

Supplier Sustainability Questionnaire

Introduction

UNICEF is committed to making a measurable contribution to the Sustainable Development Goals through sustainable procurement by working closely with the private sector, partners, governments, civil society organisations and other UN agencies. To this end, UNICEF published its [policy on sustainable procurement](#). UNICEF seeks to incrementally and progressively adopt a sustainable procurement approach for procurement activities to address broader environmental and social issues wherever and whenever feasible with consultation with suppliers and other stakeholders mentioned above. UNICEF would like to invite suppliers to share sustainability efforts in the supply chains. Although UNICEF will not use the information shared by suppliers for contract making award decision, this will be an opportunity to gain intelligence on sustainable procurement practice in the market. We would appreciate if you could answer questions where relevant (for manufacturers or services providers).

1. Environmental policy

- 1.1. a. Do you have a formal environmental policy in place? (Y/N)
- b. If yes, please share a copy of the policy.

2. Environmental Management System

- 2.1. a. Do you have an Environmental Management System in place certified by an external authorised certification body (e.g. ISO14001 or Eco-Management and Audit Scheme (EMAS))?
- b. If yes, please share a copy of the certificate(s).

Comments: _____

3. CO² emissions

- 3.1. a. Have you measured your CO² emissions? (Y/N)
- b. If measured, please report your total annual CO² emissions in the most recent year measured.
- c. Have you set publicly available CO₂ emission reduction targets? (Y/N)
- d. If yes, what are those targets? (Enter total metric tons and target date)

4. Waste management

- 4.1. a. Do you have an operational procedure for managing or treating your solid and water waste, including hazardous and non-hazardous waste? (Y/N/NA)
- b. If yes, please share a copy of the procedure.
- 4.2. Please share a copy of certificates issued by local authorities or any subcontracted company handling your waste.

Comments: _____

- 4.3. a. Have you measured *solid waste* generated from the facilities that produce your products for UNICEF? (Y/N)
- b. If measured, please report total amount of *solid waste* generated from the facilities that produce your products for UNICEF for the most recent year measured (Enter total metric tons).
- c. Have you set publicly available *solid waste* reduction targets? (Y/N)
- d. If yes, what are those targets? (Enter total metric tons and target date)
- 4.4. a. Have you measured *water waste* generated from the facilities that produce your products for UNICEF? (Y/N)

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- b. If measured, please report total amount of *water waste* generated from the facilities that produce your products for UNICEF for the most recent year measured (Enter total m³).
- c. Have you set publicly available *water waste* reduction targets? (Y/N)
- d. If yes, what are those targets? (Enter total metric tons and target date)

5. Resource consumption

- 5.1.
 - a. Have you measured total energy use from the facilities that produce your product(s) for UNICEF? (Y/N)
 - b. If measured, please report total amount of energy use from the facilities that produce product(s) for UNICEF for the most recent year measured (Enter total kWh).
 - c. Have you set publicly available energy use reduction targets? (Y/N)
 - d. If yes, what are those targets? (Enter total metric tons and target date)

- 5.2.
 - a. Have you measured total water use from the facilities that produce our product(s) for UNICEF? (Y/N)
 - b. If measured, please report total water use from the facilities that produce your product(s) for UNICEF for the most recent year measured. (Enter total m³)
 - c. Have you set publicly available water use reduction targets? If yes, what are those targets? (Enter total m³ and target date)

6. Policy to incorporate social accountability

- 6.1.
 - a. Do you have a formal policy that covers the following areas described in the UN Supplier Code of Conduct? (Note: it could be one overarching policy/code of conduct or multiple policies)
 - i. Freedom of Association and Collective Bargaining (Y/N)
 - ii. Forced or Compulsory Labour (Y/N)
 - iii. Protection and Safeguarding of Children (including Child Labour) (Y/N)
 - iv. Discrimination (Y/N)
 - v. Wages, Working Hours and Other Conditions of Work (Y/N)
 - vi. Health and Safety of the workplace (Y/N)
 - vii. Human Rights (Y/N)
 - viii. Harassment, Harsh or Inhumane Treatment (including Sexual Exploitation and Abuse) (Y/N)
 - ix. Non-engagement of sales or manufacturing of Mines (Y/N)

Comments: _____

- b. If yes, please share a copy of policy/policies.

7. Elimination of child labour

- 7.1.
 - a. Have you established robust age-verification mechanism as part of recruitment processes? (Y/N)
 - b. If yes, do you ensure the age verification mechanism are used throughout your supply chains (including your sub-contractors and suppliers)? (Y/N)
 - c. In removing children from the workplace, how do you ensure protection of affected children, and, where appropriate, provide decent remuneration to adult household members?

Comments: _____

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8. Community development

- 8.1. a. Do you invest in community development activities in the markets you source from and/or operate within? (Y/N)
- c. If yes, please explain what you do.

9. Children Rights and Business Principles

9.1 Does your company have the written statement or policy on the below topics? (Check all that apply)

- a. Respect and support children's rights in operations and business relationships (e.g. suppliers and sub-contractors) (Y/N)
- b. Maternity rights, including paid maternity leave, employment protection and health & safety protections for pregnant and nursing women (Y/N)
- c. Accessible and high-quality day care (kindergarten or nursery school) solutions for workers/staffs' children (factory and/or community-based) (Y/N)
- d. Breastfeeding among working mothers, including use and maintenance of lactation room (Y/N)
- e. Working hours, overtime and living wages (those that are sufficient to cover basic needs (including food, housing, transportation, health expenses, etc.) for workers/staffs and their families) (Y/N)
- f. Female workers/staffs' health and nutrition (Y/N)
- g. Working conditions for young workers/staffs (aged 15-17, including reduced working hours, health and safety protections and training opportunities) in line with national law or international standards (whichever is higher), including suppliers and sub-contractors (Y/N)
- h. Respect for minimum age standards in the company's operations and business relationships (including suppliers and sub-contractors) in line with national law or international standards (whichever is higher) (Y/N)
- i. WASH (Water, Sanitation and Hygiene) in the workplace and/or the community (Y/N)
- j. Access to health & education services for workers/staffs and their children (Y/N)
- k. Decent housing and living conditions for workers/staffs and their children (Y/N)

9.2 Does your company include child rights related material in any reports (i.e., annual reports)? (Y/N)

9.3 Does your company have any managers/HR participated in child rights training? (Y/N)

9.4 Does your company have any grievance mechanism to report child rights related issues? (Y/N)

9.5 Does your company provide trainings to workers/staffs in the past 12 months? (Maternity Rights, On-the-job training for young workers/staffs, Life skills training for young workers/staffs, WASH practices (water, sanitation and hygiene) (Y/N)

9.6 Which of the following awareness raising activities (including orientation and dissemination of IEC (Information, Education and Communication materials) for the workers/staffs in the past 12 months?

(Maternity Rights, Day-care center (kindergarten or nursery school), Breastfeeding, Wages, Female health and nutrition, WASH practices (water, sanitation and hygiene), Safe storage, use and disposal of hazardous materials)

Comments: _____