

Sustainable Procurement Self-Assessment Questionnaire

Supplier profile	1	Company name	
	2	Industry	
	3	Address	
	4	Number of employees	Total number of employees Regular ^(*)6) Non-regular ^(*)7) Number of foreign workers (By nationality)Excluded Seconded Employees
	5	Person making entries	
	6	Have you acquired ISO 9001 certification?	
	7	Have you acquired ISO 14001 certification?	
	8	Have you acquired OHSAS / ISO 45001 certification?	
	9	CSR report URL	

A. Assessment in third-party initiatives		Answer
A1: (Do you have audit assessment results?)	A1 Do you have results of assessment under a PSC1, TFS, Ecovadis, SHETA audit or RBA audit initiative (*1)? [1] Yes (Please attach the results of assessment) [2] No [3] Unclear	

SEISUKE CHEMICAL Group (Guidelines for Sustainable Procurement (Code of Practice for Suppliers))		If you attached assessment results in your answer to A1, you do not need to answer the following questions.		Answer
2. Respect for Human Rights		B. Human rights		
(7) Prohibition of discrimination and provision of equal opportunities (applicable to GCSAQ B-2, B-3, B-5) Do not discriminate in matters such as compensation, promotion or employment for reasons other than rational factors such as the ability and aptitude of the person (including discrimination on the basis of race, nationality, gender, gender identity or gender orientation, age, ancestry, religion, ethnicity or migration, as well as discrimination against children, the elderly, persons with disabilities, indigenous people, the poor, or people infected with HIV/AIDS, etc.). Provide equal opportunities for promotion and training after hiring.	B1: [Prohibition of discrimination]	B1-1 In recruitment at the place of business, are you sure that discriminatory notations are not included and do you state clearly that your company does not discriminate? [1] Yes [2] No [3] Unclear B1-2 Do you implement training for all employees on the prohibition of discrimination? [1] Yes [2] No [3] Unclear		
(8) Grievance mechanism and remedy concerning human rights and labor practices (Saisoku-specific item)	B2: [Grievance processing and remedies]	B2 Have you established a consultation service for employees? [1] Yes [2] No		
3. Labor Practices		C. Labor		
(11) Prohibition of inhumane treatment (applicable to GCSAQ B-4) Respect the human rights of employees and prohibit inhumane treatment such as abuse, corporal punishment and harassment.	C1: [Prohibition of inhumane treatment]	C1 Do you implement measures (training, e-learning, establishment of contact points, etc.) for the prevention and handling of harassment, etc. (examples: sexual harassment, power harassment)? [1] Yes [2] No [3] Unclear		
(12) Working conditions and social protection including migrant workers (related to 3-11 and 3-13, Saisoku-specific item) Treat migrant workers (foreign workers) fairly and provide transparent employment conditions as well as favorable working conditions and living conditions.	C2: [Working conditions and social protection]	C2-1 When hiring employees through a mediation agency or staffing agency, does the mediation agency or staffing agency charge a fee to the employee themselves?(*2) [1] No [2] Yes [3] Unclear [4] N/A C2-2 Are all employees (including temporary workers and foreign workers) given notices of their work conditions (and employment contracts) prepared in a language they can understand? [1] Yes [2] No [3] Unclear		
(13) Establish working conditions and provide a working environment from the viewpoint of decent work (applicable to GCSAQ B-4, B-6) In addition to complying with the statutory minimum wage and statutory or pre-agreed working hours and vacation conditions of the country or region in which you operate, establish working conditions and a working environment from the perspective of decent work.	C3: [Appropriate working hours] Do not exceed the weekly working hours established in local laws and regulations. In addition, grant a minimum of one day off per week.	C3-1 What is the average number of work hours per person per week over the past year? [1] Less than 60 hours [2] 60 hours or more [3] Unclear (work hours are not recorded) C3-2 Do you allow employees to take one day or 24 consecutive hours of time off in a seven-day period? [1] Yes [2] Not one day every seven days, but four days a month. [3] No [4] Unclear		
(14) Prohibition of forced labor (applicable to GCSAQ B-7) Do not make employee work against their will or engage in work that restricts their freedom to leave their jobs. In addition, do not resort to forced labor using unreasonable means of restraint.	C4: [Appropriate wages and benefits] Pay wages equal to or higher than the minimum wage required by local laws and regulations. In addition, do not reduce wages unreasonably.	C4 Do you provide notice in writing of working conditions (wages, work hours, holidays, etc.)? [1] Yes [2] No [3] Unclear		
(14) Prohibition of forced labor (applicable to GCSAQ B-7) Do not use children under the minimum working age prescribed by laws and regulations of each country or region. Furthermore, do not have children engage in work that may impair their health, safety, morals and educational opportunities.	C5: [Prohibition of forced labor]	C5 Have you been able to realize decent work (*3) without employees working against their will or with their freedom to leave the company restricted, and without forced labor using unfair means of restraint? [1] No [2] Yes [3] Unclear		
(14) Prohibition of forced labor (applicable to GCSAQ B-7) Do not use children under the minimum working age prescribed by laws and regulations of each country or region. Furthermore, do not have children engage in work that may impair their health, safety, morals and educational opportunities.	C6: [Prohibition of child labor]	C6-1 Do you have any employees less than 15 years of age? [1] No [2] Yes [3] Unclear C6-2 If you have any young workers (15 to 24 years old), do you give consideration to their health and safety (*4) with regard to working hours and job descriptions? [1] Yes [2] No [3] Unclear [4] N/A		
(17) Respect for freedom of association and collective bargaining rights (applicable to GCSAQ B-10) Understand and respect the exercise of collective bargaining rights and the formation of labor unions by employees as a means of improving the working environment and treatment.	C7: [Securing of freedom of association]	C7 Do you conduct labor-management negotiations with labor unions or employee representatives every year? [1] Yes [2] No [3] Unclear		
3. Labor Practices		D. Occupational health and safety		
(18) Workplace health and safety (applicable to GCSAQ B-11) Perform risk assessments (including risk assessment of chemical substances harmful to the human body) to ensure the work environment, machinery and equipment, and work methods are safe and hygienic. If the risk assessment indicates the presence of dangerous or harmful factors, promptly remove or mitigate them. In addition, provide adequate education and communication for employees and strive to ensure health and safety in the workplace with both labor and management.	D1: [Workplace health and safety] In order to ensure the safety of employees, the state of production facilities, workplaces, work environments and work must be grasped, and if there is a risk of danger or harm, prevention and reduction measures must be taken using appropriate technical and management methods. In addition, protective equipment must be provided to employees as necessary.	D1-1 Do you provide education and training on occupational health and safety every year? [1] Yes [2] No [3] Unclear D1-2 Is there a system to place where workers report on appropriate occupational health and safety in the workplace, discuss specific measures and preventive actions, and manage and track them? [1] Yes [2] No [3] Unclear D1-3 Do you provide personal protective equipment and explain how to use it to protect employee safety? [1] Yes [2] No [3] Unclear [4] N/A D1-4 Do you conduct evacuation drills at least once every year? [1] Yes [2] No [3] Unclear		
(19) Essential safety of equipment (related to 3-18 and 3-20, Saisoku-specific item) Put the safety of employees who handle machinery and equipment first by implementing adequate safety measures to prevent occupational accidents and equipment accidents even if workers engage in unexpected unsafe actions.		D1-5 Do you confirm the safety of buildings, manufacturing factories, etc., and implement inspections of evacuation facilities and disaster prevention facilities (fire extinguishers and fire hydrants) at least once every year? [1] Yes [2] No [3] Unclear		

