Dis-Chem

Better health starts here

Third-Party Manufacturer Self-Assessment

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CONTENTS

01
BACKGROUND AND PURPOSE 3

02
SCOPE 3

03
GENERAL INFORMATION 3

04
SCOPE OF WORK 4

05
ENVIRONMENTAL 4

06
SOCIAL 6

07
GOVERNANCE 7

08
DECLARATION 13

1. Background and Purpose

At Dis-Chem we are committed to responsible supply chain management throughout our value chain. We understand that third-party manufacturers have an impact on our operations and products. We therefore require you to complete this self-assessment questionnaire to allow us to evaluate the potential impact of your products and/or services.

This questionnaire is designed to give us a better understanding of possible ESG impacts and challenges related to our supply chain. It aims to identify existing and potential adverse ESG issues/impacts and your company's current efforts to address these. The outcomes of the evaluation will be used to inform the supplier selection process.

2. Scope

This policy applies to all third-party manufacturers.

3. General Information

Name of the Entity:
Address of the Entity:
Contact Name:
Title:
Telephone Number and Email Address:
Date of Self-Assessment:
Holding/Parent Company details: *(Name of contact person, city, country, telephone number and email address of operations owners/parent or holding company):*

4. Scope of work

Please describe the full scope of work, service or products

5. Environmental

Ref	5.1 Compliance	Response	
5.1. a	Does your organisation comply with all applicable environmental legislation and regulations? If “No”, please specify.	Yes	No
5.1. b	Does your organisation hold the necessary environmental license(s) and/or permit(s)?	Yes	No
5.1. c	Have you received any environmental fines or warning or been prosecuted in the past 3 years? If “Yes”, please specify.	Yes	No
5.1. d	Are environmental policies, practices, and expectations communicated to all employees and suppliers in local or appropriate languages?	Yes	No
5.1. e	Does your organisation have an up-to-date ISO 14001 certificate? If “Yes”, please attached a copy	Yes	No

Ref	5.2 Energy management	Response	
5.2. a	Does the organisation monitor and track energy consumption and conduct on-site energy audits?	Yes	No
5.2. b	Does the facility have a system in place to reduce the environmental impact of energy use and greenhouse gases?	Yes	No
5.2. c	Does the organisation have a program and/or procedures to reduce the use of energy?	Yes	No

Ref	5.3 Water management	Response	
5.3. a	Does the organisation have a system in place to manage and monitor water withdrawals?	Yes	No
5.3. b	Does the organisation have a program and/or procedures to reduce water use or reuse/recycle water?	Yes	No
5.3. c	Does the organisation have a system in place to address wastewater generation and management?	Yes	No

Ref	5.4 Waste management	Response	
5.4. a	Does the facility have a program and/or procedures to reduce or eliminate pollution and waste in its operations?	Yes	No
5.4. b	Does the facility have a recycling program to reduce or eliminate pollution and waste in its operations?	Yes	No
5.4. c	Does the facility have a program and/or procedures to manage and dispose of hazardous waste (if applicable), wastewater, solid waste, and airborne?	Yes	No
5.4. d	Does the facility maintain records of off-site transfer, treatment, and disposal of waste?	Yes	No
5.4. e	If the facility uses external waste contractors, does it conduct regular audits of those contractors?	Yes	No

Ref	5.5 Other Environmental Requirement	Response		
5.5. a	Have the organisation set a Net Zero Target, a Science Based Target or a Carbon Budget? e.g., 2050 or earlier? If the answer is “No” above, please explain.	Yes	No	N/A

Ref	5.5 Other Environmental Requirement	Response		
5.5. b	Does the organisation assess and disclose climate risks and opportunities in line with the recommendations of the Task Force on Climate-Related Financial Disclosures (TCFD)?	Yes	No	N/A
5.5. c	Does the facility have goals and targets to reduce, reuse, and recycle the amount of packaging used for its products?	Yes	No	N/A
5.5. d	Does the facility incorporate packaging reduction, reuse, and recycling in its purchasing practices?	Yes	No	N/A
5.5. e	Does the facility consider environmental sustainability in its development of products?	Yes	No	N/A
5.5. f	Does the facility conduct product life cycle assessment (LCA)?	Yes	No	N/A
5.5. g	Does the facility have any goals, initiatives, or assessments in place to protect or enhance biodiversity in the areas where it operates?	Yes	No	N/A

6. Social

6.1 Workforce profile	Response
Total number of employees in your organisation:	
Total number of permanent employees in your organisation:	
Total number of non-permanent employees in your organisation:	
Percentage of employees that are male:	
Percentage of employees that are female:	
Percentage of employees that are foreign nationals:	

Ref	6.2 Labour management	Response	
6. 2. a	Does your organisation have a formal written policy that defines its approach to labour and employee health and safety standards?	Yes	No
6. 2. b	*Does the policy have a statement on:*		
6. 2. c	Prohibition of forced and/or compulsory labour?	Yes	No
6. 2. d	Prohibition of child labour?	Yes	No
6. 2. e	Anti-Bribery and corruption?	Yes	No
6. 2. f	Anti-discrimination?	Yes	No
6. 2. g	Anti-competitive behaviour?	Yes	No
6. 2. h	Respect of Human rights?	Yes	No
6. 2. I	Grievance procedures?	Yes	No
6. 2. J	Minimum wage that is fair? / remuneration practices?	Yes	No
6. 2. k	Does the policy comply with applicable legislation?	Yes	No
6. 2. l	Does the policy apply to all employees including foreign nationals?	Yes	No
6. 2. m	Does the organisation employ prison labour?	Yes	No
6.2. n	Excessive working hours	Yes	No
6.2. o	Corporal punishment/disciplinary practices		

