

TKH Code of Supply self-assessment

Our company is committed to sustainability. This includes respect for universally recognized principles on human rights including labor rights, the environment and anti-corruption.

Therefore, we seek to ensure that our own company and our suppliers operate in accordance with the requirements outlined in our TKH Code of Supply.

The enclosed supplier self-assessment questionnaire is designed to give us a better understanding of how your company manages its impacts on human rights including labor rights, environmental and anti-corruption principles.

The questions included in the questionnaire therefore reflect the requirements outlined in our TKH Code of Supply, which is signed by your company.

We kindly ask you to fill out the questionnaire and return a filled-in version to us. Please use the "Please elaborate" box if you find that a simple "yes/no" answer is not enough, or if a statement containing more than one aspect requires differentiated answers. You are also welcome to provide further explanations in a separate document. This will help us to better assess your CSR performance.

When we ask whether or not you have identified any adverse impacts on human rights, the environment or anti-corruption, please remember to take both potential and actual impacts into account. Also, please note that an adverse impact on human rights, for instance, occurs when an action removes or reduces the ability of an individual to enjoy his or her human rights. This means that you can have adverse impacts on human rights even if your activities are in compliance with relevant laws. We provide company specific examples in connection to each right to give you a better idea of what types of impacts you may want to consider.

We kindly ask you to read the TKH Code of Supply carefully before answering this questionnaire. The TKH Code of Supply will further guide your understanding of the context and content of the questions. Please note that the information provided will be kept strictly confidential.

If you have any questions regarding our TKH Code of Supply or the questionnaire, please do not hesitate to contact us.

Kind regards,

TKH OPCO

Supplier self-assessment questionnaire

I. Company Information

1. Company name	
2. Address	
3. Telephone	
4. Web	
5. Answered by (name, job title and e-mail)	
6. Date	

II. Legal Compliance

	Comply	Not Comply	N/A	Please elaborate (where relevant)
1. The supplier complies with all laws, regulations, administrative practices and other applicable standards (e.g. collective bargaining agreements or other Codes of Conduct) in the countries in which it operates.				

III. Environment

	YES	NO	In progress	Please elaborate (where relevant)
1. Does your company have a policy statement concerning the environment? (Based on international principles, e.g. the Rio Declaration on Environment and Development, Agenda 21 and the OECD Guidelines for multinational enterprises?)				
2. Does your company have an environmental management system e.g. EMAS registration or ISO 14001 certification?				

Are you aware of and do you have policy concerning the following topics:	YES	NO	N/A	If yes, please describe the potential or actual impact and actions taken to address (prevent / mitigate) the impact	Short examples of adverse impacts on environment
3.1. Ensuring legal compliance with all regulated environmental issues related to waste management, air pollution, wastewater, soil contamination and prohibited chemicals?					<ul style="list-style-type: none"> • The Use of scarce natural resources, energy and water. • The Emissions to air and releases to water. • The Noise, odor and dust emission. • The Potential and actual contamination of the soil. • Waste management of

Are you aware of and do you have policy concerning the following topics:	YES	NO	N/A	<i>If yes, please describe the potential or actual impact and actions taken to address (prevent / mitigate) the impact</i>	Short examples of adverse impacts on environment
					hazardous and non-hazardous waste. <ul style="list-style-type: none"> • Product issues (environmental aspects of design, packaging, transport, use and recycling/disposal).
3.2. Keeping record of all pollution incidents and reporting these to relevant authorities as required by applicable permits and legislation?					
3.3. Providing for the necessary organization, training of employees, awareness raising, operational control and monitoring to assure and maintain legal compliance?					
3.4. Pollution prevention and cleaner production?					<ul style="list-style-type: none"> • Supporting a precautionary approach to environmental challenges, which involves a systematic risk assessment, risk management and risk communication. • Supporting activities that involve waste reduction and resource optimization from suppliers' operations. • Supporting activities that promote green procurement of more eco-efficient products. • Fostering openness and dialogue with employees and the public as part of the company's approach to environmental responsibility.
3.5. Emergency preparedness?					<ul style="list-style-type: none"> • Establishing and maintaining emergency procedures. • Having a site emergency plan in place with detailed guidelines/training for major incident response, to effectively prevent and address all health emergencies and industrial accidents that can affect the surrounding community or have an adverse impact on the environment. • Ensuring that the Emergency response plan is communicated to local authorities, emergency services and potentially affected

Are you aware of and do you have policy concerning the following topics:	YES	NO	N/A	If yes, please describe the potential or actual impact and actions taken to address (prevent / mitigate) the impact	Short examples of adverse impacts on environment
					local communities, as required.
3.6. Management of chemical substances?					<ul style="list-style-type: none"> • Maintaining an inventory of hazardous substances used in the operation and stored and assessing substitution options toward more environmental friendly substances. • Assuring safety procedures/controls in place for hazardous substances. • Assuring minimizing the potential contamination of air, fresh water, soil and groundwater from chemical substances.

