



Supplier Questionnaire - Installation

GENERAL

Established (Year)*

Business type*

- Trading
- Manufacturing
- Consulting
- Engineering
- Transportation
- Installation
- Others

Number of employees*

Share of employees in production*

Upload company presentation:*

Do you use an ERP System?*

Annual Gross Sales & Insurance

Annual gross sales previous year: *

Annual gross sales export*

Please add the value of insurance [EURO] ¹²³

Do you have a product liability insurance?*

Main Competitors

Company Name	Main Components	Country
<input type="text"/>	<input type="text"/>	<input type="text" value="---"/> <input type="button" value="v"/>
<input type="text"/>	<input type="text"/>	<input type="text" value="---"/> <input type="button" value="v"/>
<input type="text"/>	<input type="text"/>	<input type="text" value="---"/> <input type="button" value="v"/>



PRODUCTS AND SERVICES

Served Africa

Served Countries Africa	---	▼
Algeria	---	▼
Angola	---	▼
Benin	---	▼
Botswana	---	▼
Burkina	---	▼
Burundi	---	▼
Cameroon	---	▼
CapeVerde	---	▼
CentralAfricanRepublic	---	▼
Chad	---	▼
Comoros	---	▼
Congo	---	▼
CongoDemocratic	---	▼
Djibouti	---	▼
Egypt	---	▼
EquatorialGuinea	---	▼
Eritrea	---	▼



- Ethiopia
- Gabon
- Gambia
- Ghana
- Guinea
- Guinea-Bissau
- IvoryCoast
- Kenya
- Lesotho
- Liberia
- Libya
- Madagascar
- Malawi
- Mali
- Mauritania
- Mauritius
- Morocco
- Mozambique
- Namibia



- Niger ---
- Nigeria ---
- Rwanda ---
- SaoTome ---
- Senegal ---
- Seychelles ---
- SierraLeone ---
- Somalia ---
- SouthAfrica ---
- SouthSudan ---
- Sudan ---
- Swaziland ---
- Tanzania ---
- Togo ---
- Tunisia ---
- Uganda ---
- Zambia ---
- Zimbabwe ---



Served Asia

Served Countries Asia	---	▼
Afghanistan	---	▼
Bahrain	---	▼
Bangladesh	---	▼
Bhutan	---	▼
Brunei	---	▼
Burma (Myanmar)	---	▼
Cambodia	---	▼
China	---	▼
East Timor	---	▼
India	---	▼
Indonesia	---	▼
Iran	---	▼
Iraq	---	▼
Israel	---	▼
Japan	---	▼
Jordan	---	▼
Kazakhstan	---	▼
Korea. South	---	▼



Korea, North	---	▼
Kuwait	---	▼
Kyrgyzstan	---	▼
Laos	---	▼
Lebanon	---	▼
Malaysia	---	▼
Maldives	---	▼
Mongolia	---	▼
Nepal	---	▼
Oman	---	▼
Pakistan	---	▼
Philippines	---	▼
Qatar	---	▼
Russian Federation - Central Federal District	---	▼
Russian Federation - Far East Federal District	---	▼
Russian Federation - North Caucasus Federal District	---	▼
Russian Federation - Northwest Federal District	---	▼
Russian Federation - Siberia Federal District	---	▼
Russian Federation - South Federal District	---	▼



- Russian Federation - Ural Federal District
- Russian Federation - Volga Federal District
- Saudi Arabia
- Singapore
- Sri Lanka
- Syria
- Tajikistan
- Thailand
- Turkey
- Turkmenistan
- United Arab Emirates
- Uzbekistan
- Vietnam
- Yemen



Served Europe

Served Countries Europe	---	▼
Albania	---	▼
Andorra	---	▼
Armenia	---	▼
Austria	---	▼
Azerbaijan	---	▼
Belarus	---	▼
Belgium	---	▼
Bosnia and Herzegovina	---	▼
Bulgaria	---	▼
Croatia	---	▼
Cyprus	---	▼
Czech Republic	---	▼
Denmark	---	▼
Estonia	---	▼
Finland	---	▼
France	---	▼
Georgia	---	▼



