

QUESTIONNAIRE TO BE FILLED BY THE SUPPLIER

Checklist on NDB Sustainable Supply Chain Management

Please tick the relevant box as appropriate with the (X) mark

Part 2 - Sustainability Checklist

Determining sustainability risk

Supplier to indicate their exposure to the following:

- ☐ Actual (or anticipated) revenue from NDB
- ☐ Locality
- ☐ Regulatory framework (legislative framework for social, ethical and environmental activities)
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- ☐ Fragile or sensitive environments
- ☐ Conflict zones
- ☐ Labour intensive workplaces
- ☐ Manufacturing and transport
- ☐ Negative media coverage regarding social, ethical or environmental issues
- ☐ Past incidents of concern during engagements with NDB

Identification of Environmental & Social Risks

Supplier to indicate the risk applicable to their operations as per the following guidelines:

(a) Environmental Risks

- | | Yes | No |
|--|--------------------------|--------------------------|
| i. Risk of air pollution due to emission of volatile organic compounds | ☐ | ☐ |
| ii. Risk of air and water pollution due to emission of other toxic compound | ☐ | ☐ |
| iii. Risk of soil pollution due to particulate Matter | ☐ | ☐ |
| iv. Risk of air pollution due to combustion By-Products | ☐ | ☐ |
| v. Risk of ground water systems being contaminated by wastewater released by industry. | ☐ | ☐ |
| vi. Risk of soil and ground water pollution by emission of liquid and solid waste. | ☐ | ☐ |
| vii. Inhalation Hazards | ☐ | ☐ |
| viii. Fire Hazards | ☐ | ☐ |
| ix. Noise pollution | ☐ | ☐ |

(b) Social Risks

i. Child Labour

Does the company use child labour?

Yes	No
☐	☐

Yes No

ii. Forced labour

Risk of using forced labour and the risk of not having proper disciplinary practices.

☐ ☐

iii. Discrimination

Possibility of discrimination at work place.

☐ ☐

Does the company have a policy/regulation to prevent discrimination?

☐ ☐

What is the company policy on maternity leave?

☐ ☐

Do employees have a confidentiality counsellor for sexual or other harassment?

☐ ☐

iv. Remuneration

Does the company follow Wages Board Ordinance in deciding the minimum wages to be paid?

☐ ☐

v. Dermal Contact Hazards

Risk of hazardous material for workers

☐ ☐

Eg. The use of hazardous materials in printing may generate exposure hazard for workers through direct skin contact with liquid or solid hazardous/ corrosive substances.

☐ ☐

vi. Health and Safety

Does the company have a written Occupational Health and Safety program in place?

☐ ☐

Does the company comply with the health and safety standards laid down by the Factories Ordinance and Shop & Office Ordinance?

☐ ☐

Does the company has an emergency Preparedness & Response Plan in place? Has this been communicated to every level of staff.

☐ ☐

Are all electrical installations properly earthed /insulated /watertight/explosive- proof.

☐ ☐

What measures has been taken to deal with the risk of fire.

What measures will be taken to deal with the risk of explosions and in relation to the occurrence and handling of dust, volatile flammable etc.

What preventive and/or protective measures have been taken to safeguard machinery and other equipment used by employees.

What preventive and/or protective measures have been taken to prevent exposure of employees to pressure and/or electromagnetic field/radiation.

Are workers given gloves, masks, goggles etc.

☐ ☐

Yes No

Are workers trained adequately to handle hazardous substances such as chemicals.

☐ ☐

What preventive and/or protective measures will be taken to prevent contact substances that pose a health hazard (inhalation, potential eye damage, skin contact etc).

Are the available sanitary facilities adequate?

☐ ☐

vii. Resettlement

Is there a risk of unsatisfactory resettlement arrangements?

☐ ☐

viii. Relocation

Is there a risk of relocation due to unavailability of land for expansion or the land being located in a residential area?

☐ ☐

C. Legal Framework

Supplier to indicate the Environmental and Labour Laws they adhere to. Guidelines given below

➤ Environmental Licenses/Clearances

Has an Environmental Protection License (EPL) been obtained as per regulatory requirements from Central Environmental Authority (CEA)? If yes, give date of approval and issuing authority

Has the business obtained any other valid environmental clearances/licenses? Specify. (ex: from BOI, etc)

➤ Labour related Laws:

Labour laws regulate the various aspects of employer–employee relations.

Has the business adhered to the labour related laws?

