Responsible Business Conduct

Questionnaire

# Introduction

## Why do we ask you to fill the screening questionnaire?

We, ActionAid Denmark (AADK), ask you to answer this questionnaire to help us understand your organisation’s efforts to conduct your business responsibly and contribute to sustainable development.

AADK aims to engage only with companies which are committed to respect human rights and help promote sustainable development.

We also have policies and procedures in place to safeguard us against doing business with companies which cause or contribute to human rights violations or are directly link to such violations without addressing them in line with international norms for responsible business conduct.

ActionAid International’s mission is to work with poor and excluded people to eradicate poverty and injustice.

As per ActionAid Corporate Engagement Framework, AADK may not engage in co-operation with companies working within “excluded industries” (tobacco, pornography, companies operating in the illegal Israeli settlements in the occupied Palestinian territories, or arms) or companies targeted in ActionAid current or recent campaigns.

## For what do we use the information you provide?

The questionnaire is designed to qualify our selection of suppliers and business partners by requesting information regarding your company’s business conduct. Please be informed that we may conduct a deeper screening of your company based on publicly available information in addition to the answers you provide:

Please also note that there are no “one-size-fits-all” answers to the questionnaire sent to you. The answers will be analysed considering the size of your company, your industry and the size and duration of a possible contract between your company and AADK.

This analyse will feed our risk/benefit analysis and inform the final decision based on 1) price, 2) quality, 3) delivery sustainability and 4) responsible business conduct and contribution to sustainable development.

## Terms - and changes in your organisation

When answering this questionnaire, you and your company are requested to answer honestly and provide related documentation as requested.

In the end, if we engage a co-operation, you and your company are committed to inform AADK of any change in your company (organisationally, financially or in supply chain) that affects the answers provided to the responsible business conduct questionnaire.

If such a change in your company leads to significantly higher risk rating of your company, or if your company omits to inform AADK of such changes, AADK may re-consider and possibly revoke the co-operation.

# Questionnaire

For questions with \*, please answer briefly in the questionnaire and provide evidence or further documentation like charts, policies, assessments and annual report (account, CSR, environmental, results), so AADK can understand your companies’ set-up and context.

NOTE: The entire questionnaire neds to be completed or we will not be able to assess your company for a contract commitment.

## Head information

|  |  |
| --- | --- |
| Name of Company being screened |  |
| Name of person filling screening questionnaire |       |
| Title |       |
| e-mail |       |
| Phone |  |
| Corporate website |       |
| Country of the company headquarter |       |

## Preliminary questions

|  |  |  |  |
| --- | --- | --- | --- |
| Does your company operate directly or indirectly (through parent, sister, subsidiary or affiliated company) within one or more of these industries or areas? | TobaccoPornographyArmsAny company operating in the illegal Israeli settlements in the occupied Palestinian territories  | [ ]  Yes[ ]  Yes[ ]  Yes[ ]  Yes | [ ]  No[ ]  No[ ]  No[ ]  No |

**Please note: If you answer “Yes” to one or more of the questions in 2.2, AADK will not be able to contract with your company and you do not need to fill out the rest of the questionnaire.**

## Ownership relations

|  |  |
| --- | --- |
| Ownership (owners, parent company, share structure, notable shareholders, forthcoming mergers, etc.)\* |       |
| Countries in which the company is listed on stock exchange |       |
| Subsidiary companies\* |       |

## Context

|  |  |
| --- | --- |
| General context (supply chain, business model)\* |       |
| In which geographical areas/countries does your company, its parent, sister or subsidiary companies operate (please, include a description of activities)?\* |       |
| In which industries areas/countries does your company, its parent, sister or subsidiary companies operate or invest?\* |       |

## Companies’ governance

If your business is small or medium-sized businesses, you may answer “yes” to the questions in the next two chapters, even if you do not have a written policy but have other evidence of your business code of conduct and corporate social responsibility.

|  |  |
| --- | --- |
| Does your company have policies and procedures in place to avoid and address risks of - direct involvement in corruption, - human rights violations[[1]](#footnote-1)- labour rights violations?\* | [ ]  N/A [ ]  No [ ]  Yes*If yes, please list policies and enclose these*        |
| Does your company have internal policies and procedures in place to encourage best practices regarding: - human rights, - remuneration policies, - employees’ well-being, - their representation in company decision making process (unionisation),- gender balance- and such?\* | [ ]  N/A [ ]  No [ ]  Yes*If yes, please list policies and enclose these*       |
| Does your company have internal environmental policies and procedures in place to contribute to protecting the environment and combatting climate change?\* | [ ]  N/A [ ]  No [ ]  Yes*If yes, please list policies and enclose these*        |
| Does your company adhere to one or more sustainability standards, principles and/or initiatives[[2]](#footnote-2) | [ ]  N/A [ ]  No [ ]  Yes*If yes, please list the standards, principles & initiatives below*       |
| Does your company adhere to one or more sector specific standards, principles & initiatives in regards to sustainable development and/or responsible business conduct? | [ ]  N/A [ ]  No [ ]  Yes*If yes, please list standards, principles & initiatives below*       |
| Does your company have in place - or plan to develop within 12 months - a policy and/or strategy on how to contribute to the Sustainable Development Goals? | [ ]  N/A [ ]  No [ ]  Yes*If yes, please enclose these*  |

## Responsible value chain governance

|  |  |
| --- | --- |
| Does your company have policies and procedures in place to avoid and address indirect involvement in corruption, human rights- and/or labour rights violations (through supply or financial chain)?\* | [ ]  N/A [ ]  No [ ]  Yes*If yes, please list policies and enclose them to your correspondence*       |
| Does your company have policies in place to encourage its business partners (suppliers, service providers etc.) to develop best practices regarding human rights[[3]](#footnote-3), remuneration policies, employees’ well-being, their representation in company decision making process (unionisation), and gender balance?\* | [ ]  N/A [ ]  No [ ]  Yes*If yes, please list policies and enclose them to your correspondence*       |
| Does your company have policies in place to ensure/support its business partners contribute to protecting the environment and combat climate change?\* | [ ]  N/A [ ]  No [ ]  Yes*If yes, please list policies and enclose these*        |

## Policy implementation and follow-up

|  |  |
| --- | --- |
| How does your company ensure that these policies are implemented?\* |       |
| How does your company monitor implementation of these policies?\* |       |
| How does your company address identified discrepancies between these policies and actual behaviour(s)?\* |       |
| Does your company have any recent, current and/or pending cases (in media, with public administration, National Contact Points for the OECD Guidelines and/or courts) regarding human rights, labour rights, CSR, tax, illegal settlements and/or land grabs? | [ ]  No [ ]  Yes*If yes, describe shortly the content and enclose documentation*       |

## Your company’s tax policy and tax behaviour

|  |  |
| --- | --- |
| What is your company’s effective tax rate in the country(ies) your company, its parent, sister or subsidiary companies operate? (detail by country) |       |
| Does your company have any (direct or indirect) interests in company located in low tax and secrecy jurisdictions (“tax havens”)[[4]](#footnote-4)? | [ ]  No [ ]  Yes*If yes, please enclose details a list of such jurisdictions names of involved companies and rationale for your presence in each*       |
| ***For financial and/or accounting industry only:***Does your company provide international tax advice and optimization? | [ ]  N/A [ ]  No [ ]  Yes*If yes, describe shortly how*       |
| If so: what is your company policy/guideline in relation to responsible tax behaviour by your clients and responsible tax advice, respectively? (kindly enclose documentation) |       |

Date of completion

Signature of the person who has filled out the questionnaire

1. Documentation
	1. List of enclosed documentation
2. 1. Links to on-line documentation
3.
1. See e.g. The UN Guiding Principles on Business and Human Rights (UNGPs): <https://www.unglobalcompact.org/library/2> [↑](#footnote-ref-1)
2. The UN Guiding Principles on Business and Human Rights (UNGPs), The OECD Guidelines for Multinational Enterprises (updated 2011); The Sustainable Development Goals; The UN Global Compact; ISO 26000. [↑](#footnote-ref-2)
3. See e.g. the UNGPs: <https://www.unglobalcompact.org/library/2> [↑](#footnote-ref-3)
4. A country that offers individuals and businesses little or no tax liability in a politically and economically stable environment. Tax havens also provide little or no financial information to foreign tax authorities. Loosely speaking, a secrecy jurisdiction provides facilities that enable people or entities **escape** (and frequently undermine) the laws, rules and regulations of other jurisdictions **elsewhere**, using secrecy as a prime tool. A ranking of jurisdictions by secrecy score is provided here: <http://www.financialsecrecyindex.com/faq/what-is-a-secrecy-jurisdiction> [↑](#footnote-ref-4)