



## Human Rights ( 20%)

- € **Businesses should support and respect the protection of internationally proclaimed human rights within their sphere of**
- € **Make sure they are not complicit in human rights abuses.**

		Max (Rating)	Rating (Select from the drop box)	Remarks
1	Can you explain with examples to show that the employment practices in your organisation are non-discriminative in nature/s -	5	n/a	
	a. Equality			
	b. Life and Security			
	c. Personal Freedom			
	d. Economic Freedom			
	e. Cultural Freedom			
	f. Social Freedom			
2	How do employees know of their rights in your organization?	5	n/a	
Total Percentile		0	0	#DIV/0!



## Labour Standards (30%)

- € **Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining;**
- € **The elimination of all forms of forced and compulsory labour;**
- € **The effective abolition of child labour; and eliminate discrimination in respect of employment and occupation.**

		Max (Rating)	Rating (Select from the drop box)	Remarks
1	Do you have Trade Unions in your company? Yes / No If yes,	5	n/a	
	a. Registered _____			
	b. Unregistered _____			
2	How many of your employees / workers are registered as member of the Trade Unions? _____	5	n/a	
3	If yes, what are the no of meetings / year held with the unions? _____	5	n/a	
4	Do you have a wage agreement with your unions? Yes / No If yes,	5	n/a	
	a. Tenure of the current agreement _____			
	b. Expiry date _____			
5	Can you briefly describe the process you follow in reaching a wage agreement:	5	n/a	
6	What are the "Non-wage" topics covered in the collective bargaining process in your company? (for eg: leave, amenities, bonus, etc)	5	n/a	
	a. _____			
	b. _____			
	c. _____			
	e. _____			
7	What are the categories of employees in your company?	5	n/a	
	a. Permanent			



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		Max (Rating)	Rating (Select from the drop box)	Remarks
	b. Casual			
	c. Temporary			
	d. Others, please specify _____			
8	Do you insist upon submission of documents / evidence for age of your employees / workers? Yes / No If yes, do you have a process of verifying the same? Yes / No	5	n/a	
9	What is the minimum age for recruitment of employees / workers? _____	5	n/a	
10	What is the retirement age in your organization? _____	5	n/a	
11	Do you have sexual harassment policy in place? Yes / No	5	n/a	
12	Do you have process in place to resolve cases of sexual harassment reported to you? Yes / No	5	n/a	
13	What all facilities your company provides to the workers / employees? Tick from the list given below:	5	n/a	
	a. Safety training Yes / No If yes, then no of man-hours/year _____			
a.	b. Job training Yes / No If yes, then no of man-hours/year _____			
b.	c. Annual Family meet			
c.	d. Personal Protective Equipment for job			
d.	e. Annual Health check up			
e.	f. Regular Health check up			
f.	g. Grievance and dispute settlement procedure			



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		Max (Rating)	Rating (Select from the drop box)	Remarks
g.	h.			Disciplinary Rules
h.	i.			Recognition of employees giving suggestions for Process improvement
i.	j.			Job rotation
j.	k.			Skills / Knowledge update training
k.	l.			Motivating employees to have further education.
l.	m.			Canteen facility
m.	n.			Family insurance benefit for permanent / contract employees
14		5	n/a	List down the Personal Protective Equipments given to the workers
	a.			
	b.			
15		5	n/a	No of accidents / fatal cases reported till date _____
Total Percentile		0	0	#DIV/0!

## Environmental Protection ( 40%)

- € **Business should support a precautionary approach to environmental challenges;**
- € **Undertake initiatives to promote greater environmental responsibility; and**
- € **Encourage the development and diffusion of environmentally friendly technologies.**

		Max (Rating)	Rating (Select from the drop box)	Remarks
1	What are the forms of effluent / waste generated?	5	n/a	
	a. Hazardous			
	b. Non hazardous			
2	How is the effluent treated?	5	n/a	
3	Describe the prevention measures taken for reduction in effluent generation. (e.g. change in process)	5	n/a	
4	List the new technologies adopted to reduce effluents:	5	n/a	
	a.			
	b.			
	c.			
	d.			
	e.			
5	What are the forms of scrap generated?	5	n/a	
	a. Toxic			
	b. Non Toxic			
6	How is the scrap disposed?	5	n/a	
	a.			
	b.			
	c.			