Ref	6.3 Employment conditions	Response	
6. 3. a	Are all workers provided with a written contract in a language they understand, where terms of employment including wage rates and hours of work are clear?	Yes	No
6. 3. b	Are workers free to resign from their employment at any time without penalty, giving reasonable notice?	Yes	No
6. 3. c	Are your employment conditions compliant with applicable legal requirements?	Yes	No
6. 3. d	Are all security personnel aware of the Voluntary Principles of Security and Human Rights and/or the International Code of Conduct for Private Security Providers, and do they comply with these principles while carrying out their responsibilities?	Yes	No

Ref	6.4 Health and safety	Response	
6.4. a	Does your organisation have all health and safety permit(s), or license(s) or authorisation(s) required to conduct operations as required or contracted for?	Yes	No
6.4. b	Does your organisation have a formal health and safety policy?	Yes	No
6.4. c	Has your organisation received any Regulatory violation findings or fines for safety or Occupational Health matters in the last 3 years? If the answer is ‘’Yes”, please provide details, also indicate if resolved or not,	Yes	No
6.4. d	Has your organisation obtained any external certification such as OHSAS 18001, ISO 45001 or similar?	Yes	No

7. Governance

Ref	7.5 Supply chain management	Response	
7.5. a	Does your organisation have a localisation strategy and/ projects, e.g., procurement, labour etc, in place to promote local socio- economic development? If “yes”, please provide the spent and focus area.	Yes	No

Ref	7.5 Supply chain management	Response	
7.5. b	Does your organisation conduct human rights due diligence on suppliers?	Yes	No
7.5. c	Does the facility have mechanisms in place to ensure that suppliers, including labour brokers, operate in compliance with all applicable environmental and labour laws and regulations? If so, please provide details below:	Yes	No
7.5. d	Do you source palm oil, soy, or cotton for your products? If yes, please specify which ones.	Yes	No
7.5. e	Do you source these commodities from regions associated with deforestation, habitat destruction, or social conflicts? If yes, please specify and describe your mitigation efforts.	Yes	No
7.5. f	Do you have a formal policy in place that addresses sustainable sourcing for palm oil, soy, and cotton, including but not limited to deforestation, habitat preservation, and ethical labour practices?	Yes	No
7.5. g	Have you implemented any certification standards (e.g., RSPO for palm oil, ProTerra for soy, BCI for cotton) for your sourced products? If yes, please list them and provide details of your compliance. If not, what is the time frame to source certified products?	Yes	No

Ref	7.5 Supply chain management	Response	
7.5. h	Do you conduct regular testing for contaminants, pesticides, additives, and allergens in your products? If yes, please describe your testing protocols and frequency.	Yes	No
7.5. i	Do you conduct animal testing as part of your product development or quality control process? If yes, please provide details on the purpose, methods, and frequency of animal testing. If no, please confirm that your testing methods are cruelty-free.	Yes	No
7.5. j	Have you explored alternative testing methods that do not involve animal testing? If yes, please describe your efforts in adopting non-animal testing methods.	Yes	No
7.5. k	What materials do you primarily use for packaging your products? (e.g., plastic, paper, glass, etc.)	Yes	No
7.5. l	Are you registered for Extended Producer Responsibility (EPR)? If yes, please attached proof	Yes	No

Ref	7.5 Supply chain management	Response	
7.5. m	Have you implemented sustainable packaging practices to reduce the environmental impact of your packaging materials? If yes, please provide details on your sustainable packaging initiatives.	Yes	No
7.5. n	Do you have plans to reduce, reuse, or recycle packaging materials in your supply chain? If yes, please describe your packaging reduction and recycling strategies.	Yes	No

7.6 Ownership		
Note: *For privately owned companies, list all the owners of your organisation. For publicly traded companies, list shareholders holding more than 5%.*		
Name:	**Date of Acquisition of Shares**	**Percentage of Ownership**

Alternatively, please provide an annexure or relevant URL if the information has been publicly disclosed.

7.7 Management		
Please provide the following information about your organisation's directors and key decision makers:		
Name:	**Designation/Title:**	**Percentage Ownership:** *(If applicable)*

Alternatively, please provide an annexure or relevant URL if the information has been publicly disclosed.

Stakeholder engagement

Does your organisation regularly engage stakeholders on its sustainability strategies, disclosure, and performance, including community groups, employees, NGOs, and government? **Yes** **No**

If yes, please provide more information in relation to your procedure and publicly disclosed results of those stakeholder engagements.

Disclosure

Does your organisation publicly disclose its ESG policies and performance either online or in a sustainability / integrated report? **Yes** **No**

If yes, please provide details.

Alternatively, please provide an annexure or relevant URL if the information has been publicly disclosed.

Does your organisation require its suppliers to publicly disclose key ESG information, including policies, programs, and performance? **Yes** **No**

If yes, please provide details.

Does your organisation factor suppliers' performance on key ESG indicators into its purchasing decisions?

Yes **No**

If yes, please provide details.

8. Declaration

I, (name and surname)

.....

In my capacity as (Designation)

.....

duly authorised thereto, herby certify that, on behalf of the (name of organisation)

.....

that to the best of our knowledge, after due injury, the information provided on this form, including any attached documents, is accurate, complete, and up to date. I also certify that if we learn of any additional information that is relevant to this review, we will promptly report that information to Dis-Chem.

NB – THIS QUESTIONARE AND REVIEW DO NOT ENTITLE THE SUPPLIER TO RECEIVE ANY WORK FROM DIS-CHEM WHATSOEVER.

PRINTED NAME..... SIGNATURE.....

TITLE..... DATE.....