

PURPOSE	Please fill in this questionnaire so Company can assess your ability to comply with the Human Rights section of the Specific Compliance Requirements, if and when you are awarded the contract. For those questions mostly relevant for workers in your supply chain, please indicate how you will perform due diligence of specific sub-contracts relating to this tender, as specified in the Specific Compliance Requirements.	
1	CHILD LABOUR AND YOUNG WORKERS No worker is below the legally prescribed minimum age, or below the age of 15. Persons under the age of 18 are not allowed to perform hazardous work (i.e. work that is mentally, physically, socially or morally dangerous or harmful) or work that interferes with their mandatory schooling, or any worst forms of child labour (such as trafficking, sexual exploitation, debt bondage, forced labour and the recruitment or use of underage children for security or military purpose).	
CHILD LABOUR AND YOUNG WORKERS		
	1.1	Does your company have any policy, procedure or process that prohibits the employment of employees who are under the international minimum age for work (15 years), or the national minimum age for work if it is higher?
	1.2	How does your company communicate, manage and monitor the implementation of these policies, procedures or processes on under-age employees, including any child labour remediation programmes? Please demonstrate this implementation.
	1.3	Does your company have any policy, procedure or process specifying the conditions under which young workers (aged 15 to 18) can be employed, and the types of work that they can perform?
	1.4	How does your company communicate, manage and monitor the implementation of these policies, procedures and/or processes? Please describe.
2	MODERN SLAVERY (SLAVERY, SERVITUDE, FORCED LABOUR AND HUMAN TRAFFICKING) No worker conducts work that he or she has not voluntarily accepted based on mutually agreed, true and transparent conditions. No work shall be performed under any form of direct or indirect mental, physical, or financial coercion, threat of any penalty or sanctions, or which in any other way exploits the vulnerability of the worker. No worker should pay any form of recruitment or employment eligibility fees. Suppliers should not retain identity papers or work permits as a condition of employment.	
FORCED LABOUR & HUMAN TRAFFICKING		
	2.1	Does your company have any policy, procedure or process that prohibits modern slavery (slavery, servitude, forced labour and human trafficking) in your operations, including in the employment agencies and/or sub-contractors you use? Please describe.
	2.2	Please describe the due diligence performed of sourcing agents of your/your subcontractors' workforce, done to ensure that workers are not subject to abusive recruitment practices. Such practises include, but are not limited to (i) undue withholding of identity papers during the recruitment process; (ii) workers paying for any cost of recruitment (including but not limited to costs for medical tests, accommodation, travel and food, visa, plane ticket, government fees, insurance, trade tests and training) or other eligibility fees; (iii) deposits; (iv) fraudulent offering of working conditions inconsistent with those actually offered by employer.
	2.3	Do you have policies and/or practices in place to ensure that any recruitment fees paid by workers or any unwarranted salary deductions made are reimbursed to workers? Please describe.
	2.4	Please describe the due diligence performed and the processes and practices used to ensure that workers are entitled to annual leave without fear of retaliation or loss of work or salary, as well as ensuring that any migrant workers have financial means to return home.
	2.5	Does your company perform any due diligence or have any processes and practices in place to ensure that workers are not subject to other forms of exploitation, or perform work under any forms of direct or indirect mental, physical, or financial coercion, threat or any penalty or sanctions? Please demonstrate.
	2.6	Does your company ensure that workers have access to their passports and personal documentation at all times, and that they have freedom of movement outside normal working hours, unless there are legitimate safety and/or security issues that might threaten the health, safety, or well-being of the worker? Please demonstrate.
	2.7	Please describe the due diligence performed and the processes and practices used to ensure workers are entitled to leave their employment at their own free will, and that employer pays the costs of return in the case of migrant workers.
	2.8	Does your company provide all workers with a written contract, in a language the employee understands, setting out terms of employment including wage rates, hours of work and leave arrangements?
	2.9	Does your company provide workers with a contract which specifies an agreed notice period and which permits workers to activate this notice period at their discretion, with no penalty?
	2.10	Does your company prohibit unlawful wage deductions or payments by workers, including the withholding of money belonging to workers, whether by your company, or by employment agencies acting on your behalf, before and after the start of employment?
	2.11	Do you have a policy or standard to ensure that the working facilities are safe and contributes to a healthy working environment (e.g noise, temperature, lighting, sanitary facilities, ventilation), and that necessary PPE is provided? Please describe how this policy or standard is implemented.
2.12	Do you have a policy or standard to ensure that workers enjoy appropriate living space, temperature, lighting, sanitary facilities, privacy, ventilation etc in any accommodation provided to them? Please describe how this policy or standard is implemented.	