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Dear supplier,

Our company is committed to sustainability. This includes respect for universally recognised principles on human rights including for example labour rights, the environment, and business ethics. Therefore, we seek to ensure that our own company and our supply chains operate in accordance with our requirements and expectations.

This supplier self-assessment questionnaire is aims to identify existing and potential adverse sustainability issues/impacts and your company's current efforts to address these. In case significant adverse sustainability issues take place, we may want to discuss with you how these can be prevented or mitigated. Your answers will not be shared with any other 3rd parties.

Please note that our requirements with regard to product quality / food safety are not addressed in this questionnaire.


We kindly ask you to fill out the questionnaire and return it to us. Please use the "Comments" box wherever specifically requested or if you find that a simple "Yes/No/N.A." answer is not enough.

Please send your answers with supporting/verifying documentation as this will help us to better understand the CSR performance. This may include management plans, audits, measurements, recordings of employee information, outlines of activities (such as trainings and others) and any additional information you believe may be relevant.

If you have any questions regarding this questionnaire, including our objectives with it, please do not hesitate to contact us.

Kind regards,

Alpha Nero FZ LLC.

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Company Information

Company Name: -	Namma Int'l Digitec FZ LLC
Company Representative Name: -	Don Paul
Assessment Date: -	22-Mar-2023

Evaluation

Have there been any major changes since the last evaluation?	No
If yes, kindly describe the changes that occurred	N/A



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Questionnaire


Child Labour & Forced Labour			
Questions	Yes	No	N/A
Does your organization have policy which prohibits the hiring of under aged workers?	✓		
Comments:			
Has the age been verified for every employee & has the record been maintained	✓		
Comments:			
Does your organization employ young workers (over the minimum age but under 18)?		✓	
Comments:			
Are all the overtime hours voluntary and no coercion, threats, or penalties are being utilized to pressure personnel into overtime works		✓	
Comments:			
Have the employment terms been outlined at the time of recruitment & do not differ in any way from the terms offered during the course of employment	✓		
Comments:			





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Health & Safety			
Questions	Yes	No	N/A
Has the organization established & maintained Licenses, permits and/or certificates as required by law and renewed in order to retain their validity?	✓		
Comments:			
Does your organization have Health & Safety Policy?	✓		
Comments:			
Are the personnel employed by the organization being trained on emergency evacuation, recognition of hazards and emergencies and appropriate actions?	✓		
Comments:			
Are the personnel employed by the organization being trained on tools, systems, jobs and work areas that require specific training and skills?	✓		
Comments:			
Personnel handling chemical & machinery have been trained?	✓		
Comments:			
Have the personnel been provided with proper personnel protective equipment while working with chemicals & machinery?	✓		
Comments:			
Does your company identify the hazards & conduct risk assessment at a regular interval?	✓		
Comments:			
Has the company identified emergency exits and have they been highlighted?	✓		
Comments:			
Are the personnel employed by the organization aware about the emergency procedures?	✓		




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Comments:			
Have the emergency procedures documented & does the organization conduct mock drills?		✓	
Comments:			
Has there been an evacuation plan that has been identified, are the employees aware about the evacuation plan?		✓	
Comments:			
Are the safety equipment's available in order to fight / aid any disastrous situation?	✓		
Comments:			
Does the company have employees trained in first aid?	✓		
Comments:			
Have the company-maintained documents related to incidents that have occurred?		✓	
Comments:			
Are there safety audits being conducted by the company?		✓	
Comments:			
Does the company have a Health & safety Committee, are they open to suggestions?		✓	
Comments:			
			

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Freedom Of Association & Right to Collective Bargaining			
Questions	Yes	No	N/A
Does Your organization have Freedom of association Policy?			✓
Comments:			
Does the organization propose or initiate election of workers, in order to form a worker committee?			✓
Comments:			
Worker's elections are independent & freely conducted by workers for workers; worker participation in this process is voluntary?			✓
Comments:			
Do the Workers of the company indicate that worker organizations have had the opportunity to present the organization to the workforce?			✓
Comments:			
Trade union representatives are allowed regular and reasonably free access to workers during worker's free time?			✓
Comments:			
Workers indicate that the organization does not promote or show any bias towards any specific type of worker organization or to workers from any specific organization?			✓
Comments:			



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Discrimination			
Questions	Yes	No	N/A
Job postings and advertisement, handbooks, leaflets, flyers, training materials, memos, posters and other communication materials are not of discriminatory nature in any share or form?	✓		
Comments:			
Incidents of discrimination are documented, reviewed by the organization and lead to a documented remediation plan. The remediation plan is implemented and results are part of the management review?			✓
Comments:			
All personnel have the same opportunity to apply for and be considered for the same jobs?	✓		
Comments:			
All personnel are treated fairly regarding benefits, dormitory and canteen/cafeteria privileges	✓		
Comments:			



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Disciplinary Practices			
Questions	Yes	No	N/A
Adequate and accurate records for all cases of disciplinary action are available	✓		
Comments:			
Workers are informed when a disciplinary procedure has been initiated against them and have the right to participate and be heard in any disciplinary procedure against them	✓		
Comments:			
Workers confirm by signature or thumbprint all documented records of disciplinary action against them. This confirmation acknowledges that the workers are aware of the action, though they may not necessarily agree with the rationale, and that the workers know that such records are maintained in the organization's personnel files	✓		
Comments:			



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Working Hours			
Questions	Yes	No	N/A
Reasonable steps are taken to inform workers about the nature and expected duration of extraordinary business circumstances that may necessitate longer working hours with sufficient advance warning allow workers to accommodate this situation?	✓		
Comments:			
Time cards, an electronic bar card system, or attendance sheets are used to measure actual working hours and break times for all workers, regardless of whether they are paid by hour, piece rate, job, or other form. The measurement system includes in and out times at the start and end of each day?	✓		
Comments:			
If attendance sheets are used, they include workers' signatures or thumbprints to confirm (on at least a weekly basis) the accuracy and completeness of the attendance sheets?			✓
Comments:			



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Remuneration (Living Wage Estimate)			
Questions	Yes	No	N/A
Uses both quantitative and qualitative methods			
a. The quantitative method involves the following steps at a minimum:			
I. Assesses workers' expenses.		✓	
II. Assesses the average family size in the area.		✓	
III. Analyses the typical number of wage earners per family.		✓	
IV. Analyses government statistics on poverty levels (Poverty level analysis will indicate the cost of living above the poverty line).		✓	
b. The qualitative method involves the following at a minimum:			
I. Consultation with workers to understand whether workers' wages are sufficient to cover the basic needs for themselves and their dependents, using the quantitative analysis as a point of reference.			✓
Arrives at a figure that meets the basic needs of personnel and provides some discretionary income			✓



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Ethics			
Questions	Yes	No	N/A
Does the organization have Policy, procedure on anti-corruption / bribery, reporting and grievances handling, whistle blowing?	✓		
Comments:			
Does the organization have Policy, procedure on anti-Harassment / abuse?	✓		
Comments:			
Does the organization have Policy for Anti-competitive / Anti-trust?	✓		
Comments:			
Are there any guidelines for employees regarding Anti-trust competitive interaction?	✓		
Comments:			
Provision of training for above mentioned Policy compliance to all relevant employees at the start of their employment; and maintains a record certifying this training has occurred.			✓
Comments:			




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Information Security			
Questions	Yes	No	N/A
Is there any Information Security related lapses during last year?		✓	
Comments:			
Whether there exists an Information security policy, which is approved by the management, published and communicated as appropriate to all employees.	✓		
Comments:			
Whether Detection, prevention and recovery controls to protect against malware shall be implemented, combined with appropriate user awareness.	✓		
Comments:			
Whether records are protected from loss, destruction, falsification, unauthorized access and unauthorized release, in accordance with legislative, regulatory, contractual and business requirements.	✓		
Comments:			
Whether the physical protection against damage from fire, flood, earthquake, explosion, civil unrest and other forms of natural or man-made disaster should be designed and applied.	✓		
Comments:			



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Environment			
Questions	Yes	No	N/A
Does the organization obtained an "Environmental Impact Assessment Approval" Certification from local authority	✓		
Comments:			
Does the organization have a State Pollution Control Board consent (for establishment / operation)			✓
Comments:			
Are the organization's Environmental Protection facilities inspected and accepted by local environmental authority	✓		
Comments:			
Does your organization conduct annual monitoring of waste water, waste airborne and Noise?			✓
Comments:			
Does Your Organization generates waste that are classified as Hazardous Waste?	✓		
Comments:			
Does the organization have a valid agreement for Hazardous Waste disposal?	✓		
Comments:			
Has the organization established & maintained Licenses, permits and/or certificates as required by law and renewed in order to retain their validity?	✓		
Comments:			
			

 **Signature**

Supplier hereby confirms that the content and statements in this completed questionnaire give a truthful and accurate description of the current situation.