- Georgia
- Germany
- Greece
- Greece
- Hungary
- Iceland
- Ireland
- Ireland
- Italy
- Latvia
- Liechtenstein
- Lithuania
- Luxembourg
- Macedonia
- Malta
- Moldova
- Montenegro
- Netherlands
- Norway





















- Poland
- Portugal
- Romania
- San Marino
- Serbia
- Slovakia
- Slovenia
- Spain
- Sweden
- Switzerland
- Ukraine
- United Kingdom
- Vatican City

Served America

- Served Countries America
- Antigua and Barbuda
- Bahamas
- Barbados
- Belize
- Canada



- Costa Rica --- 
- Cuba --- 
- Dominica --- 
- Dominican Republic --- 
- El Salvador --- 
- Grenada --- 
- Guatemala --- 
- Haiti --- 
- Honduras --- 
- Jamaica --- 
- Mexico --- 
- Nicaragua --- 
- Panama --- 
- Saint Kitts and Nevis --- 
- Saint Lucia --- 
- Saint Vincent and the Grenadines --- 
- Trinidad and Tobago --- 
- United States - Alabama --- 



- United States - Alaska
- United States - Arizona
- United States - Arkansas
- United States - California
- United States - Colorado
- United States - Connecticut
- United States - Delaware
- United States - Delaware
- United States - Florida
- United States - Georgia
- United States - Hawaii
- United States - Idaho
- United States - Illinois
- United States - Indiana
- United States - Iowa
- United States - Kansas
- United States - Kentucky



- United States - Louisiana
- United States - Maine
- United States - Maine
- United States - Maryland
- United States - Massachusetts
- United States - Michigan
- United States - Minnesota
- United States - Mississippi
- United States - Missouri
- United States - Montana
- United States - Nebraska
- United States - Nevada
- United States - New Hampshire
- United States - New Jersey
- United States - New Mexico
- United States - New York
- United States - North Carolina
- United States - North Dakota



- United States - Ohio
- United States - Oklahoma
- United States - Oregon
- United States - Pennsylvania
- United States - Rhode Island
- United States - South Carolina
- United States - South Dakota
- United States - Tennessee
- United States - Texas
- United States - Utah
- United States - Vermont
- United States - Virginia
- United States - Washington
- United States - West Virginia
- United States - Wisconsin
- United States - Wyoming
- Argentina
- Argentina



- Bolivia
- Brazil
- Chile
- Colombia
- Ecuador
- Guyana
- Paraguay
- Peru
- Suriname
- Uruguay
- Venezuela

Served Ociania

- Served Countries Oceania
- Australia
- Fiji
- Kiribati
- Marshall Islands
- Micronesia
- Nauru



- Nauru
- New Zealand
- Palau
- Papua New Guinea
- Samoa
- Solomon Islands
- Tonga
- Tuvalu
- Vanuatu



Main Own In-House Competences for Installation Services

What Business Areas are currently served by your Company*

- Metals / Steel Industry
- Hydro
- Pulp
- Paper
- Energy & Environment
- Automotive
- Petrochemicals

Mechanical Installation Services*

- Machine and Equipment Installation
- Process Steel Structure Installation
- Buildings Steel Structure Installation
- Light Steel Structure Installation
- Hydro mechanical Steel Structures
- Semi-Automated Welding Methods
- Casing and Duct Works (Carbon Steel)
- Casing and Duct Works (Stainless Steel)
- Boiler Installation
- Pressure Vessels, Tanks and Towers
- Instrumentation
- HVAC (Heating, Ventilation and Air Conditioning)
- Fire Fighting Systems
- Refractory / Tail Lining
- Sandblasting / Painting
- Machine Alignment of Rotating Equipment, Accuracy < 0,05mm/m (i.e. Big Fans,)
- No mechanical machining

Piping Installation Services*

- NO installation of Piping
- Carbon Steel Piping
- Stainless Steel Piping
- Titanium / Duplex Piping
- High Pressure Piping (over 40bar)
- Low Pressure Hydraulic Piping (<200bar)
- High Pressure Hydraulic Piping (>200bar)
- Hydraulic / Pneumatic
- Lubrication Piping and Tubing
- Plastic / FRP Piping
- Galvanized Piping
- Advanced Piping Fitting Systems (Victaulic, Grinnell, Mapress etc.)



