.com/initiative/sustainable-spices-initiative/)**.**  Information on: [**Ecovadis**](http://www.ecovadis.com)**,** [**SEDEX**](http://www.sedexglobal.com)  Information on: [**Sustainable Development Goals**](https://www.un.org/sustainabledevelopment/sustainable-development-goals/) |
| 1. Does your company have a **management person** responsible for:  * Social sustainability * Environmental sustainability * Business Conduct and Compliance   *If your answer is ‘yes’, please provide name and e-mail of these persons, even if the person is the same as mentioned in the ‘general information’ table.* | 0  0  0 | 0  0  0 |  | **Social sustainability** relates to practices that contribute to the quality of life of both employees and communities that could be impacted by the company’s operations. Examples of social topics to address include working conditions, nondiscrimination, freedom of association and collective bargaining, health and safety at work, etc. (See Section B).  **Environmental sustainability** relates to practices that contribute to the quality of the environment on a long-term basis. Examples of company practices include recycling programmes, carbon emissions reduction programmes, programmes for waste management, etc. (See Section C).  Companies are expected to appoint a senior management representative, who irrespective of other responsibilities, serves as a **management person** responsible to ensure that the company meets its commitment related to social sustainability, business conduct and compliance and environmental sustainability.  **Business conduct and compliance** relate to the principles that guide business conduct in its relations towards its business partners and customers. Examples of unethical business practice include corruption, extortion and bribery and illegal anti-competitive practices. (See Section D).  *The contact details that you provide in response to this question will not be contacted without prior notice. In the first instance, enquiries will be directed to the person that completes this self-assessment questionnaire.* |
| 1. Does your company **publish**:  * A Corporate Social Responsibility (CSR)/ Sustainability Report, * An Environmental report, * CSR/Sustainability report integrated in annual report and/or * Other (please specify)   *If your answer is ‘yes’, please insert web link or share report*   1. If so, is your most recent report assured by a third party?   *If your anwer is yes, please provide the name of the third party.*   1. If so, are the operations of all your company sites (factories/farms) included in this report? | 0  0  0  0  0  0 | 0  0  0  0  0  0 |  | A **CSR/ sustainability report** is an organisational report that gives information about economic, environmental, social and ethical performance.  An **environmental report** is a systematic document published by companies with the aim of communicating with stakeholders on the most relevant environmental issues. |
| 1. Does your company have a **Code of Conduct on Responsible Business Conduct** in place?   *If your answer is yes, please insert web link or share document.*   1. If so, Is the Code of Conduct enforced at the site (factory/farm) from where our herbs/spices are supplied? | 0  0 | 0  0 |  | A **Code of Conduct** is a set of rules outlining the responsibilities or proper practice for an individual (employee) and organisation. It covers social, ethical and environmental aspects and are beyond minimum legal requirements. |
| 1. Does your company organise **training sessions** to enhance the understanding of **Corporate Social Responsibility/Sustainability**?   *If your answer is yes, please specify if these training sessions are implemented on a regular basis and on which topics they are organised (e.g. Code of Conduct, Social issues, Anti-corruption and ethics, Health & safety, Environmental management).*   1. If so, did employees working on the site (factory/farm) from where our herbs/spices are supplied also participate in this **Corporate Social Responsibility/Sustainability training**?   *Please specify if your anwer is yes.* | 0  0 | 0  0 |  | **Training sessions** to enhance the understanding of CSR/ Sustainability refers to companies training their employees on the expectations, policies and procedures relating to Corporate Social Responsibility within the company context. Training is intended to raise awareness on CSR topics, so that specific functions could identify and act on issues they encounter in their day-to-day activities. Training could be function-specific (e.g. trainings for buyers, managers, etc.), or topic-specific (e.g. on anticorruption, Health&Safety, etc.)  **Corporate Social Responsibility** (CSR) is a process for companies to integrate social, environmental, ethical and human rights concerns into their operations and core strategy, in close collaboration with their stakeholders. In general, it concerns measures going beyond minimum legal requirements.  Examples of **social issues** that companies could conduct training sessions on include nondiscrimination, human rights, etc. (See Section B) |
| 1. Does your company have a **grievance mechanism** open for complaints of, among others, workers, suppliers and local communities?   *Please specify if your anwer is yes.* | 0 | 0 |  | An **effective grievance mechanism** has the following characteristics:   * **Legitimate** Enables trust from the stakeholder groups for whose use it is intended, and is accountable for the fair conduct of grievance processes. * **Accessible** Is known to all stakeholder groups for whose use it is intended, and provides adequate assistance for those who may face particular barriers to access. * **Predictable** Provides a clear and known procedure with an indicative time frame for each stage, and clarity on the types of process and outcome available and means of monitoring implementation. * **Equitable** Seeks to ensure that aggrieved parties have reasonable access to sources of information, advice and expertise necessary to engage in a grievance process on fair, informed and respectful terms. * **Transparent** Keeps parties to a grievance informed about its progress, and provides sufficient information about the mechanism’s performance to build confidence in its effectiveness and meet any public interest at stake. * **Rights-compatible** Ensures that outcomes and remedies are in accord with internationally recognised human rights. * **A source of continuous learning** Draws on relevant measures to identify lessons for improving the mechanism and preventing future grievances and harms. * **Based on engagement and dialogue** Consults the stakeholder groups for whose use it is intended on its design and performance, and focuses on dialogue as the means to address and resolve grievances.   If your company engages directly with farmers it is important to make an effort to inform them about the existence of the grievance mechanism and to tailor communication to the culture and capacities of he local communities. |
| 1. Does your company have a policy on active **stakeholder engagement**?   *Please specify if your anwer is yes.* | 0 | 0 |  | **Stakeholder engagement** is the process by which an organization involves people who may be affected by the decisions it makes or can influence the implementation of its decisions. They may support or oppose the decisions, be influential in the organization or within the community in which it operates, hold relevant official positions or be affected in the long term. Companies engage their stakeholders in dialogue to find out what social and environmental issues matter most to them about their performance in order to improve decision-making and accountability.  Note that if you engage with **indigenous peoples** you may want to consider specific guidelines (see annex B of [*OECD-FAO Guidance for Responsible Agricultural Supply Chains*](http://mneguidelines.oecd.org/OECD-FAO-Guidance.pdf)). |

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| 1. **Social Sustainability** | **No** | **Yes** | **Clarification / additional information** | **Background** |
| 1. Does your company have a formal **social policy**, which includes a commitment to legal compliance, continuous measurement and continuous improvements in social performance?   *Please specify if your anwer is yes and share relevant documents.*   1. If so, are the following areas covered by this policy or the related processes and procedures?  * Human Rights in general * No forced or compulsory labour * No child labour (e.g. no worker under legal working age, etc.) * Working conditions, including seasonal workers (e.g. equal pay for equal work, acceptable working hours, equal opportunity for everyone to be promoted and rest, leisure and paid holidays, paid maternity leave, social security/insurance, no harrassment or abuse, etc.) * Wages & benefits, including seasonal workers (e.g. no unpaid overtime, etc.) * Health & Safety * Non-discrimination (e.g. age, gender, religion, race, etc.) * Gender equality / women’s rights * Freedom of association (including rights to form and join trade unions) * Collective bargaining * Cultural heritage (tangible and intangible) * Land tenure rights * Socio-economic development of (surrounding) communities * Increasing resilience of agriculture and food systems * Other   *Please, give your answer with respect to each single issue and share relevant documents if available.* | 0  0  0  0  0  0  0  0  0  0  0  0  0  0  0  0 | 0  0  0  0  0  0  0  0  0  0  0  0  0  0  0  0 |  | A company policy refers to a business approach to a given issue and contains general principles and/ or practical how-to-do items. A policy may include components such as prohibited behaviours, rights, and grievance procedures. Social issues could be contained in the company HR policy, CSR policy, Human Rights policy, etc.  **Human rights** are the rights we are entitled to simply because we are human beings. They represent the universally agreed minimum conditions that enable all people to maintain their dignity. Human rights are inherent to all of us, whatever our nationality, place of residence, sex, national or ethnic origin, colour, religion, or any other status.  **Forced or compulsory labour** refers to all work or service exacted from any person under the menace of any penalty and for which that person has not offered himself voluntarily. Examples include forced overtime, retention of identity documents, etc.  **Child labour** relates to the prohibition of employment of children who are under the legal minimum working age. Young people admitted to work must have working conditions appropriate to their age and be protected against economic exploitation and any work likely to harm their safety, health or physical, mental, moral or social development or to interfere with their education.  The following widely recognised definition of child labour should be applied:   * *Children who are over the age of 13 years (in developing countries this can be 12) can do light work as long as it does not threaten their health and safety or hinder their education or training. National governments are supposed to determine locally what is acceptable light work, although few countries have.* * *Children who are over the age of 15 years (in developing countries this can be 14) can work as long as it does not threaten their health and safety or hinder their education or training.* * *Children under the age of 18 years are not allowed to do dangerous work or work in dangerous or unhealthy conditions which could result in illness, injury or death. This is known as hazardous work.”*   **Working conditions** refer to the working environment and aspects of an employee’s terms and conditions of employment. This should also concern working conditions of temporary/seasonal workers. Examples include health, safety and well-being; maximum daily and weekly working hours, including mandatory days off, maternity leave, annual paid leave, no (sexual) harrassment, abuse or intimidation, specific women’s rights, etc.  **Wages & benefits** relate to the basic or minimum wage or salary and any additional entitlements payable directly or indirectly, in cash or in kind, by the employer to the worker and arising out of the worker’s employment. This should also concern wages & benefits of temporary/seasonal workers. Examples include paid sick days, family and medical leave, paid overtime.  Examples of specific activities on **Health & Safety** include:  • Training and use of Personal Protection Equipment  • Training on company Health & Safety policy  • Training on work with hazardous materials  • Distribution of educational materials on health & safety procedures  • Information campaign for workers on health & safety procedures specific to the site  **Non-discrimination** is a principle that requires the equal treatment of an individual or group irrespective of their particular characteristics, including sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation.  **Women’s Rights** relate to securing equal rights for women and removing gender discrimination from operational processes and behavioral patterns.  **Freedom of association** relates to the right to freedom of peaceful assembly and to freedom of association at all levels, in particular in political, trade union and civic matters, which implies the right of everyone to form and to join trade unions for the protection of his or her interests.  **Collective bargaining** is a process of negotiations between employers and a group of employees aimed at reaching an agreement that regulates working conditions.  **Cultural heritage** is the legacy of physical artifacts and intangible attributes of a group or society that is inherited from past generations. Cultural heritage includes tangible culture, intangible culture, and natural heritage.  **Land tenure rights** concern efforts to avoid or, when avoidance is not possible, minimise the physical and/or economic displacement of legitimate tenure right holders, while balancing environmental, social, and financial costs and benefits, paying particular attention to adverse impacts on the poor and vulnerable. When holders of legitimate tenure rights are negatively affected, it is important to ensure that they receive a prompt, adequate and effective compensation of their tenure rights being negatively impacted by a company’s operations.  **Socio-economic development of (surrounding) communities** is a process where community members take collective action and generate solutions to common problems. It is a broad term given to the practices of civic leaders, activists, involved citizens and professionals to improve various aspects of communities, typically aiming to build stronger and more resilient local communities.  **Increasing resilience of agriculture and food systems** (includingthe supporting habitats and related livelihood) relates to all kinds of adaptation measures to make farmers less vulnerable for the effects of climate changes. |
