

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:

- o Actual (or anticipated) revenue from NDB
- o Locality
- o Regulatory framework (legislative framework for social, ethical and environmental activities)
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- o Fragile or sensitive environments
- o Conflict zones
- o Labour intensive workplaces
- o Manufacturing and transport
- o Negative media coverage regarding social, ethical or environmental issues
- o 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 | <input type="checkbox"/> | <input type="checkbox"/> |
| ii. Risk of air and water pollution due to emission of other toxic compound | <input type="checkbox"/> | <input type="checkbox"/> |
| iii. Risk of soil pollution due to particulate Matter | <input type="checkbox"/> | <input type="checkbox"/> |
| iv. Risk of air pollution due to combustion By-Products | <input type="checkbox"/> | <input type="checkbox"/> |
| v. Risk of ground water systems being contaminated by wastewater released by industry. | <input type="checkbox"/> | <input type="checkbox"/> |
| vi. Risk of soil and ground water pollution by emission of liquid and solid waste. | <input type="checkbox"/> | <input type="checkbox"/> |
| vii. Inhalation Hazards | <input type="checkbox"/> | <input type="checkbox"/> |
| viii. Fire Hazards | <input type="checkbox"/> | <input type="checkbox"/> |
| ix. Noise pollution | <input type="checkbox"/> | <input type="checkbox"/> |

(b) Social Risks

- | | Yes | No |
|------------------------------------|--------------------------|--------------------------|
| i. Child Labour | | |
| Does the company use child labour? | <input type="checkbox"/> | <input type="checkbox"/> |

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

(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

(m) Industrial Disputes Act

- (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

<input type="checkbox"/>	<input type="checkbox"/>
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<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

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)