4. Consideration of the Environment		E. The environment		Answer
[22] Compliance with environment-related laws and regulations (applicable to GCSAQ IV-1) [In each country and region, comply with laws and regulations that have been established to solve various environmental issues. In addition, establish and operate an environmental management system to maintain legal compliance and resolve environmental issues systematically.]	E1. [Compliance with environment-related laws and regulations]	E1	Do you have a mechanism to grasp environmental laws and regulations at all times, and do you handle the required notifications, applications for approval, etc., without omission? [1] Yes [2] No [3] Unclear [4] N/A	
[23] Management of chemical substances (applicable to GCSAQ IV-2) Identify and manage substances that have an adverse effect on the human body and environment, handle them safely and appropriately, and strive to minimize their release into the air and wastewater (including the establishment of a chemical substance management system).	E2. [Management of chemical substances]	E2	Do you implement proper management of chemical substances and issue and update safety data sheets (SDS)? [1] Yes [2] No [3] Unclear [4] N/A	
[26] Contribution to resource recycling (solving resource depletion issues) (applicable to GCSAQ IV-3, 4, 6) Strive to minimize the energy and resources you use. Contribute to the realization of a recycling-oriented society by reducing the amount of waste discharged, reusing discharged waste and utilizing recycled materials. In addition, undertake waste management through activities such as identifying the impact on the environment, measuring and recording pollution, and implementing pollution prevention measures when storing and disposing waste.	E3. [Resource saving and energy saving] Strive to save resources and energy in all work processes.	E3	Do you implement initiatives to suppress the use of resources and energy in work processes? [1] Yes [2] No [3] Unclear [4] N/A	
	E4. [Management of wastewater, emissions into the atmosphere and waste] Prevent the discharge of hazardous substances into the environment.	E4	Do you manage emissions of water pollutants (BOD, COD, etc.), air pollutants (SOx, NOx, dust, etc.), waste, etc., and comply with laws and regulations? [1] Yes [2] No [3] Unclear [4] N/A	
5. Fair Corporate Activities		F. Ethics		Answer
[31] Prevention of corruption (applicable to GCSAQ V-3) Do not engage in any and all corrupt acts including making illegal political contributions or bribery. Cooperate with government, relevant agencies and local governments, and respond to the requests thereof in good faith and fairness when required. In addition, prevent the inappropriate exchange of profits with customers, etc., and maintain sound relationships.	F1. [Prohibition of corruption, bribery, etc.] Do not commit any corrupt acts such as bribery, corruption or coercion.	F1	In the past three years, has your company provided tangible or intangible benefits to business partners, including public officials and the private sector, for unjustified purposes such as acquiring or maintaining business favors? [1] Yes [2] No [3] Unclear	
[33] Fair corporate activities (applicable to GCSAQ V-4) Do not engage in any activity that interferes with the principles of competition, such as collusion or cartels, or behavior that arouses suspicion. [36] Respect for intellectual property (applicable to GCSAQ V-4) Recognize the importance and respect the rights of intellectual property by refraining from any conduct that infringes these.	F2. [Prohibition of anticompetitive activities and prevention of information leakage] Manage business so that there are not acts that damage your company or others.	F2	Do you implement training and other preventive measures so that the impediment of fair competition and the leakage of intellectual property and confidential information do not occur? [1] Yes [2] No [3] Unclear	
[37] Create a mechanism to detect and prevent misconduct (applicable to GCSAQ V-7) Always provide education for employees to ensure that they do not violate laws and regulations or act unethically. In addition, establish a system whereby employees who discover misconduct can engage in consultation and have their status and position protected.	F3. [Prevention and early detection of misconduct]	F3	Do you have a mechanism to protect whistleblowers? [1] Yes [2] No [3] Unclear	
6. Ensuring Excellent Quality and Safety		G. Quality and safety management		Answer
[44] Management of chemical substances contained in products (applicable to GCSAQ V-2) Appropriately manage chemical substances contained in products.	G1. [Management of substances contained in products]	G1	Do you have systems and mechanisms (*1,*) for the management of contained chemical substances? [1] Yes [2] No [3] Unclear [4] N/A	
II Confirmation of the state of compliance		H1. [CSR management of suppliers]		Answer
Sakai Chemical Group asks suppliers for confirmation of the state of compliance with this Code of Conduct. This confirmation work also includes subcontractors.	H1	H1	Do you require suppliers to comply with the Sakai Chemical "Supplier Code of Conduct" or equivalent rules? [1] Yes [2] No [3] Unclear	

*1 PSC, TFS, Ecovadis, SRETA audit, or RBA audit initiatives

Pharmaceutical Supply Chain Initiative (PSCI) audits: Aimed at audits of supply chains in the pharmaceutical industry and improvements

Technical File Service (TFS): Carried out to confirm compliance with legal regulations related to the manufacture, sale, transportation, and use of chemicals, including chemical registration, the classification and labeling of chemicals, and the preparation and management of chemical safety data sheets (SDS).

Ecovadis audits: The process by which companies and suppliers evaluate the practice of sustainability on environmental, social and ethical aspects

Supplier Ethical Data Exchange (SRETA) audits: One of the general audit protocols for companies and organizations to evaluate ethical practices within their supply chains

Responsible Business Alliance (RBA) audits: Audit activities conducted by member companies of the RBA, an international trade association to promote sustainable business practices and social responsibility in global supply chains

*2 Fees

The BLD Declaration on Fundamental Principles and Rights at Work* prohibits the charging of fees and expenses to workers.

For reference, the BLD's "General principles and operational guidelines for fair recruitment and definition of recruitment fees and related costs" define recruitment and placement fees and related costs.

*3 Decent work

According to the BLD, decent work refers to works that are rewarding and humane, and more specifically, productive work for all, conditioned on freedom, fairness, security and human dignity.

*4 Consideration for the health and safety of young workers

Factors such as being at the developmental stage and having insufficient work skills and experience can be raised as risks specific to young workers.

Safety hazard (examples) Working at height, using dangerous machinery or tools, driving or riding vehicles, working near vehicles, using or working near explosive materials or substances.

*5 Systems and mechanisms for the management of contained chemical substances

Registration and classification of chemicals: Chemicals must be classified based on their properties and registered by an appropriate method. This includes the process of collecting and recording information about substances, such as their identification, characteristics and hazards.

Hazard assessment and labeling: It is important to assess the hazards of chemicals and to apply appropriate risk labeling. By doing so, people are provided with information to handle and use chemicals appropriately.

Storage and handling: Chemicals must be stored and handled safely under certain conditions. This includes factors such as appropriate containers, storage areas, temperature, humidity and ventilation.

Work environment safety: In workplaces where chemicals are used, measures must be taken to ensure the safety of employees. This includes the use of appropriate protective equipment, action if an accident occurs (installation of emergency showers and eye washers) and training.

Risk assessment and management: Risks associated with the use of chemicals must be assessed and measures taken for their minimization. This includes accident prevention, emergency response planning and waste disposal.

Legal and regulatory compliance: Each country has laws and regulations on the handling of chemical substances and they must be followed. Companies and individuals must comply with these laws and regulations.

Information sharing and education: Information on the safe handling of chemicals must be shared appropriately with related parties and education provided to employees and the public. This increases awareness and reduces the risk of accidents.

*6 Regular: Employees working under an employment contract with no set term.

*7 Non-regular: Employees working under an employment contract with a set term.