Electrical Installation Services - Low Voltage*

- NO installation of LV installation
- Emergency diesel generator
- AC/DC power supply system installation
- Grounding and lightning system
- Cable tray and cable way; LV, control e protection panel installation
- Monitoring system installation
- Electrical system installation (fire detection, CCTV, radio, telephone, security, etc)
- Outdoor electrical auxiliary system installation

Electrical Installation Services - High Voltage*

- NO installation of HV equipment
- Gas insulated Switchgears
- HV - Cables (laying and connection)
- Power Transformers
- Overhead Lines
- Air insulated Switchyards

Electrical Installation Services - Mid Voltage*

- NO installation of MV installation
- Air insulated Switchgears
- Gas insulated Switchgears
- MV - Cables (laying and connection)
- Power Transformers
- Overhead Lines

Working permits and salary processes

Pls. explain your process to get local work permits in your served Countries*

Pls. Explain how your company is determining the correct salaries for your personnel as per local laws and regulations*

How do you keep evidence that your workers are paid acc. To local laws and regulations*

Services and Procedures

Is your Company using PM Manuals*

Browse...

Do you have General Descriptions / Process of Installation Planning Activities?*

Browse...

By whom is the Installation Planning performed?*

- Project Management
- Site Management
- Separate Installation Planner / Engineers
- Responsible Head of Department
- Not performed at all

Do you perform On-Site daily planning?*


Browse...




Are Standard Installation Procedures available?	---	▼	Browse...
How is the progress measured and reported?*	<input type="checkbox"/>	By actual installed measurable figures	Browse...
	<input type="checkbox"/>	By Site Manager Estimation	
	<input type="checkbox"/>	By Project Manager Estimation	
	<input type="checkbox"/>	Not at all	
What tools and software are being used for Installation Planning and Scheduling?*	<input type="checkbox"/>	MS Project	
	<input type="checkbox"/>	Primavera	
	<input type="checkbox"/>	MS Excel	
	<input type="checkbox"/>	Other Systems	
	<input type="checkbox"/>	No	
Is your company performing standardly critical path analysis*	---	▼	Browse...
What software are you able to use on Installation phase?*	<input type="checkbox"/>	MS Office	
	<input type="checkbox"/>	3D model e.g. Navis works	
	<input type="checkbox"/>	DWG Readers	
	<input type="checkbox"/>	No Software	
Do you have Typical Installation Time Schedules? *	---	▼	Browse...
Do you have Capability to produce Installation Documentation (i.e. as built drawings/red line, Red-pen drawings for modified AEI installation, Measurement Protocols, Welding Maps... etc.)*	---	▼	Browse...
How are you performing your Capacity Planning for you Company*	<input type="checkbox"/>	With ERP System	
	<input type="checkbox"/>	Taking Current Contracts in Account	
	<input type="checkbox"/>	Taking Probability of current Offers in Account	
	<input type="checkbox"/>	With MS Office	
	<input type="checkbox"/>	Over all Subsidiaries	
	<input type="checkbox"/>	just for this local branch	
	<input type="checkbox"/>	Not at all	
How are you performing your Capacity Planning for a single Installation Job Site*	<input type="checkbox"/>	Split in Direct / Indirect Personnel	
	<input type="checkbox"/>	Split by Trades	
	<input type="checkbox"/>	Update on regular base	
	<input type="checkbox"/>	Not at all	
Do you have a Standard Procedure for Changes on Site against Time, Quality and Quantity of the Contract*	---	▼	Browse...
Do you have Standard Procedures for Material Incoming Inspection, On Site Storages and On Site Logistics?*	---	▼	Browse...