IV. Human rights including labor rights

	YES	NO	In progress	Please elaborate (where relevant)
1. Does your company have a policy statement concerning human rights including labor rights? (Based on international principles, i.e. the International Bill of Human Rights and the International Labor Organization's Declaration on Fundamental Principles and Rights at Work and the OECD Guidelines for multinational enterprises)				
2. Does your company have a management system for Occupational Health and Safety (OHS) e.g. SA8000 or ISO 45001 certification?				

Are you aware of and do you have policy concerning the following topics:	YES	NO	N/A	If yes, please describe the potential or actual impact and actions taken to address (prevent / mitigate) the impact	Short examples of adverse impacts on each human right
3.1. Right to non-discrimination? <i>Recognized and prohibited grounds for discrimination under international human rights law include gender, age, nationality, ethnicity, race, color, creed, caste, language, mental or physical disability, organizational membership, opinion, health status (including HIV or AIDS status), sexual</i>					Company X begins recruitment for an additional staff. Several qualified and suitable candidates apply for the position, including ethnic minorities. The company decides not to interview candidates whose minority background is visible, because in the past customers have complained about being served by visible minorities.

Are you aware of and do you have policy concerning the following topics:	YES	NO	N/A	If yes, please describe the potential or actual impact and actions taken to address (prevent / mitigate) the impact	Short examples of adverse impacts on each human right
<i>orientation, marital status, birth, or civic, social, or political characteristics of the employee.</i>					Workplace discrimination can also be reflected in company policies, procedures and practices concerning: <ul style="list-style-type: none"> • Hiring & Wages • Promotion • Access to training • Disciplinary procedures • Retirement and termination processes
3.2. Right to work (training, contract, termination)?					Company X refuses to use contracts or letters of employment with newly hired employees. Company X finds that two employees are voicing too many ideas about employees' rights after they enrolled in a training program offered by the local trade union branch outside business hours. Company X informs the employees that they will encounter "difficulties" if they continue attending the classes.
3.3. Right to enjoy just and favorable conditions of work (including equal pay for equal work, a living wage? (Minimum/living wage, safe and healthy working conditions, equal opportunity for everyone to be promoted and rest, leisure and paid holidays)					Company X recruits a new employee who is an immigrant from an emerging economy country. Due to his national origin he is paid less than his colleagues, as management is of the opinion that his salary is still well beyond what he would have made in his home country.
3.4. Right to social security, including social insurance?					Company X keeps employees on as casual workers even though the employees are working on a permanent basis and therefore are entitled to permanent contracts and social security/insurance.
3.5. Right to a family life (including protection of mothers before and after childbirth and children's and young people's protection from exploitation (no child labor))?					Company X buys promotional items, such as pens and lighters with the company logo from a rather large supplier. When visiting the supplier to negotiate price and quality of the order the company notices several young children that seem to be assembling small parts. As the company is a small company in comparison with the supplier, the company ignores what they see and

Are you aware of and do you have policy concerning the following topics:	YES	NO	N/A	If yes, please describe the potential or actual impact and actions taken to address (prevent / mitigate) the impact	Short examples of adverse impacts on each human right
3.6. Right to health?					places the order. Company X uses chemicals when coloring their products with a negative health impacts. The employees who work with the chemicals are not provided with personal protection equipment by the company.
3.7. Right not to be subjected to slavery, servitude or forced labor?					Company X employs unskilled workers. The company seeks out immigrants that are willing to work under the poor conditions and for a low salary. Due to the high turnover of workers the company decides to keep their passports and introduce a high 'consultation fee' to retrieve the passport.
3.8. Right to privacy?					As a personal favor to a friend from another business the managing director of Company X passes on personal information on selected customers without their prior consent.

V. Anti-corruption

	YES	NO	In progress	Please elaborate (where relevant)
1. Does your company have a policy statement concerning anti-corruption? (Based on international principles, i.e. the United Nations Convention against Corruption?)				

Are you aware of any potential or actual impact/issues in relation to:	YES	NO	N/A	If yes, please describe the potential or actual impact and actions taken to address (prevent / mitigate) the impact
2.1. The need to document, record and keep income and expenditure data available for periods determined by law, and if not regulated for a minimum of three years?				
2.2. Corruption of public officials or private-to-private corruption, including both 'active' and				

Are you aware of any potential or actual impact/issues in relation to:	YES	NO	N/A	<i>If yes, please describe the potential or actual impact and actions taken to address (prevent / mitigate) the impact</i>
'passive' corruption (also referred to at times as 'extortion' or 'solicitation')?				
2.3. Payment of bribes or trading in influence in relation in relation to business partners, government officials or employees; including through the use of intermediaries?				
2.4. Use of facilitation payments , unless you are subject to threats or other coercion?				
2.5. Hiring government employees to do work that conflict in any manner with the former official obligations of that employee?				
2.6. Political contributions, charitable donations and sponsorships in expectation of undue advantages?				
2.7. Excessive gifts, hospitality, entertainment, customer travel and expenses?				
2.8. Nepotism and cronyism? (awarding jobs and other advantages to friends or trusted colleagues, especially in politics and between politicians and supportive organizations)				
2.9. Money laundering?				

VI. Signature

The supplier hereby confirms that the content and statements in the completed questionnaire give a truthful and accurate description of compliance with TKH OPCO Code of Supply:
