

# Responsible Sourcing Self-Assessment Checklist

## SUPPLIER INFORMATION

Company Name	
Address	
Contact Person	
Email / Phone	

## POLICY & COMPLIANCE

Questions	Yes / No	Evidence / Notes
Does your company have a responsible sourcing policy?		
Is your company compliant with all relevant local and international laws?		
Are environmental and social standards reviewed regularly?		

## LABOR PRACTICES

Questions	Yes / No	Evidence / Notes
Does your company prohibit child labor and forced labor?		
Are working hours and wages compliant with local laws?		
Is there a formal grievance mechanism available to workers?		

## ENVIRONMENTAL MANAGEMENT

Questions	Yes / No	Evidence / Notes
Does your company have an environmental management system?		
Are hazardous materials managed and disposed of safely?		
Does your company work to reduce energy and water consumption?		

## SUPPLY CHAIN MANAGEMENT

Questions	Yes / No	Evidence / Notes
Do you assess your suppliers' social and environmental practices?		

Are there measures to ensure ethical sourcing of raw materials?		
Is traceability of products ensured in your supply chain?		

**ADDITIONAL COMMENTS**