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		Max (Rating)	Rating (Select from the drop box)	Remarks
	d.			
	e.			
7	Describe the prevention measures taken for reduction in scrap generation.	5	n/a	
	a.			
	b.			
	c.			
	d.			
8	List the new technologies adapted for reduction in scrap generation:	5	n/a	
	a.			
	b.			
	c.			
	d.			
9	Are you using any bio-based products (those produced from renewable plant and animal sources and usually biodegradable)?	5	n/a	
10	What is the target % waste recovery taken for recycling? _____	5	n/a	

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		Max (Rating)	Rating (Select from the drop box)	Remarks
11	What are the measures taken for preventing air pollution?	5	n/a	
12	Which of the following measures are taken for preventing water pollution?	5	n/a	
a.	Recycling			
b.	Rain water harvesting			
c.	Steps to curb water consumption			
d.	Others please specify _____			
13	What are the measures taken to save Electricity?	5	n/a	
a.				
b.				
c.				
14	What is the target % energy reduction taken for 2008? _____	5	n/a	
15	How much CO2 emitted in the year 2007? :	5	n/a	
	Please fill the Annexure I			
16	Do you have a program for planting trees? Explain:	5	n/a	
17	Do you screen your suppliers / sub contractors for sustainability? Yes / No	5	n/a	



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		Max (Rating)	Rating (Select from the drop box)	Remarks
18	List down the reusable packaging materials used currently.	5	n/a	
	a.			
	b.			
	c.			
	d.			
19	What are the projects undertaken in the current year for Environmental protection? For e.g. Electronic transmission of purchase orders, company bus services or pool cars for employees or using biodegradable fuel for boilers	5	n/a	
	a.			
	b.			
	c.			
	d.			

Total Percentile

0

0

#DIV/0!



## Anti-corruption & Transparency (10%)

•€ **Businesses should work against corruption in all its forms, including extortion and bribery**

		Max (Rating)	Rating (Select from the drop box)	Remarks
1	Do you have the anticorruption policies and programs within your organization and business operations Yes / No	5	n/a	
2	If No, when do you intend to introduce this program? _____ (target date)	5	n/a	
3	Do you have any cases pending against your company for corruption, extortion and bribery? Yes / No .If yes, _____	5	n/a	
4	Has your organization filed any cases for corruption, extortion and bribery against external / internal group? Yes / No .If yes, _____	5	n/a	
5	Do you share with your employees / industry associations, your experiences and best practices in fighting corruption in all its forms.	5	n/a	
6	Name the organization/s in which your company is a member, which work collectively with industry peers against corruption, extortion and bribery?	5	n/a	
	a.			
	b.			
	c.			

Total Percentile

0

0

#DIV/0!

**Annexure I**

Electricity consumption 2007 (kwh / month)	
Natural Gas consumption (cubic feet / month)	
Fuel Oil consumption (gallons / month)	
Air Travel (miles / month)	
Train Travel (miles / month)	
Car Travel (miles / month)	
SUV / Trucks (miles / month)	

<http://www.carbonify.com/carbon-calculator.htm>

Click on the link provided to fill in the details. This site gives information on the total CO2 emitted by the company and how many trees needs to be planted to offset the emission

**Travel by air**

<b>Domestic</b>			
<b>Mumbai to and Back</b>	<b>Dist in Miles</b>	<b>Co2 levels in MTs</b>	<b>No of trees to offset</b>
Delhi	1,444	0.26	1.28
Hyderabad	801	0.14	0.71
Bangalore	1,099	0.19	0.97
Kolkatta	2,090	0.37	1.85
<b>International</b>			
Frankfurt	8,172	1.45	7.23
London	8,951	1.58	7.92
Lyon	8,475	1.50	7.50
Singapore	4,882	0.86	4.32
Hong Kong	5,392	0.95	4.77
Birmingham	9,043	1.60	8.00
Shanghai	6,288	1.11	5.57
Las Vegas	17,212	3.05	15.23
Los Angeles	17,430	3.09	15.43
Bangkok	3,769	0.67	3.34

**Vehicles of 120g/km CO2 emission or less**

<b>Make - Petrol</b>	<b>Model</b>	<b>Engine Cap CC</b>	<b>Transmission</b>	<b>(g/km) CO2</b>	<b>Fuel (mpg)</b>	<b>Fuel cost of driving 12000 miles</b>
Toyota	Prius	1497	E-CVT	104	65.7	772
Honda	Civic Hybrid	1339	CVT	109	61.4	773
Citroen	C1	998	M5	109	61.4	773
Toyota	Aygo	998	M5	109	61.4	773
Peugeot	107	998	M5 OR A5	109	61.3	774
Smart	Fortwo 50bhp	698	SM6	113	60.1	790
Daihatsu	Charade	989	M5	114	58.9	806
Vauxhall	Corsa	998	MTA5	115	58.8	807
Smart	Roadster	698	A6	116	57.6	824
Daihatsu	Sirion	998	M5	118	56.5	840
Smart	Fortwo 61bhp	698	SM6	120	56.5	840

## Sustainability Score

<b>Supplier Name:</b> <b>Location of Audit</b>			
<b>Pillar</b>	<b>Weightage</b>	<b>Audit Score</b>	<b>Weighted Score</b>
Human Rights	20	#DIV/0!	#DIV/0!
Labour Standards	30	#DIV/0!	#DIV/0!
Environmental Protection	40	#DIV/0!	#DIV/0!
Anti corruption & Transparency	10	#DIV/0!	#DIV/0!
	100		#DIV/0!
<b>Remarks:</b> <b>Names of the persons present at the audit:</b>			
<b>Date:</b>			
<b>Signature</b>		<b>Signature</b>	
<b>Auditor</b>		<b>Auditee</b>	