

Supplier Code of Conduct Questionnaire



Introduction

We recognize that in order to be a responsible business we need to manage the impacts that we have on the environment, the economy and in society. We are currently reviewing our own corporate responsibility issues and priorities and also conducting an assessment of our supply chain as there is increasing emphasis on the ethics and integrity of supply chains. Increasingly our customers want to understand the characteristics of Millicom as a direct supplier and the end to end nature of the Millicom supply chain.

We recognize that there are lots of companies asking similar questions about supply chains and that this inevitably results in some duplication. Our approach is such that we are requesting our suppliers to complete the questionnaire openly and honestly in order that we may understand the impact not only to our suppliers but also to MIC / Tigo in the event your company is unable to comply or align with the Code of Conduct with the full intention of working with our suppliers to achieve a better understanding and compliance.

Please complete as much of the form as you can indicating where a question is not applicable as NA instead of leaving blank.

Section 1: Company structure

Supplier Name	
Supplier Address	
Contact name	
Position	
E-mail	
Telephone	
Mobile	
Products / services supplied to Millicom	
Please list the countries where your company has operating and manufacturing facilities	
When did you start supplying to Millicom ?	
How many employees do you have overall?	
Approximately what proportion of your sales turnover in the last 12 months came from Millicom ?	

Section 2: Code of Conduct Implementation, Ethics & Integrity

		Indexes	YES	NO	N/A
2.1	You agreed to and signed and / or align the MIC Code of Conduct, have you:	Regularly check compliance the code within your organization			
		Confirmation of compliance to the code of conduct			
		Contacted Supply Chain Management within MIC to review the Code of Conduct with the last 12 months			
		Identified any breaches in the code of conduct through internal / external auditing or monitoring. If yes please specify below:			
2.2	Ethics & Integrity, Since the initial commitment do you or have you implemented any policies or processes for the following:	Anti-bribery, corruption, extortion and embezzlement.			
		Gifts and gratuities.			
		Protecting confidential Information in relation to clients business contracts, projects, structure, financial situation or performance.			
		Fair business standards, advertising and competition and ensure that information provided to customers is not misleading.			

Section 3: Workers Rights

Labor Practice		YES	NO	N/A
3,1	Does your company have a written labor standards policy?			
3,2	A policy or statement against the harsh and inhumane treatment, including corporal punishment, coercion, verbal abuse, sexual harassment or abuse?			
3,3	Does your company have a written policy or statement that prohibits the use of forced, compulsory, debt bondage or involuntary prison labor, whereby employees are free to leave work or terminate their employment after a reasonable notice period?			
3,4	Do working hours comply with national laws with adequate rest time and payments for overtime?			
3,5	Does your company permit unions to operate and / or provide an alternative means of employee representation and freedom of expression?			
3,6	Do wages and benefits for a standard working week reflect national legal standards?			
3,7	Does your company have a policy or statement that prohibits the use of child labor including proof of age (minimum age of 15)?			
3,8	Does your company have a written policy or statement covering discrimination in respect of employment irrespective of health and status?			
3,9	Do you ensure that you select suppliers with a good social, economic and environmental performance?			

Section 4: Environment

Environmental Policy and Management		YES	NO	N/A
4,1	Does your company have a written environmental policy or statement?			
4,2	Does your company have a process to manage environmental risks and impacts relating to your goods and services?			
4,3	The Code of Conduct requires the reduction and treatment for waste. Do you have targets for:	Waste		
		Energy		
		Water		
		Product recycling		

Section 5: Workers Protection Occupational Health, Safety & Emergency Preparedness.

Policy / Management		YES	NO	N/A
5,1	Does your company have a written health and safety policy or statement?			
5,2	Does your organization operate a system to ensure compliance with all relevant health & safety legislation?			
5,3	Is your organization a member of any group, body or trade organization which promotes health & safety?			
5,4	Do you have access to professional health & safety advice from within your organization?			
5,5	Do you use the services of internal or external safety professionals or consultant?			
5,6	Are accidents / dangerous occurrences reported within your organization?			
5,7	Do you prepare summaries, statistics or reports of all accidents?			
Accidents, Incidents & Enforcement Notices		YES	NO	N/A
5,8	Do you have a safety committee or similar structure for joint consultation?			
5,9	Have generic risk assessments been undertaken in your organization?			
5,10	Are your workforce made aware of risk assessments and safe working methods?			
5,11	Do you have emergency procedures in place to deal with accidents and emergencies?			
5,12	Do you undertake health and safety training for all your employees?			
5,13	Are employees' health and safety responsibilities defined within their job description or by setting objectives?			
5,14	Do you undertake inspections of the work activity and environment?			

Section 6: Economic

Corporate Governance		YES	NO	N/A
6,1	Do you have a supplier or business code of ethics Policy or Processes?			
6,2	If yes, does it cover the following:	Conflicts of interest		
		Ethical dealings with suppliers		
		Business Integrity		
		Standard of conduct		
	Individual behaviour			
Corruption		YES	NO	N/A
6,3	Do you have a procedure for undertaking due diligence, in evaluating prospective contractors and suppliers to ensure that they have effective anti-bribery policies?			
6,4	Do you have a process / procedure to avoid dealing with contractors and suppliers known or reasonably suspected to be paying bribes?			
6,5	Do you have a process in place to make known its anti-bribery programme to contractors, subcontractors and suppliers?			
6,6	Do you have a process in place for the company to have the right of termination in the event that contractors and suppliers pay bribes or act in a manner inconsistent with the company's programme?			

Thank you for taking the time to complete this questionnaire.

Please return this questionnaire to your local Supply Chain Manager within MIC / Tigo

Please contact Integrity Manager HSE on +352 691750481 if you have any questions regarding this questionnaire.