| 1. Does your company have a **management system** in place to manage the above mentioned social issues?   *Please specify if your anwer is yes. If your social management system is documented, please share relevant documents.*   1. If so, is the system certified?   *Please specify if your anwer is yes and share relevant documents.*   1. If so, is this management system also implemented at the site (factory/farm) from where you supply our herbs/spices?   *Please specify if your anwer is yes.*   1. Have social **audits** been conducted at this site?   *Please specify if this was an internal audit or an external audit by a 3rd party. Please share relevant documents if available.* | 0  0  0  0 | 0  0  0  0 |  | A **management system** is a set of documented controls, processes and/or procedures reviewed by management. It could be internal or developed according to a standard. Examples of relevant social standards include:   * ISO26000 Guidance social responsibility * ISO31000 Risk management * ISO20400 Principles for sustainable procurement * SA8000 Social management system * OHSAS 18001 Health & Safety Management   **Social audits** enable an organisation to assess and demonstrate its compliance to legislation and social, economic, and environmental benefits and limitations. It is a way of measuring the extent to which a company lives up to the shared values and objectives it has committed itself to.  Social audits can be conducted internally or by an external 3rd party body that issues a certificate. |

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| 1. **Environmental Sustainability** | **No** | **Yes** | **Clarification / additional information** | **Background** |
| 1. Does your company have a formal **environmental policy**, which includes a commitment to legal compliance, continuous measurement and continuous improvements in environmental performance?   *Please specify if your anwer is yes and share relevant documents.*   1. Are the following areas covered by this policy or the related processes and procedures?  * Energy consumption / greenhouse gas emissions * Water usage * Hazardous emissions to air, water or soil (including possible use of agro-chemicals) * Waste management * Soil degradation * Deforestation and other forms of conversion of natural habitats and natural areas with high levels of organic carbon into production systems * Other impacts on biodiversity | 0  0  0  0  0  0  0  0 | 0  0  0  0  0  0  0  0 |  | An **environmental policy** shows the company’s overall intensions and direction related to its environmental performance. It reflects the company’s commitment and is formally expressed by top management.  It provides a framework for action, setting environmental objectives which takes into account applicable legal and other requirements and the company’s environmental impact of its operations, products and services, with the purpose of decreasing the environmental impact, saving resources and costs.  **Energy consumption / greenhouse gas emissions** concern all kinds of measures to reduce the use of fossile fuels and/or to apply renewable energy sources (e.g. solar, wind, hydro or geothermic power).  **Water usage** concern all kinds of measures to reduce the use of water and/or to avoid water pollution.  **Hazardous emissions to air, water or soil** may be related to the use of agro-chemicals and other hazardous substances. For example, measures may relate to a reduction of quantities used, an increase of the effectiveness of application in time and place and/or a reduction of the hazardousness of applied chemicals.  **Waste management** relates to an environmentally sound storage, collection and disposal (as much as possible recycling) of hazardous and non-hazardous waste. It concerns substituting or reducing the use of toxic substances (e.g. crop protection agents), and enhancing the productive use or ensuring a safe disposal of waste.  **Soil degradation** relates to good agricultural practices to maintain or improve soil fertility and avoid soil erosion.  **Deforestation and other forms of conversion of natural habitats** into production systems are among the most important underlying factors for biodiversity degradation. Special attention must be paid to preservation of protected areas, high conservation value areas and natural areas with high levels of organic carbon (e.g. peatlands).  **Other impacts on biodiversity** may relate to a wide range of activities, including fire hazards related to land preparation, fragmentation of natural habitats, overexploitation of natural resources, introduction of invasive species and the disturbance or killing of flora and fauna. |
| 1. Does your company have an **environmental management system** in place?   *Please specify if your anwer is yes and share relevant documents.*   1. If so, is the system certified?   *Please specify if your anwer is yes and share relevant documents.*   1. If so, is this management system also implemented at the site (factory/farm) from where you supply our herbs/spices?   *Please specify if your anwer is yes.*   1. Have **environmental audits** been conducted at this site (factory/farm)?   *If your anwer is yes, please specify if this was an internal audit or an external audit by a 3rd party. please share relevant documents if available.* | 0  0  0  0 | 0  0  0  0 |  | An **environmental management system** enables a company, in a structured and preventive way, to work with its environmental performance and improve environmental impact from its operations, products and services. Examples include: developing a policy/ directions; establishing objectives; subscribing to legal and other requirements; risk management; implementing working procedures to achieve continuous improvements to support environmental protection; and reducing or preventing of pollution. Examples of relevant standards and certification include:  • ISO14001 EMS  • ISO14064 GHG  • PAS 2060 Carbon neutrality  • BS/EN/ISO14006:2011/14004:2010/14001:2004 Environmental management systems  • BS8555 Certification: Implementation of environmental management systems  • PAS2050 Carbon footprint  • EU Eco-Management and Audit Scheme (EMAS)  **Environmental audits** enable an organisation to assess and demonstrate its compliance to legislation; environmental performance; and the benefits and limitations of its environmental policy. It is a way of measuring the extent to which a company lives up to the shared values and objectives it has committed itself to. Environmental audits can be conducted internally or by an external body that issues a certificate. |

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| 1. **Business Conduct and Compliance** | **No** | **Yes** | **Clarification / additional information** | **Background** |
| 1. Does your **company** have a formal **policy** in place regarding **business conduct and compliance**?   *Please specify if your anwer is yes and share relevant documents.*   1. Are the following areas covered by this policy or the related processes and procedures?  * No corruption, including extortion * No bribery * No anti-competitive practices * No tax evasion or avoidance * Other   *Please specify if your anwer is yes and share relevant documents.* | 0  0  0  0  0  0 | 0  0  0  0  0  0 |  | **Corruption** can take many forms that vary in degree from the minor use of influence to institutionalised bribery. It is defined as the abuse of entrusted power for private gain. This can mean not only financial gain but also non-financial advantages.  **Extortion:** The solicitation of bribes is the act of asking or enticing another to commit bribery. It becomes extortion when this demand is accompanied by threats that endanger the personal integrity or the life of the private actors involved.  **Bribery** is an offer or receipt of any gift, loan, fee, reward or other advantage to or from any person as an inducement to do something which is dishonest, illegal or a breach of trust, in the conduct of the enterprise’s business.  **Anti competitive practices** relate to unfair business practices that are likely to reduce competition and lead to higher prices, reduced quality or levels of service, or less innovation. Anti competitive practices include activities like price fixing, group boycotts, and exclusionary exclusive dealing contracts or trade association rules, and are generally grouped into two types:   * agreements between competitors, also referred to as horizontal conduct * monopolization, also referred to as single firm conduct   **Taxation** concerns compliance with both the letter and spirit of tax laws and regulations. |
| 1. Does your companyhave a **business conduct and compliance ethics management system** in place?   *Please specify if your anwer is yes and share relevant documents.*   1. If so, to what extent is your business conduct and compliance **management system** documented?   *Please specify if your anwer is yes and share relevant documents.*   1. If so, is this management system also implemented at the site (factory/farm) from where you supply our herbs/spices?   *Please specify if your anwer is yes.* | 0  0  0 | 0  0  0 |  |

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| 1. **Supplier Management** | **No** | **Yes** | **Clarification / additional information** | **Background** |
| 1. Is your company able to supply **certified herbs and spices**, for example Rainforest Alliance, Fairtrade, Organic, Fairwild?   *Please specify if your answer is ‘yes’.* | 0 | 0 |  | Background on **certification initiatives** can be found here:   * [Rainforest Alliance](https://www.rainforest-alliance.org/) * [Fairtrade](https://www.fairtradecertified.org/) * [Fairwild](http://www.fairwild.org/) |
| 1. Does your company have a formal **supplier CSR/sustainability policy** or **sustainable/responsible procurement policy**?   *Please specify if your anwer is yes and share relevant documents.*   1. If so, which areas are covered by this policy?  * Traceability * Human rights * No forced or compulsory labour * No child labour * Decent working conditions * Living income farmers and workers * No discrimination * Freedom of association * Collective bargaining * Health & safety * Gender/women’s rights * Land tenure rights * Cultural heritage of, among others, indigenous peoples (both tangible and intangible) * Resilience of agriculture and food systems (climate change adaptation) * Energy consumption / greenhouse gas emissions * Water usage * Environmental pollution (e.g. caused by unsound use of agro-chemicals, cleaning processes, inadequate waste management * Soil degradation * Deforestation and other forms of conversion of natural habitats and natural areas with high levels of organic carbon * Other impacts on biodiversity * No corruption, including extortion * No bribery * No anti-competitive practices * Other, please specify  1. Are all suppliers covered by this policy?   *If your anwer is no, please specify* | 0  0  0  0  0  0  0  0  0  0  0  0  0  0  0  0  0  0  0  0  0  0  0  0  0  0 | 0  0  0  0  0  0  0  0  0  0  0  0  0  0  0  0  0  0  0  0  0  0  0  0  0  0 |  | Examples of **Supplier CSR/Sustainability Policy / Sustainable/Responsible Procurement Policy** could be a specific Supplier Code of Conduct or a Company Conduct document which applies to both internal employees as well as external business partners, such as suppliers.  The objective should be to promote, for example, healthy working conditions, environmental responsibility and ethical business conduct throughout the entire supply chain. It includes a process of continuous due diligence in relation to all potential sustainability impacts.  **See also background information related to questions 16, 24 and 30.** |
| 1. If relevant, which of the following actions/tools do you have in place to ensure that your Supplier **CSR/sustainability policy or Sustainable/Responsible Procurement Supplier Sustainability Policy** is effectively implemented by your suppliers?  * Measures to control the origin of raw materials (e.g. audit, controls, approvals) * Integration of CSR criteria when subcontracting/externalizing labor resources * Supplier CSR code of conduct * Suppliers self-assessment questionnaire * Supplier meetings * Detailed risk analysis per purchasing category completed * Company specific training of buyers on social and environmental issues within the supply chain * Systematic integration of specific social or environmental contract clauses * Regular supplier assessment on environmental or social issues * On-site audits of suppliers on environmental or social issues * Corrective actions to facilitate supplier capacity building on environmental or social issues * Integration of social and environmental principles into buyers performance appraisal * Other   *Please specify if your anwer is yes and share relevant documents.*     1. Does your **CSR/sustainability policy or Sustainable/Responsible Procurement Supplier Sustainability Policy** include preventing and mitigating identified potential adverse sustainability impacts?   *Please specify if your anwer is yes and share relevant documents.* | 0  0  0  0  0  0  0  0  0  0  0  0  0  0  0 | 0  0  0  0  0  0  0  0  0  0  0  0  0  0  0 |  |  |
| 1. Does your company **communicate** its Supplier CSR/Sustainability Policy to your suppliers?   *If your anwer is yes, please specify*   1. If so, how is the Supplier CSR/Sustainability Policy communicated?  * During supplier meetings * In contractual terms * Through brochures/magazines/ newsletters/web-page * Other   *Please specify* | 0  0  0  0  0 | 0  0  0  0  0 |  |  |

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| 1. **Potential or Actual Issues/Impacts in Supply Chains** |  | | | | |
| 1. Are you aware of any potential or actual adverse issues/impacts in herbs and spices supply chains (including farm level) mentioned in the following table?   *Please fill in the following matrix and, if possible, clarify for which herb or spice the issue/impact is relevant. Please share relevant document.* | | | | | |
| **Sustainability issue** | **No / minor issue/impact** | **Medium issue/impact** | **Major issue/impact** | **Don’t know** | **Clarification/additional information** |
| **Social sustainability** |  |  |  |  |  |
| Inadequate **decent** **(living) income** for **farmers** (e.g. as a result of low productivity, inferior product quality and low and/or volatile prices). |  |  |  |  |  |
| Inadequate **decent (living) wages** for (seasonal) **workers.**  (*farm and processing level*) |  |  |  |  |  |
| **Health & Safety risks farmers** (e.g. as a result of exposure to hazardous chemicals, extreme weather conditions and other dangerous situations). |  |  |  |  |  |
| **Health & Safety risks** (seasonal) **workers** (e.g. as a result of exposure to hazardous chemicals, extreme weather conditions and other dangerous situations).  *(farm and processing level*) |  |  |  |  |  |
| Inadequate **other labour conditions farmers.** |  |  |  |  |  |
| Inadequat**e other labour conditions** (seasonal) **workers** (e.g., secondary labour conditions, working times, payment for overwork, leave arrangements, access to sanitary facilities, training, maternity leave).  *(farm and processing level)* |  |  |  |  |  |
| **Child labour** (both farmers and workers). |  |  |  |  |  |
| **Forced labour** (both farmers and workers) |  |  |  |  |  |
| **Debt traps**, resulting in **bonded labour** (both farmers and workers). |  |  |  |  |  |
| **Discrimination of workers** (e.g. based on race, ethnic background, religion, sex).  *(farm and processing level)* |  |  |  |  |  |
| Inadequate **freedom of association and the right to collective bargaining** for workers  *(farm and processing level)* |  |  |  |  |  |
| General abuse of **migrant workers** (both working and living conditions).  *(farm and processing level*) |  |  |  |  |  |
| Inadequate attention to **gender** (e.g. women have no meaningful participation in decision-making and leadership role, no equal access and control over natural resources, inputs, productive tools, advisory and financial services, training, markets and information). |  |  |  |  |  |
| Inadequate attention to **indigenous peoples** (e.g. indigenous people have no meaningful participation in decision-making and leadership role, no equal access and control over natural resources, inputs, productive tools, advisory and financial services, training, markets and information). |  |  |  |  |  |
| Conflicts related to **land tenure rights** and **access to natural resources** (e.g. land, fisheries, forests and water). This includes inadequate **compensation mechanisms**. |  |  |  |  |  |
| Inadequate measures to **mitigate climate change** / **increase resilience of spice production systems.** |  |  |  |  |  |
| **Excessive crop loss** (e.g. as a result of inadequate post-harvest practices and/or risks of harvest failures). |  |  |  |  |  |
| Inadequate **access of farmers to finance** (credit and insurance). |  |  |  |  |  |
| General **adverse impacts on local communities** (e.g. as a result of adverse impacts on tangible and intangible cultural heritage, influx of migrants, access to healthcare and education). |  |  |  |  |  |
| **Environmental** |  |  |  |  |  |
| **Conversion of natural ecosystems** into production systems, including deforestation and fragmentation of natural habitats. |  |  |  |  |  |
| **Soil degradation** (erosion, depletion). |  |  |  |  |  |
| **Water and soil pollution** (e.g. as a result of agro-chemicals use and post-harvest cleaning practices). |  |  |  |  |  |
| **Air pollution** (e.g. as a result of burning practices, fumigation). |  |  |  |  |  |
| Contribution to **climate change** (e.g. as a result of use of fossile fuels, deforestation and/or dewatering of peat lands). |  |  |  |  |  |
| Excessive **water use** (*at farm and processing level*). |  |  |  |  |  |
| Inadequate **waste management** (*at farm and processing level*). |  |  |  |  |  |
| Introduction of **invasive species** (including GMO). |  |  |  |  |  |
| **Overexploitation** of spices collected in the wild. |  |  |  |  |  |
| Contribution to **depletion of (other) natural resources.** |  |  |  |  |  |
| **General adverse impacts** on protected areas, high conservation areas and/or endangered species. |  |  |  |  |  |
| **Other** |  |  |  |  |  |
| Inadequate **consumer safety** (e.g. as a result of product contamination). |  |  |  |  |  |
| Occurence of **corruption and/or bribery,** including **extortion**. |  |  |  |  |  |
| Occurence of **tax evasion and/or avoidance**. |  |  |  |  |  |
| Occurence of **anti-competitive practices**. |  |  |  |  |  |
| Inadequate **diffusion of appropriate technologies and innovations**, particularly environmentally friendly technologies. |  |  |  |  |  |
| Inadequate **disclosure** about sustainability risks in supply chains and efforts to prevent or mitigate these. |  |  |  |  |  |
| Inadequate supply chain **traceability**. |  |  |  |  |  |
| Inadequate **consultations with spices communities**, especially indigenous peoples, among other reasons in order to obtain their free, prior and informed consent. |  |  |  |  |  |
| Inadequate **grievance mechanisms** in place. |  |  |  |  |  |
| Other, namely…. |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 1. **Potential or Actual Issues/Impacts in Supply Chains (continued)** | **No** | **yes** | **Clarification/additional information** |
| 1. If you have indicated a medium or major issue/impact in the previous table, can you demonstrate that you are trying to prevent or mitigate such potential and/or actual adverse issues/impacts?   *Please specify and share relevant documents* | 0 | 0 |  |
| 1. If have indicated a medium or major issue/impact in the previous table, can you demonstrate that you track the effectiveness of your response to such potential and/or actual adverse issues/impacts?   *Please specify and share relevant documents* | 0 | 0 |  |
| 1. If have indicated a medium or major issue/impact in the previous table,has your company established remediation processes and/or does your company participate in remediation processes?   *Please specify and share relevant documents* | 0 | 0 |  |
| 1. If have indicated a medium or major issue/impact in the previous table, do you see specific bottlenecks in preventing and/or mitigating them?   *Please specify.* | 0 | 0 |  |
| 1. If have indicated a medium or major issue/impact in the previous table,do you think the situation can be improved by collaborative action?   *Please specify.* | 0 | 0 |  |
| 1. Does your company provide suppliers (including farmers) training to mitigate any potential or actual adverse issues/impacts mentioned in the previous table (e.g. trainings in health and safety, proper handling of chemicals and pesticides, Good Agricultural Practices).   *Please specify and share relevant documents* | 0 | 0 |  |

**Signature**Supplier hereby confirms that the content and statements in this completed questionnaire give a truthful and accurate description of the current situation.