



Self-assessment supplier check list

No.	Suggested indicators	Yes	No	N/A	No info
1.0	Chapters 1 – 6: Labour Freedom of Association and Collective Bargaining				
1.1	The supplier recognises workers organisations for collective bargaining purposes				
1.2	The supplier does not take adverse actions against employees in retaliation for exercising employee rights, participating in union activities, or reporting suspected legal violations				
1.3	The supplier does not make decisions about work opportunities, including overtime assignments, on the basis of union membership				
1.4	The supplier honors the terms of the collective bargaining agreements they sign.				
1.5	The supplier provides reasonable notice of impending changes in operations that will affect employment, such as anticipated layoffs and mergers.				
1.6	The supplier does not use undue influences, such as employee transfers, to improperly interfere with the ability of worker’s representatives to effectively negotiate on behalf of its members during the bargaining process.				
1.7	Worker’s organisations confirm that the supplier recognises their position, allows them access to employees and facilities, and engage with them in good faith during the collective bargaining process.				
1.8	Alternative measures in case of state prohibition on unions: The supplier allows employees to engage in regular employee meetings, where employees can freely discuss concerns regarding working conditions.				
2.0	Forced Labour				
2.1	The supplier has a policy or procedure in place to ensure that it does not participate in, or benefit from, any form of forced labour.				
2.2	The supplier ensures that employment contracts are fair, transparent and understood by the workers.				
2.3	All workers are allowed to terminate their employment after reasonable notice.				
2.4	All workers are allowed to leave the supplier’s premises at the end of their shift.				
2.5	The supplier ensures, by proper investigation, that it does not use labour from agencies or firms involved in trafficking, debt bondage, or kidnapping.				
2.6	The supplier (or its recruiting agencies) does not charge workers recruiting or hiring fees that require the worker to be indebted to the supplier (or recruiting agency), or to work for the supplier (or recruiting agency) to pay off the debt.				
2.7	The supplier makes payments on regular basis, and in a timely manner.				
2.8	Those responsible for collecting personal data from employees are instructed not to retain travel documents and identity cards.				
3.0	Child labour				
3.1	The supplier sets the minimum age for employment in accordance with national laws, but no less than 15 years of age (or 14 years where established by national laws in accordance with the ILO developing country exception).				
3.2	The supplier requires candidates to provide copies of birth certificates				



	or other official forms of identification to verify their age before being hired by the supplier.				
3.3	The supplier has a procedure on the remediation of child labourers found to be working at its premises.				
3.4	Where permitted by national laws, the supplier may employ children between 12 and 15 to perform a few hours of light work per day. This work constitutes simple tasks of a limited nature.				
3.5	Light work performed by children below the minimum age of employment does not interfere with their educational responsibilities.				
3.6	The supplier has guidelines in place defining what tasks are prohibited as hazardous/harmful to the health, safety or morals of workers below 18.				
3.7	The supplier does not hire or contract workers under the age of 18 to perform work that exposes them to: <ul style="list-style-type: none"> a) Psychological or sexual abuse. b) Work underground, under water, at dangerous heights or in confined spaces. c) Work with dangerous machinery, equipment and tools, or to manhandle or transport heavy loads. d) Work which exposes them to hazardous substances, agents or processes or to temperatures, noise levels, or vibrations damaging to their health. e) Work for long hours, during the night, or in a position that requires them to be unreasonably confined to the premises. 				
3.8	Young workers are subject to medical examinations to ensure their fitness for the form of employment they are to undertake.				
3.9	Managers are aware of the above limitations concerning work tasks of workers below the age of 18.				
4.0	Discrimination				
4.1	The supplier has policies and procedures in place to ensure that all employment-related decisions are based only on relevant and objective factors.				
4.2	Workers have access to a complaints mechanism where they can report complaints of discrimination, and they are familiar with the mechanisms.				
4.3	The supplier has a method for ensuring that benefits and services, such as sick leave, holiday, housing, health care, and transportation are provided in a non-discriminatory manner.				
4.4	The supplier does not subject their workers to mandatory HIV/AIDS tests, or require employees to disclose personal HIV/AIDS information.				
4.5	The supplier does not require applicants or employees to take pregnancy tests, get abortions, use contraception, or sign agreements not to become pregnant.				
4.6	Women who take maternity leave are able to return to their former employment at the same rate of pay and benefits.				
4.7	The supplier has a method for ensuring that pay is based on objective factors and is implemented in a non-discriminatory way.				
4.8	Employees include members from the diverse social and ethnic groups that compose the local population.				
5.0	Working hours				
5.1	Work hours are limited to 48 per week by both policy and in practice.				
5.2	The supplier ensures that overtime is voluntary, infrequent and does not exceed 12 hours per week.				
5.3	Employees are allowed at least 24 hours consecutive hours of rest in every seven day period.				
5.4	Employees are given no less than a 30-minute break for every 4				