FACILITY AND CAPACITY

What is your annual Capacity in terms of direct man hours on site with own, indefinite employed Personnel* 


 

What is your annual Capacity in terms of indirect man hours on site with own, indefinite employed Personnel* 

What is your annual Capacity in terms of indirect man hours on site in total (means including hired, temporary contracted personnel)* 

What is your annual Capacity in terms of direct man hours on site with in total (means including hired, temporary contracted personnel)* 



Please provide the Amount Personnel employed indefinite within your legal entity with permanent Contracts for at least the last 2 years.

Staff ⓘ	Number of Staff ⓘ	Additional requirement
Site director / manager * 123	<input type="text"/>	Experience in role from more than 10 years
Assistant Site manager * 123	<input type="text"/>	Experience in role from more than 10 years
Commercial site manager * 123	<input type="text"/>	Experience in role from more than 10 years
Area site manager * 123	<input type="text"/>	Experience in role from more than 5 years
Mechanical Installation supervisor* 123	<input type="text"/>	Experience in role from more than 5 years
Steel Structure Installation supervisor* 123	<input type="text"/>	Experience in role from more than 5 years
Piping Installation supervisor* 123	<input type="text"/>	Experience in role from more than 5 years
Certified Electrical & Instrumentation Installation Supervisor* 123	<input type="text"/>	Experience in role from more than 5 years
Scheduler* 123	<input type="text"/>	Experience in role from more than 5 years
On Site Installation Planner* 123	<input type="text"/>	Experience in role from more than 5 years
Welding Engineer * 123	<input type="text"/>	Experience in role from more than 5 years
Site QA/QC Managers * 123	<input type="text"/>	
Welding Supervisor* 123	<input type="text"/>	Experience in role from more than 5 years
Personnel for non-destructive testing* 123 ⓘ	<input type="text"/>	
Personnel for Surveying of Equipment* 123	<input type="text"/>	Experience in role from more than 5 years
Logistics personnel (transport and storage)* 123	<input type="text"/>	
HSE Manager/Supervisor* 123	<input type="text"/>	
First Aider* 123	<input type="text"/>	
Foremen* 123	<input type="text"/>	
Electrical & Instrumentation Foremen* 123	<input type="text"/>	
Certified Welders * 123	<input type="text"/>	
Certified Welders for Aluminum* 123	<input type="text"/>	i.e. for Bus Duct Welding Works
Mechanical Fitter* 123	<input type="text"/>	
Steel Structure Fitter* 123	<input type="text"/>	
Pipefitters* 123	<input type="text"/>	
Insulators * 123	<input type="text"/>	
Electrician* 123	<input type="text"/>	
Winder / Stacker for Generators* 123	<input type="text"/>	
Machine Operator (i.e. Fork Lifts, Cranes, Trucks, etc.)* 123	<input type="text"/>	
Semi Skilled / Helper / Other Personnel* 123	<input type="text"/>	
Please provide example CV´s*	<input type="text"/>	



EQUIPMENT

Own Installation Equipment*

- Welding Equipment
- Electric Machines and Hand Tools
- Surveying equipment (i.e. levelling machine, theodolite..)
- Construction vehicles
- Hydraulic Power Torque (up to 7.000Nm)
- Flushing Devices / Aggregates / Pumps / Filters etc.
- Scaffolding
- Site Facilities (Office, Sanitary, Changing Rooms Containers)
- Storage Containers (Locked, Heated and Ventilated)
- No own equipment

Own Crane Equipment*

- 0 - 99 tons
- 100 - 199 tons
- 200 - 999 tons
- No own equipment

Own Electrical and Instrumentation Equipment*

- Hart communicators
- Safety related system test equipment's
- High pressure pump for Beamex or equal with certificates
- mA simulators
- Hauling trolleys for cabinets
- Cable connection tools for big cable lugs
- Electrical safety measuring tools (e.g. megger or equal)
- No own equipment