☐ ☐

(a) Factories Ordinance Act

☐ ☐

(b) Workers Compensation Act

☐ ☐

(c) Shop and office Employee Act

☐ ☐

(d) Employment of Women, Young Persons and Children Act - Maternity Benefits Ordinance

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(e) Wages Board Ordinance

☐ ☐

(f) Trade unions Ordinance

☐ ☐

(g) Maternity Benefits Act

☐ ☐

(h) Factories Ordinance

☐ ☐

(i) Workmen's compensation Ordinance

☐ ☐

(j) Employees Provident Fund (EPF) Act

☐ ☐

(k) Employees Trust Fund (ETF) Act

☐ ☐

(l) Termination of Employment of workmen (Special Provisions) Act

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(m) Industrial Disputes Act

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- (n) Payment of Gratuity Act
- (o) Employment of Trainees (Private Sector) Act
- (p) Sexual Harassment in Offices and other work places under Section 345 of Act No 22 of 1995
- (q) Companies Act of Sri Lanka No 07, 2007
- (r) Public Nuisance Act

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☐	☐

I / We hereby confirm that the above information provided by us is true and accurate

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Authorised Signatory/ies

(with Company Seal)

ES related Questions to be Added in the MAIN SUPPLIER QUESTIONNAIRE

		Yes	No	Not Applicable
I.	Nature of Business			
	Labour intensive			
	Manufacturing			
	Retail			
	Trading			
	Wholesale			
	Services			
	Other (please specify)			
II.	Environmental Compliance	Yes	No	Not Applicable
2.1	Do you comply with the National Laws and Environmental Regulations of Sri Lanka for your business activities/transactions?			
2.2	Have you obtained an 'Environmental Protection License' (EPL) as per the regulatory requirements from the 'Central Environmental Authority' (CEA)?			
	If yes, give the date of approval and issuing authority?			
2.3	Have you obtained any other mandatory licenses/clearances applicable to the industry/sector you are engaged in?			
	If yes, please specify and attach a copy of the license/clearance certificate.			
2.4	Is your business/facility required to have any Specific Environmental Permits and Registrations?			
	If yes, please specify and attach a copy of the Permit/Registration.			
2.5	Have you taken measures to mitigate any pollution related to your business operations?			
2.6	Has your company been convicted of breaching any environmental law/legislation in the last 5 years?			
2.7	If yes, is there any legal action pending?			
2.8	Has there been any Civil action taken against your Company in the last 5 years for any Environmental concerns?			
2.9	If yes, is there any Civil action pending?			
2.10	Does your facility treat its industrial wastewater prior to discharge?			
III.	Social Compliance	Yes	No	Not Applicable
3.1	Do you comply with the National Laws on Social, Health, Safety & Labour, and Labour Regulations of Sri Lanka for your business activities/transactions?			
3.2	Does your business use child labour?			
3.3	Does your business use forced labour?			
3.4	Do you pay fair wages for all your workers?			
3.5	Do you treat all women and men fairly at work – respect and support human rights & non-discrimination?			
3.6	Do you provide adequate maternity leave for female workers?			

3.7	Do you ensure the health, safety and well-being of all female and male workers?			
3.8	Are workers given appropriate safety equipment when required?			
3.9	Do you ensure female workers are protected from workplace violence, abuse & sexual harassment			
3.10	Do you promote education, training & professional development for your workers?			
IV	Green Policy Requirements	Yes	No	Remarks
4.1	Labour and workplace management- Adhering to employee working conditions and human rights			
4.2	Occupational health and safety - providing a safe working environment			
4.3	Risk management - providing business continuity and protecting employees and the local community			
4.4	The environment- awareness and management of material environmental issues			
4.5	Corporate governance and ethics- standards of practice and appropriate transparency			
4.6	Supply chain - management of the suppliers' own suppliers			
4.7	Community engagement- considering local issues and needs			

Provide Details

- UBO Information – Full Name/ Identification No. / Citizenship**
- Has the service provider been previously convicted by a legal authority [locally or internationally] for any wrong doings in relation to procurement activities - if yes, provide details?**
- Whether the service provider has frequent or substantial interactions with public officials - if yes, provide details?**
- Are any beneficial owners, directors, or employees of the service provider currently or formerly a public official or relative/close associate of a public official - if yes, provide details?**

5. Is the Company or any of its affiliates incorporated, located within or operating from any Countries Subject to Comprehensive Sanctions - if yes, provide details?

6. Director Information - Full Name/ Identification No. / Citizenship