	hours of work, or more if the nature of the work or national laws or industry standards so require.				
5.5	Employees confirm that they are provided with periodic breaks during the day to eat, stretch and use toilet facilities, and that work hours are limited to 48 hours per week.				
6.0	Compensation				
6.1	The supplier recognises that its workers are entitled to a living wage, sufficient to meet basic food, clothing and housing needs, as well as provide for discretionary income.				
6.2	The supplier knows whether minimum wage in the country of operation is sufficient to meet basic needs and to provide discretionary income.				
6.3	If no national minimum wage is established, or if national minimum wage standards are insufficient to meet the basic needs of employees and their dependents, the supplier dialogues with relevant stakeholders, such as local trade unions, to seek guidance on the proper standard of pay for the region.				
6.4	Overtime hours are not required in order for workers to earn a living wage.				
6.5	The supplier pays wages at regular times.				
6.6	The supplier pays wages directly to the workers.				
6.7	The supplier does not take deductions from wages for disciplinary measures, and other deductions which are not authorised by national law without the freely given consent of the employee.				
7.0	Chapters 7 – 9: Human Rights Human Rights				
7.1	The supplier does not accept any acts of physical, verbal, sexual, or psychological harassment, abuse, or threats to the workers, whether committed by managers or fellow workers, including when determining and implementing disciplinary measures.				
8.0	Harassment, Harsh or Inhumane Treatment				
8.1	The supplier has a prevention policy on workplace violence and harassment, which notifies employees of their obligations to refrain from violent, threatening or abusive conduct toward others.				
8.2	The supplier promptly investigates all complaints of workplace violence, harassment and threats, and takes appropriate preventive and disciplinary action.				
8.3	Worker’s representatives and employees confirm that they supplier has appropriate measures in place to protect employees from harassing, abusive and threatening behaviour.				
8.4	Worker’s representatives and employees confirm that the supplier refrains from using corporal punishment, physical or mental coercion, and verbal abuse when implementing disciplinary decisions.				
9.0	Health and Safety				
9.1	Work premises and sanitary toilet facilities are maintained and kept clean.				
9.2	Kitchen, canteen and designated eating areas are clean and sanitary in protected or covered areas.				
9.3	Residential or overnight facilities are clean and sanitary, adequately lit, have proper fire precautions, and have fans, air conditions or heaters to provide adequate circulation, ventilation and temperature control.				
9.4	The supplier has an effective health and safety policy in place which complies with industry, national and international standards.				
9.5	The supplier’s health and safety standards and procedures are made available to employees in a language they understand.				
9.6	Responsibilities for health and safety tasks are clearly outlined at all				



	levels and there is a system for monitoring and enforcing compliance.				
9.7	The supplier has a system for managing the use, storage and disposal of hazardous materials and substances.				
9.8	There are fully functional fire alarms and extinguishers on all workplace premises.				
9.9	The supplier documents accidents and adjusts its processes to prevent recurring problems.				
9.10	Policies and procedures dictate that all employees are provided with the protective equipment and training necessary to safely perform the functions of their position.				
9.11	Workers and managers are trained to respond to workplace emergencies and first aid kits are readily available.				
9.12	All individuals who are assigned to work tasks receive proper training and information on how to perform the work tasks in a safely manner.				
9.13	Health and safety inspections confirm that the supplier provides a safe and healthy working environment.				