Please attach a Machinery & Equipment List



CERTIFICATES

Certification	Certified	Standard	Expiry date	Since (Year)	Upload Certificate
ISO 9001*	---	▼			
ISO 16949*	---	▼			
Environmental Management System e.g ISO 14001*	---	▼			
Health & Safety Management System (OHSAS 18000, SCC)*	---	▼			
Energy management ISO 50001*	---	▼			
ASME, Sec.III*	---	▼			
ASME, Sec.VIII*	---	▼			
ASME, Sec.I*	---	▼			
EN1090*	---	▼			
EN ISO 3834-2,3*	---	▼			
AD2000-HP0*	---	▼			
AD2000-W0*	---	▼			
PED 2014/68/EU*	---	▼			
Workplace Management System e.g. SA8000, ETI*	---	▼			
KTA*	---	▼			
HAF*	---	▼			

Just in case your company is not running a certified QMSystem, please complete the following form:

Do you have a quality manual?	---	▼
Please upload a copy of quality manual:		
Do you have a document control system?	---	▼
Is there a management representative nominated for quality?	---	▼
Do you carry out Design Reviews?	---	▼
Do you prepare test- and inspection plans for your products?	---	▼
Do you purchase from evaluated and competent suppliers only?	---	▼
Do you inspect incoming goods?	---	▼
Do you monitor the usage of applicable laws and standards?	---	▼
Are your suppliers assessed, developed and selected systematically?	---	▼
Do you use written operating instructions for production?	---	▼
Do you have a procedure how to handle non-conforming products, to clarify measures and to approve decisions?	---	▼
Do you have a procedure for final / outgoing inspection?	---	▼
Do you check that all required tests are performed prior the release for shipment?	---	▼
Do you ensure to use checked/calibrated testing equipment only?	---	▼
Is production based on manufacturing documents?	---	▼
Do you analyze test results and deviations to improve your product quality?	---	▼



QUALITY

Is your Site personnel (relevant for Site Management down to Foremen Level) capable to communicate in English language*

Do you have an Overview List of your Companies WPQR*

Do you train your welders in house in a dedicated welders training center*

Are all your welders tested in house before they are assigned to sites*

Do you perform standardly Hand Skill Tests for all welders on Site*

Do you have a Standard Development Program for your Personal*

Do you have a Standard Procedure for Purchasing of Services*

Do you have a Standard HSE Manual for your Company*

Do you have a Standard HSE Manual for Site Installation Activities

Is there Environmental Management also defined

Do you have Standard Risk Analysis for your Installation works

Do you have Standard Procedures for following Activities*

- No standard procedures available
- Safety Instructions for Standard Works
- Site Induction
- Daily Tool Box Talks
- Last Minute Risk Assessments
- Permit to Work
- Maintenance of your Tools and Equipment
- No standard methods available
- Lifting
- Hot Works
- Confined Space
- Working in life Plants
- Working at height
- Scaffolding
- Temporary Works
- Log Out Tag out

[+++]

Do you have Standard Method Statements for following Activities*

[+++]

Do you have a Standard Procedure and Report Template for Incidents and Accidents *

Do you have a Standard Procedure for Reporting of HSE Matters*



HSE Statistic

Evaluation Period	Last year	2 years ago	3 years ago
Average number of employees: 123	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Man-hours worked: 123	<input type="text"/>	<input type="text"/>	<input type="text"/>
Average number of sub-contractors employees: 123	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Man-hours worked: 123	<input type="text"/>	<input type="text"/>	<input type="text"/>
LTIFR = (LTI+FAT)*1.000.000/ MH 123	<input type="text"/>	<input type="text"/>	<input type="text"/>
Number of Fatalities (FAT): 123	<input type="text"/>	<input type="text"/>	<input type="text"/>
Number of Lost Time Injuries (LTI): 123	<input type="text"/>	<input type="text"/>	<input type="text"/>
Number of Restricted Work Injuries: 123	<input type="text"/>	<input type="text"/>	<input type="text"/>
Number of Medical Treatments: 123	<input type="text"/>	<input type="text"/>	<input type="text"/>
Number of First Aid Cases: 123	<input type="text"/>	<input type="text"/>	<input type="text"/>
Number of Near Misses: 123	<input type="text"/>	<input type="text"/>	<input type="text"/>
Number of environmental incidents: 123	<input type="text"/>	<input type="text"/>	<input type="text"/>



