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| Seite 1/13 | Revision 01 | Supply Chain Due Diligence Questionnaire |   |
| Datum 01.01.24 | Verfasser Heine | | |

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| <input type="checkbox"/> Audit | | <input type="checkbox"/> Self-Assessment | |
| Company name: | | | |
| Site name: | | | |
| Site address: | | Country: | |
| Products/Activities at site, for example. Anise, basil, cumin or others | | | |
| Site description: (Include size, location, and age of site. Also, include structure and number of buildings) | | | |
| Site contact and job title | | | |
| Audit Pillars: | <input type="checkbox"/> Labor Standards | <input type="checkbox"/> Health and Safety | <input type="checkbox"/> Business |
| | | | <input type="checkbox"/> Environment |
| Date of Audit/Assesm. | | | |
| Auditor/Person in Charge | | | |

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| Site function | <input type="checkbox"/> Agent <input type="checkbox"/> Supplier Homeworker <input type="checkbox"/> Sub-contractor <input type="checkbox"/> Grower <input type="checkbox"/> Packer <input type="checkbox"/> Processer <input type="checkbox"/> Service Provider <input type="checkbox"/> Exporter |
| Months of peak season | |
| Main products | |
| Main processes (i.e. peeling, drying, sorting.) | |
| What form of worker representation is there on site? | <input type="checkbox"/> Union <input type="checkbox"/> Worker Committee <input type="checkbox"/> Other <input type="checkbox"/> None |
| Is there any night production work at the site? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Are there any on site provided worker accommodation buildings | <input type="checkbox"/> Yes <input type="checkbox"/> No Please give details: |
| Are there any off site provided worker accommodation buildings | <input type="checkbox"/> Yes <input type="checkbox"/> No Please give details: |
| Were all site provided accommodation buildings included in this audit | <input type="checkbox"/> Yes <input type="checkbox"/> No Please give details: |

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| Seite 2/13 | Revision 02 | Supply Chain Due Diligence Questionnaire |   |
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| Nationalities Structure | |
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| Nationality of Management | |
| Please list the nationalities of an workers, with the three most common nationalities listed first. | Nationality: approx%: |
| Was this list completed during peak season? | <input type="radio"/> Yes <input type="radio"/> No |
| Worker remuneration | Workers on piece rate: in % |
| | Paid hourly: |
| | Salaried: |
| Payment cycle | Paid daily: |
| | Paid weekly: |
| | Paid monthly: |
| | Other: |
| | Details for other: |



| Audit attendance | Management | Worker Representatives | |
|--|-------------------|----------------------------------|-----------------------|
| | Senior management | Worker Committee representatives | Union representatives |
| A: Present at the opening meeting? | | | |
| B: Present at the audit? | | | |
| C: Present at the closing meeting? | | | |
| <i>Reason for absents at the opening meeting</i> | | | |
| <i>Reason for absence during the audit</i> | | | |

Summary of Findings

| Issue | Area of Non-Conformity | | Findings (summarize in a few words) |
|---------------------------------|------------------------|-----------|-------------------------------------|
| | Own findings | Local law | |
| Workers Safety | | | |
| Freely Chosen Employment | | | |
| Freedom of Association | | | |
| Child Labor | | | |
| Living Wages and Benefits | | | |
| Working Hours | | | |
| Discrimination | | | |
| Regular Employment | | | |
| Sub-Contracting and Homeworking | | | |
| Harsh or Inhumane treatment | | | |
| Environment | | | |
| Business Ethics | | | |

Local Law Issues

| Issue | Description |
|-------|---------------------------|
| | Workers Health and Safety |
| | Human Rights |
| | Environment: |

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| | Business Ethics |
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Workers Safety

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| Does the business have a designated person responsible for implementing standards concerning Workers Safety? | <input type="checkbox"/> Yes <input type="checkbox"/> No Please give details: |
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| Is Company providing Safety Equipment free of charge for the workers? | <input type="checkbox"/> Yes <input type="checkbox"/> No Please give details: |
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Measuring Working Place Impact

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| Are accidents recorded? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
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| Annual Number of work-related accidents and injuries per 100 workers ((Number of work related accidents and injuries • 100) / Number of total workers) | Last year | % |
| | This year | % |
| % of workers that work on average more than 48 standard hours/ week in the last 6 / 12 months | 6 months | % |
| | 12 months | % |
| % of workers that work on average more than 60 total hours / week in the last 6 / 12 months | 6 month | 0% |
| | 12-month | 0% |

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| Does the site have any internationally recognized system certification e.g. ISO 9000, 14000, OHSAS 18000, SA8000 (or other social audits)? | <input type="checkbox"/> Yes <input type="checkbox"/> No Details: |
| Is there a Human Resources manager/department? | <input type="checkbox"/> Yes <input type="checkbox"/> No Mr./ Mrs. HR manager |



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| Does the facility have general and occupational Health & Safety policies and procedures that are fit for purpose and are these communicated to workers? | <input type="checkbox"/> Yes <input type="checkbox"/> Details: |
| Are the policies included in workers' manuals? | <input type="checkbox"/> Yes <input type="checkbox"/> No |

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| Are visitors to the site informed on H&S and provided with personal protective equipment? | <input type="checkbox"/> Yes <input type="checkbox"/> No details: |
| Is a medical room or medical facility provided for workers? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Is there a doctor or nurse on site or there is easy access to first aider/trained medical aid? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Are H&S Risk assessments are conducted (including evaluating the arrangements for workers doing overtime e.g., driving after a long shift) and are there controls to reduce identified risk? | <input type="checkbox"/> Yes <input type="checkbox"/> No Details: |

Freely chosen Employment



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| Is there any evidence of retention of original documents, e.g. passports/ID. (If yes, please give details and category of workers affected) | <input type="checkbox"/> Yes <input type="checkbox"/> No Please give details: |
| Is there evidence of a loan scheme in operation (if yes, please give details and category of workers affected) | <input type="checkbox"/> Yes <input type="checkbox"/> No Please give details: |
| Is there evidence of retention of wages / Deposits (if yes, please give details and category of workers affected) | <input type="checkbox"/> Yes <input type="checkbox"/> No Please give details: |
| Are there any restrictions on workers' freedom to terminate employment? | <input type="checkbox"/> Yes <input type="checkbox"/> No Please give details: |

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| Is there evidence of any restrictions on workers' freedoms to leave the site at the end of the work day? | <input type="checkbox"/> Yes <input type="checkbox"/> No details: |
| Does the site understand the risks of forced / trafficked bonded labor in its supply chain | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable Details: |
| Is the site taking any stepstating to reduce the risk of forced/ trafficked labor? | <input type="checkbox"/> Yes <input type="checkbox"/> No Details: |

Freedom of Association and Right to Collective Bargaining



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| What form of worker representation/union is there on site? (Please add the name of the union or committee in the textbox) | <input type="checkbox"/> Union <input type="checkbox"/> Worker Committee <input type="checkbox"/> Other <input type="checkbox"/> None |
| Is it a legal requirement to have a union? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Is it a legal requirement to have a worker's committee? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Is there <i>any</i> other form of effective worker/management communication channel? | <input type="checkbox"/> Yes <input type="checkbox"/> No Please give details: |
| Is there evidence of free elections? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Does the supplier provide adequate facilities to allow the Union or committee to conduct related business? | <input type="checkbox"/> Yes <input type="checkbox"/> No Please give details: |
| Name of union and union representative, if applicable: | |
| Is there evidence of free elections? | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable |
| If there is no union, is there a parallel means of consultation with workers e.g., worker committees? | |
| Is there evidence of free elections? | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable |

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| Lowest actual wages found: Note: full time employees and please state hour /week/ month etc. | |
| What deductions are required by law e.g. social insurance? Please state all types: | Yes, social insurance. income tax. |
| Have these deductions been made? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Please list all deductions that have been made. | |
| Please list all deductions that have not been made. | |
| Were appropriate records available to verify hours of work and wages? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Are workers paid in a timely manner in line with local law? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Is there evidence that equal rates are being paid for equal work? | <input type="checkbox"/> Yes <input type="checkbox"/> No Details: |
| How are workers paid, Working Hours are | <input type="checkbox"/> Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Bank Transfer <input type="checkbox"/> Other |

Working hours

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| Are standard/contracted working hours defined in all contracts/employment agreements? (If no, please give details including % and which type of workers do NOT have standard hours defined in contracts/employment agreements.) | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Do any standard/contracted working hours defined in contracts/payment agreements exceed 48 hours per week? (If yes, please detail hours, %, types of workers affected and frequency.) | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Are workers provided with at least 1 day off in every 7-day-period, or 2 in 14-day-period. | <input type="checkbox"/> 1/7days <input type="checkbox"/> 2/14days <input type="checkbox"/> None (if none please explain) |
| Is this allowed by local law? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Maximum number of days worked without a day off (in sample): | 6 |
| Standard/Contracted Hours worked | |
| Were standard working hours over 48 hours per week found? (If yes, % of workers & frequency) | <input type="checkbox"/> Yes <input type="checkbox"/> No % of workers: null% Frequency: |

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| overtime hours worked | |
| Actual overtime hours worked in sample (State per day/week/month) | 8 hours per week. 32 hours per month |
| Combined hours (standard or contracted + overtime hours = total) over 60 hours/week found? | <input type="checkbox"/> Yes <input type="checkbox"/> No Details: |
| Is overtime voluntary? | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Conflicting Information Please give details: |
| Overtime premium | |
| Is overtime paid at a premium? | <input type="checkbox"/> Yes <input type="checkbox"/> No |

Discrimination

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| Gender breakdown of Management+ Supervisors (Include as one combined group) | Male % | Female: % |
| Number of women who are in skilled or technical roles (e.g. where specific qualifications are needed i.e. machine engineer/ laboratory analyst) | | |
| Is there any evidence of discrimination based on race, caste, national origin, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation? | | |

Regular Employment

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| Responsible Recruitment | |
| All Workers | |
| Did workers' pay any fees, taxes, deposits or bonds for the purpose of recruitment? (If yes, please describe details and specific categories of workers affected) | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Migrant Workers (worker temporarily moving to another region for employment) | |
| Type of work undertaken by migrant workers: | Please give details: |
| Please give details about recruitment agencies for migrant workers: | |
| Are any migrant workers in skilled, technical or management roles? (This should include all migrant workers including permanent workers, temporary and/or seasonal workers) | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Non-employee workers | |

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| Recruitment Fees | |
| Are there any fees? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Agency Workers (if applicable) (Workers sourced from a local agent who are not directly paid by the site, but paid by the agency. Usually, agencies are paid by the site and the wages of workers are paid by the agency.) | |
| Number of agencies used (average): | |
| Please provide the names of agencies if applicable | |
| Is there a legal contract agreement with all agencies? | <input type="checkbox"/> Yes <input type="checkbox"/> No Details: |
| Does the site have a system for checking labor standards of agencies? | <input type="checkbox"/> Yes <input type="checkbox"/> No Details: |
| Contractors (Contractors in this context are generally individuals who supply several workers to a site. Usually, the contractors are paid by the site and the wages of the workers are paid by the contractor. Common terms include, gang bosses, labor provider.) | |
| Any contractors on site? | <input type="checkbox"/> Yes <input type="checkbox"/> No Please give details: |
| Do all contractor workers understand their terms of employment? | <input type="checkbox"/> Yes <input type="checkbox"/> No Details: |

Sub-Contracting

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| Summary of sub-contracting - If applicable | |
| Is there any sub-contracting at this site? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Summary of homeworking - If applicable | |
| Is homeworking used at this site? | <input type="checkbox"/> Yes <input type="checkbox"/> No |

Harish or Inhumane Treatment



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| Are there published, anonymous and/or open channels available for reporting any violations of Labor standards and H&S or any other grievances to a 3rd party? | <input type="checkbox"/> Yes <input type="checkbox"/> No Please give details: |
| If yes, are workers aware of these channels and have access? Please give details. | |

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| Seite 11/13 | Revision 02 | Supply Chain Due Diligence Questionnaire |   |
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| Land Rights | |
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| Does the site have all required land rights licenses and permissions as per requirements of local law | <input type="checkbox"/> Yes <input type="checkbox"/> No details |
| If yes, what type of mechanism is used e.g. hotline, whistle blowing mechanism, comment etc. Please give details. | |
| Which of the following groups is there a grievance mechanism in place for? | <input type="checkbox"/> Worker <input type="checkbox"/> Communities <input type="checkbox"/> Suppliers <input type="checkbox"/> Other |
| Please provide grievance mechanism details | |

Business Ethics



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| Does the site have a written procedures specific to land rights. | <input type="checkbox"/> Yes <input type="checkbox"/> No Details: |
| Is there evidence that facility/site compensated the owner/lessor for the land prior to the facility being built or expanded? | <input type="checkbox"/> Yes <input type="checkbox"/> No Details: |
| Is there <i>any</i> evidence of illegal appropriation of land for facility building or expansion of footprint? | <input type="checkbox"/> Yes <input type="checkbox"/> No Details: |
| Are there any open disputes? | <input type="checkbox"/> Yes <input type="checkbox"/> No Details: |
| Does the site encourage its business partners (i.e. suppliers) to provide individuals and communities with access to effective grievance mechanisms (e.g. helplines <i>or</i> whistleblowing mechanism) | <input type="checkbox"/> Yes <input type="checkbox"/> No Details: |
| Is there a published and transparent disciplinary procedure? | <input type="checkbox"/> Yes <input type="checkbox"/> No Details: |

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| If yes, are workers aware of these the disciplinary procedure? | <input type="checkbox"/> Yes <input type="checkbox"/> No Details: |
| Does the disciplinary procedure allow for deductions from wages (fines) for disciplinary purposes (see wages section)? | <input type="checkbox"/> Yes <input type="checkbox"/> No Details: |
| Does the business have a designated person responsible for implementing standards concerning Human Rights? | <input type="checkbox"/> Yes <input type="checkbox"/> No Details: |
| Does the business have a transparent system in place for confidentially reporting, and dealing with human rights impacts without fear of reprisals towards the reporter? | <input type="checkbox"/> Yes <input type="checkbox"/> No Details: |
| Does the business demonstrate effective data privacy procedures for workers' information. ? | <input type="checkbox"/> Yes <input type="checkbox"/> No Details: |

Environment

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| Does the site meet its legal obligations on environmental requirements including required permits for use and disposal of natural resources? | <input type="checkbox"/> Yes <input type="checkbox"/> No Details: |
| Does the site meet its customer requirements on environmental standards, including the use of banned chemicals? | <input type="checkbox"/> Yes <input type="checkbox"/> No Details: |
| Which natural resources (wood, minerals, water,) are consumed for production | Details: |
| Is water discharged into the public sewage system? | <input type="checkbox"/> Yes <input type="checkbox"/> No Please give details: |

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| Are banned chemicals used? (if yes describe how the waste is disposed of) | <input type="checkbox"/> Yes <input type="checkbox"/> No Details: |
| Are chimneys equipped with filters? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| How is the waste disposed of? | Details: |

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