10.0	Chapters 10 – 14: Environment ISO 14001 Requirement				
10.1	The supplier has a written policy, approved by top management that includes a commitment to legal compliance and continuous reduction of adverse environmental impacts.				
10.2	The supplier maintains procedures for mapping and assessing the environmental impacts from its activities, products/services on a regular basis.				
10.3	The supplier provides clear warnings about any hazards, risk or negative impact their product or service may have on the environment to relevant stakeholders.				
10.4	The supplier has set targets for the reduction of prioritised significant environmental impacts. These targets are managed and followed up.				
10.5	The supplier performs an annual documented management review of its environmental performance.				
10.6	The annual review includes a status related to the implementation of action plans as well as suggestions for future activities to improve environmental performance.				
11.0	Chemical and Hazardous Materials				
11.1	All workers are protected against processes, substances and techniques, which are unhealthy, toxic or harmful, incl the following: <ul style="list-style-type: none"> a) exposure to harmful chemicals or biological agents b) exposure which can cause undesired physical, physiological or psychological changes c) exposure to loud noise d) exposure to toxic fumes, emissions, smoke, gases, smells, or other forms of air pollution e) exposure to vibration f) exposure to radiation g) exposure to electrical shocks and currents h) exposure to flames i) exposure to incendiary or explosive agents j) exposure to ice or other slippery surfaces k) exposure to extreme temperatures l) exposure to falling objects (e.g on construction sites) m) exposure to asbestos, coal and other substances that cause respiratory ailments if inhaled or ingested n) exposure to bright light or sun o) exposure to dangerous machinery (e.g saws, presses) p) exposure to lead and benzene q) exposure to flying debris, particles or sparks r) exposure to any other harmful, chemical, agent or threats 				



11.2	Chemical and other materials posing a hazard if released to the environment are identified and managed to ensure safe handling, movement, storage, recycling or reuse, in accordance with applicable rules and regulations.				
12.0	Wastewater and Solid Waste				
12.1	Wastewater and solid waste generated from operations, industrial processes and sanitation facilities are monitored, controlled and treated according to applicable rules and regulations, prior to discharge or disposal.				
13.0	Air Emissions				
13.1	Air emissions of volatiles organic chemicals, aerosols, corrosives, particulates, ozone depleting chemicals and combustion by-products generated from operations are characterised, monitored, controlled and treated according to applicable rules and regulations, prior to discharge.				
14.0	Minimize Waste, Maximise Recycling				
14.1	Waste of all types, including water and energy, are continuously reduced or eliminated at the source or by practices such modifying production, maintenance and facility processes, materials substitution, conservation, recycling and re-using materials.				
15.0	Chapters 15 – 17: Bribery & Corruption Corruption				
15.1	The supplier has a written policy instructing employees in how to deal with bribery and corruption issues and these are made available to all employees, particularly those who are involved in legal matters related to company business.				
15.2	The supplier is transparent about facilitation payments and actively works to eliminate them.				
16.0	Conflict of Interest				
16.1	The supplier discloses to Grieg Shipping Group any situation that may appear as a conflict of interest, or if any employee or professional under contract with Grieg Shipping Group may have an interest of any kind in the supplier's business or any kind of economic ties with the supplier.				
17.0	Gifts and Hospitality				
17.1	The supplier is careful with offering or accepting any type of gift or offer of hospitality that may influence the receiver's integrity.				
17.2	The supplier does not offer any benefit such as free goods or services or a work position or sales opportunity to a Grieg Shipping Group staff member in order to facilitate the suppliers business with the company.				
18.0	Chapters 18 – 19: Special Requirements & Agreements ISPS/ISM Requirement on board Vessels				
18.1	Grieg Shipping Group vessels operate in accordance with the ISPS (International Ship & Port Facility Security) code and ISM (International Safety Management) Code. A supplier to the vessels must be familiar with these codes and able to operate in compliance with the codes requirements.				
19.0	International Rules and Regulations				
19.1	The supplier is familiar with the IMO/SOLAS requirements and EC/EU directives applicable for the type of vessel in question flying Norwegian flag and holding a DNV class.				

The information above is confirmed by company representative.

Name of company:

Signed by (name and title):

Date: