**Template for Self-declaration Regarding Social Responsibility**

This is a template for self-declaration regarding social responsibility for products originating in countries within the European Union, the EEA, Switzerland, the United States, Canada, Australia, New Zealand, the Great Britain and Northern Ireland, as well as Japan.

The purpose of the self-declaration is that KRAV-certified companies can send it to suppliers whose products originate in the above-mentioned countries in order to gather information about risks regarding social responsibility at the supplier level.

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**Dear supplier,**

Our company believes in socially responsible business. Promoting decent working conditions in our supply chains is part of our strategy to act in a socially responsible manner. In pursuit of this aim, we therefore would like to cooperate closely with our suppliers. Based on our code of conduct for suppliers, we would like to ask you a few standard questions in order to improve our understanding of your operations.

**Company Data**

1. Company name
2. Address
3. Name, title and e-mail address of the person who answered this survey:
4. What type of business do you have?
* We are a grower/primary producer.
* We are a processor.
* We are a wholesaler.
* Other (please describe): \_\_\_
1. Does the company have someone who is responsible for your work with social responsibility?

*This could be a sustainability manager, for example,.*

1. Can we visit you if it is possible and there is an opportunity?
* Yes
* No, due to: \_\_\_

**Initiative or Certification for Social Responsibility**

1. Are you certified or do you participate in any organization or initiative with the aim of reducing risks regarding social responsibility? (If so, indicate certification or organization. Where applicable, attach certificate or other verification.)

*For example, amphori BSCI, SMETA, or a certification such as SA800, Global G.A.P.-GRASP, or ETI (Ethical Trading Initiative).*

1. If not, are you planning for a future certification or participation in an organization or initiative?

**Policy or Governing Document for Social Responsibility**

1. Does your company have a policy document or a social responsibility policy? (Please attach the document.)
2. Has the content of the policy or governing document been communicated to the employees and other people working in the business (including those from temporary employment agencies)?

*A governing document can, for example, be a code of conduct or purchasing policy that includes aspects of social responsibility.*

**Social Responsibility within your Own Business**

1. What proportion of your employees are seasonal or temporary employees?
2. Do you hire migrant workers?
3. What is the minimum age for workers in your business?
4. Please check which of the following criteria your company meets:
* We respect and comply with national labour laws and regulations.
* Our employees have freedom of association and the right to collective bargaining about their working conditions.
* There is no forced labour in our business.
* Our company has a ban on discrimination.
* Everyone who works in our business has regulated working hours.
* Everyone who works in our business has a binding employment contract.
* Everyone who works in our business has a statutory minimum wage or wage according to industry standards through collective agreements.
* Our work environment is safe and hygienic.

**Risks Regarding Social Responsibility in your Supplier Chain**

*One of the prerequisites for being able to take social responsibility in your production is to have knowledge of the supply chain.*

*If you grow all the raw materials in the products you sell to us, you do not need to answer the questions in this section.*

1. Briefly describe the type of suppliers you buy your raw materials from.
* Direct from growers
* From processing or packaging companies
* Via wholesalers
* Other distributors
1. Briefly describe your supply chain.
*Describe the different production steps and in which countries they occur.*
2. How do you currently work with social responsibility in your supply chain?

*This can be, for example, through assessing suppliers or with a code of conduct that suppliers sign.*

1. Do you have a routine for assessing where in the supply chain there is a risk for human rights violations and lack of compliance with labour law, national legislation or international conventions?
2. If you have a routine, which links in the supply chain does it include?
* only our suppliers
* suppliers and subcontractors
* the entire supply chain
1. Are there raw materials or products that require a lot of labour for a limited time?
2. Do your suppliers hire seasonal workers or migrant workers?
3. How do you follow up on the requirements you place on your suppliers regarding social responsibility?
4. If there have been social problems in the supply chain, what have you done to address them?

*Here we want to know how you handle any social problems in the supply chain that have been discovered, for example during audits or highlighted by interest groups, local unions or the media. Examples of problems that could exist are opposition to trade unions, unreasonably low wages, coercion, non-payment of overtime pay, discrimination, dangerous or unhealthy work environment, or the occurrence of child labour.*

*Date*

*Signature*

*Please print name*

*Title*