

Haag Streit UK/Clement Clarke International		
Title: Labour Standards Assurance System Policy	Page: Page 1 of 4	
Prepared by: Thomas Whay	Approved by: Gino Ostacchini	
Updated: 09 March 2022	Issue No: 7	PPM No: 048

Supplier Self-Assessment Questionnaire

The Company is committed to upholding our Business Ethics Policy (PPM022) in-line with its legal and moral obligations. We recognise our obligation to provide our customers with high quality, professional goods and services at a competitive price whilst ensuring that at no point is any person in any part of the supply chain is exploited or treated in a way that breaks any legislation.

Our main aim is to become a progressive ethical company and comply with the NHS Supply Chain's Labour Standards Assurance System and the ETI Base Code (<http://www.ethicaltrade.org/eti-base-code>).

Our intent with this questionnaire is to allow our suppliers to demonstrate the steps they are taking to effectively identify and manage labour standards risks and opportunities.

Suppliers are encouraged to respond candidly and completely to the questionnaire, establishing a true baseline of practices and management from which future improvements and impact can be tracked, measured, and communicated. Answers can be entered directly into the questionnaire and additional documentation attached as required.

General Information

Site Details	
Company Name:	
Address:	
Telephone Number:	
Main Contacts (include job title and email details):	
Date of Self-Assessment:	
Name and Address of Parent Company:	

Workforce Profile		
Total number of permanent employees:		
Percentage of permanent employees that are male/female:	Male (%):	Female (%):
Total number of temporary workers:		
Percentage of temporary workers that are male/female:	Male (%):	Female (%):
Total number of homeworkers:		
Percentage of homeworkers that are male/female:	Male (%):	Female (%):

Haag Streit UK/Clement Clarke International		
Title: Labour Standards Assurance System Policy		Page: Page 2 of 4
Prepared by: Thomas Whay		Approved by: Gino Ostacchini
Updated: 09 March 2022	Issue No: 7	PPM No: 048

		Office Use Only
Do you have a system in place to ensure that all employees provide documents to prove that they have the right to work in the country?	Yes/No	
Do you use employment agencies/labour providers?	Yes/No	
If yes to the above question, do you have a system in place to ensure the agencies/labour providers check to ensure the workers have the right to work in the country?	Yes/No	
Are all employees provided with a written contract of employment? Please provide a sample.	Yes/No	
What are your standard weekly hours of work? Please provide details on how working hours are recorded.		
What is the age of your youngest worker? Please provide an example of a Young Person Risk Assessment.		
Does the Company have effective procedures for verifying workers ages?	Yes/No	
Do you comply with the national minimum and living wage?	Yes/No	

	Workplace Management	
Do you have written personnel policies that cover the following topics, please provide copies:		
Hours of Work	Yes/No	
Grievance	Yes/No	
Bullying/Harassment	Yes/No	
Holiday and Other Time Off	Yes/No	
Wages and Benefits	Yes/No	
Equal Opportunities	Yes/No	

Haag Streit UK/Clement Clarke International		
Title: Labour Standards Assurance System Policy		Page: Page 3 of 4
Prepared by: Thomas Whay		Approved by: Gino Ostacchini
Updated: 09 March 2022	Issue No: 7	PPM No: 048

Do you have a written policy on the prevention and elimination of child labour? Please provide a copy.	Yes/No	
How do you keep up to date with employment legislation?		
How do employees and workers know their rights?		
Do you have a written health and safety policy? Please provide a copy.	Yes/No	
Do you have a dedicated responsible person responsible for health and safety?	Yes/No	
How do you communicate your policies to your workforce?		
Are employees and workers free to resign from their employment at any time without penalty, giving reasonable notice?	Yes/No	
Are employees and workers free to leave site during non-working hours and at the end of their shift?	Yes/No	
Does the Company withhold employees/workers ID Cards or Passports?	Yes/No	

Sub-Contracting	
Do you have any sub-contracting?	Yes/No
If yes to the above, please list all countries sub-contracting is carried out in.	

Haag Streit UK/Clement Clarke International		
Title: Labour Standards Assurance System Policy	Page: Page 4 of 4	
Prepared by: Thomas Whay	Approved by: Gino Ostacchini	
Updated: 09 March 2022	Issue No: 7	PPM No: 048

Supplier Management		
What countries do you purchase from? Please list all and include what is purchased from each country.		
Do you visit your suppliers for monitoring purposes?		
What procedures do you have in place to ensure that all suppliers operate in compliance with all applicable labour laws and regulations? Please provide copies of any LSAS/Purchasing/Supplier Management Procedures.		
What procedures do you have in place to assess and manage identified risks relating to the labour practices of suppliers? Please provide copies.		

Audits
In the past two years, have you had a third-party audit? If so, please attach a copy of the results.

Any additional comments

Signed:

Please note that by signing this document, you acknowledge that you have read and understood our Labour Standards Assurance Policy (PPM 048) and our Whistleblowing Policy (PPM 040). You also agree to adhere to this policy and the NHS Supply Chain's Labour Standards Assurance System.