COMPLIANCE & SUSTAINABILITY

Upload of Declaration form

All suppliers will be requested to acknowledge and accept the "ANDRITZ Supplier Code of Conduct and Ethics" in writing. For this purpose please use the "Declaration of Supplier's Acknowledgement and Acceptance of the ANDRITZ Supplier Code of Conduct and Ethics" and upload the Declaration form, bearing your legally binding signature.

Please upload the binding signed declaration form* Browse...

To download the requested form, please visit [Supplier Code of Conduct \(SCoC\) and Declaration form](#)

Organizational requirements and management responsibility

- Do you have a Code of Conduct for your company in place?*
- Do you have one or more individuals appointed as compliance officers (management representatives assigned responsibility for assuring compliance with laws, regulations and codes)?*
- Do you provide training sessions for your employees (incl. temporary contract workers) on compliance topics?*
- How many of your employees have received compliance training?*
- Do you have audit procedures in place to monitor the effectiveness of your compliance measures?*
- Do you have procedures in place to implement timely corrective actions for deficiencies identified in internal or external audits?*

Human rights and fair working conditions

- Do you maintain a personnel file on every employee?*
- Are all your employees provided with a formal contract of employment in a language that they understand?*
- Do you have policies that prohibit forced labor and child labor?*
- Do you have a management system in place or are you developing one to assess labor, health, and safety risks?*
- Do you have up-to-date SA8000, ETI or other recognized certifications for workplace management? If so, please provide a copy under Certificates.*
- Are labor, health, and safety policies, practices, and expectations communicated to all employees and suppliers in local or appropriate languages?*
- Do you have up-to-date ISO 45001, ANSI Z10, CSA Z1000, BS 18004 or OSHA VPP certification for health and safety? If so, please provide a copy under Certificates.*
- Do you have procedures in place to ensure that appropriate machinery is well maintained and equipped with the necessary safety devices?*
- Do you have a written emergency response plan and fire evacuation procedure?*
- Are all your employees trained on relevant health and safety matters, such as personal protection equipment, machine safeguarding, hazardous materials handling, emergency management, etc.?*
- Your facility has operated without any fatal injuries over the past ...*



- Are workers free to resign from their employment at any time without penalty provided that reasonable notice is given?*
- Are workers free to leave the facility and attached staff accommodation during non-working hours and at the end of their shift?*
- Do you employ child labor (workers younger than 15 years of age)?*
- Are young workers (above the legal minimum age, but under the age of 18) requiring protective restrictions employed in accordance with the law?*
- Do you have effective procedures for verifying an employee's age?*
- Do you have written personnel policies in place for hiring, salary, benefits, termination, and/or retirement practices to prevent discrimination on the basis of age, disability, gender, nationality, race, color, religion, social or ethnic origin, sexual orientation, health condition, political opinion, etc.?*
- Are your employees free to join or form trade unions or workers' organizations of their own choosing and to bargain collectively if this is permitted by law?*
- Do you have a formal, written policy that clearly states a commitment to prevent harassment and abuse in the workplace?*
- Do you have procedures in place to ensure the workplace is free of physical abuse, corporal punishment, physical contact with the intent to injure or intimidate, and disciplinary measures that cause physical discomfort?*
- Do you have procedures in place to ensure all employees are paid at least the legal minimum wage for standard working hours?*
- Do you have procedures in place to ensure all employees are given the vacation and leave to which they are legally entitled?*
- Do you have procedures in place to ensure that all overtime performed at your facility is voluntary?*

Environmental responsibility and sustainability

- Do you have a management system in place to assess environmental risks associated with production and to ensure that measures for protection of the environment are implemented?*
- Does your company follow applicable environmental laws and regulations? *
- Do you have up-to-date ISO 14001, RC 14001 or EMAS certifications? If so, please provide a copy under Certificates*
- Do you have a policy statement and/or management system that addresses conflict minerals?*
- Are environmental policies, practices, and expectations communicated to all employees and suppliers in local or appropriate languages?*
- Do you monitor and track energy consumption?*
- Do you have a program and /or procedures to reduce the use of energy?*
- Do you have a system in place to reduce the environmental impact of greenhouse gases?*
- Do you have goals and targets to reduce greenhouse gas emissions?*
- Do you have a system in place to manage air emissions?*



- Do you have pollution prevention devices on chimneys, vents, and extraction systems?*
- Do you have a program and/or procedures to reduce water use or reuse/recycle water?*
- Does your facility treat wastewater prior to off-site discharge?*
- Do you have a program and/or procedures to reduce or eliminate pollution and waste in operations?*
- Do you have a program and/or procedures to manage and dispose of hazardous waste, wastewater, solid waste, and airborne emissions?*
- Do you have established environmental targets and objectives relating to the above mentioned items to improve environmental performance?*

- Do you check whether substances stored, used, or handled by you are not prohibited by national or international laws or protocols?*
- Do you maintain up-to-date material safety data sheets for all hazardous substances used on-site?*
- Do you have targets and programs in place to reduce overall sustainability impacts by managing transportation logistics (e.g. prioritizing low-impact transportation modes)?*

Business integrity

- Do you have procedures and/or a program in place to prevent corruption, extortion, or embezzlement?*
- Do you have procedures and/or a program in place to ensure bribes or other means of obtaining advantages are not offered or accepted (avoiding conflict of interest)?*
- Do you have procedures and/or a program in place to ensure that fair business, advertising, and competition are upheld (complying with antitrust and fair competition laws)?*
- Do you have procedures and/or a program in place to ensure information is disclosed in accordance with applicable laws and regulations (e.g. complying with insider trading rules, protection of intellectual property)?*
- Do you comply with all applicable regulations under labor and social law in the country of deployment when posting employees abroad?*
- Do you ensure that subcontractors you engage comply with all applicable regulations under labor and social law in the country of deployment when posting employees abroad?*
- Are you aware of the legal requirements stipulated by the EU's Posting of Workers Directive and the related notification obligation as well as the obligation to keep the respective documents readily available?*



Export control

- Do you have an export control system in place also covering trade restrictions (e.g. dual use goods, goods on commerce control lists, etc.)?*
- Do you have a person within your organization that is responsible for export control matters?*
- Are you or any of your affiliates or directors or officers subject to sanctions of the USA, the EU or any other country?*

Intellectual property rights, trade secrets and data protection

- Do you routinely use non disclosure agreements (NDA's) to protect third party intellectual property rights (e.g. of your client)?*
- Are all your relevant employees trained on protection of third party intellectual property rights?*

Suppliers commitment and contractual obligation

- Do you require your suppliers to be in compliance with labor/employment and business ethics laws and regulations?*
- Do you have procedures in place to ensure that your suppliers, including labor brokers, operate in compliance with all applicable environmental, labor/employment, and business ethics laws and regulations?*
- Do you communicate information about your labor and/or business ethics performance, practices, and expectations to your suppliers?*

Reporting, monitoring and sanctioning

- Have you or one of your executives, directors and/or managers been cited for major violations of laws resulting in monetary penalties and /or formal corrective actions mandated by a government authority or a court in the past 3 years?
 - regarding human rights and fair working conditions*
 - regarding environmental responsibility and sustainability*
 - regarding business integrity (e.g. fraud, bribery, antitrust, etc.)*
 - regarding export control provisions*
 - regarding intellectual property rights/business secrets*
- Do you have effective grievance procedure in place to allow employees to bring compliance-related violations and/or concerns to the management's attention in an anonymous way without fear of retribution?*