



Vendor Checklist

AkzoNobel
Tomorrow's Answers Today

[Name Surname]
[Address line 1]
[Address line 2]
[Address line 3]
[Address line 4]
[Address line 5]

[Date]

Dear Mr/Ms Name,

Thank you for having signed and sent back to us the AkzoNobel Vendor Policy declaration.

Your signature confirms that in doing business with AkzoNobel you endorse the ethical, social, safety and environmental values in the AkzoNobel Code of Conduct and will comply with the items further set out in the declaration.

As a leading coatings and chemicals company, we want to work with business partners who share these values and principles with us. We believe that successful companies provide safe and healthy working conditions for the people working for them; protect the environment by reducing their emissions to land, water and air and provide safe and high quality products.

In deciding to (continue to do) business with you, we may ask you to allow us to visit your operations with full access to your relevant business information and processes in order to assess your compliance with our values and principles as part of our Vendor Policy program.

We call these visits *Supplier Support Visits*. They are designed to assess compliance; but equally important: they aim at encouraging you to suggest and identify improvements in this respect if required. You make the final choice.

We believe a prior self assessment of your compliance will make a possible Supplier Support Visit more effective. That is why we have made the Self Assessment Questionnaire attached to this letter.

We kindly ask you to complete this Self Assessment Questionnaire and return it to us at the address [_____] by [insert date].

We may then contact you further on planning a visit and discussing with you the most important items resulting from your Self Assessment Questionnaire.

Please do let us know if you cannot complete all items in the Self Assessment Questionnaire. We will be glad to provide you with additional information and background in relation to these items.

We look forward to receiving your Questionnaire.

Yours sincerely,

[*AkzoNobel Purchasing Manager*]

(Attachment)

Sustainability and HSE&S self-assessment checklist for ahead of possible supplier support visits

Company name:		
Address:		
Products sourced:		
Contact person:		
Persons visited;		
Facility visited:		
Date visit:		
Visited by:		

Date:

By:

Position in the company:

Remarks:



<u>Company Information</u>	
• Ownership of company:	
a. Total turnover	
b. Turn-over with AkzoNobel	
c. Number of employees	
d. R&D budget (% of turnover)	



1 Company structure/organization/response	no	yes	Evidence / Remarks
1.1 The Company has a clear HSE&S policy in place that has been signed by the responsible senior manager			
1.2 Organization scheme is available and covers: <ul style="list-style-type: none"> • Authorities and responsibilities defined • HSE&S responsibilities been assigned to line managers • HSE&S staff / support been made available 			
1.3 Q&HSE&S management systems have been implemented, they are: <ul style="list-style-type: none"> • ISO 9001/9002 certified • ISO 14001 certified • OSHAS 18001 certified • Assessed according a local Responsible Care initiative 			
1.4 Key HSE performance data are available for the site			
1.5 The site has a well defined and relevant HSE&S improvement plan (including objectives, timeline and responsibilities)			
1.6 Site management is actively involved in achieving a good HSE&S performance			
1.7 There is clear awareness of hazards on site, and their potential impact on society, the environment and people.			
1.8 Employees have been trained in hazard recognition			
1.9 Emergency plans have been developed and exercised to mitigate/cover the identified most likely and worst case scenarios			
1.10 Is the emergency and critical equipment installed on site appropriate for the hazards present and well maintained? e.g. Fire fighting facilities (sprinklers, monitors, handheld equipment etc), emergency showers, eye wash stations, chemical spill kits, emergency venting and catch tanks, etc.)			
1.11 Products or services provided by the company are: <ul style="list-style-type: none"> • sustainable (e.g. phase out of hazardous ingredients, no high VOC content) • well documented with respect to transport requirements and safe handling 			

Remarks:



Environmental dimension: Location and environmental impact	no	yes	Evidence / Remarks
2.1 The company is located: <ul style="list-style-type: none"> • close to urban/residential or agricultural areas • close to a fresh water river or lake • close to wetlands or other nature conservation areas • in a planned industrial area/zone. 			
2.2 The company has possibilities to expand their capacity if needed.			
2.3 The company fully satisfies local permit conditions regarding emissions to water and air and waste disposal.			
2.4 Regular communications with authorities take place.			
2.5 Irregular or regular frequent inspection visits from governmental or local authorities take place.			
2.6 Waste water is: <ul style="list-style-type: none"> a) discharged directly to surface water b) treated internally c) treated externally. COD of ultimate discharge is very relevant. Please list the average COD content of effluent discharged to surface waters.			COD = mg/L
2.7 The company provides secondary containment for storage of their hazardous raw materials, intermediates, products and waste. These facilities are well maintained and operated to prevent leaks and spills.			
2.8 The company operates containment facilities to temporarily contain fire water, including rain.			
2.9 The company discharges effluent directly to surface waters (rivers, lakes) or underground wells.			
2.10 The company is considered energy intensive (high carbon footprint)			
2.11 Electrical Power purchased by the site is generated by traditional fossil fuels (fuel oil, coal, diesel, LPG or natural gas)			
2.12 The company is fresh water intensive and poses a water scarcity risk to the environment in which it operates.			

Remarks:



3 Social dimension; employee and contractor safety, health and security	no	yes	Remarks
3.1 Works council is active, or other means of employee involvement in safety and health improvement is practiced within the company.			
3.2 The company has policies and systems to ensure that no discrimination takes place in hiring, compensation, access to training, promotion, termination or retirement of their employees in respect of race, caste, national origin, age, disability, gender, marital status, sexual orientation, union membership, of political affiliation, except where legally required.			
3.3 Company ensures that no child labor (<16 yrs; <18 yrs for hazardous work) or forced labor is used.			
3.4 Safety & Health information is easily available to employees.			
3.5 Occupational Safety programs exist and include: <ul style="list-style-type: none"> • risk assessments • control of high safety risks (e.g. falling from height, lifting equipment, machine guarding) • training programs • provision of adequate PPE 			
3.6 Occupational Health programs exist and include: <ul style="list-style-type: none"> • risk assessments • regular health examinations • health promotion activities 			
3.7 Company has ensured contractor safety <ul style="list-style-type: none"> • hazards and their controls are communicated and checked • work permit procedure in place • contractor evaluation practiced 			
3.8 If living accommodation/dormitories are provided for employees or contractors, are they safe and clean, and do they meet relevant basic requirements?			
3.9 Access to safe potable water, hygienic toilets, bathing and changing facilities, and eating facilities has been provided by the company for male and female employees and contractors.			
3.10 Company is aware of (special) security risks, and has adequate security arrangements in place on and off site.			

Remarks: