

# SOURCING | HOUSE ApS

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## Self-Assessment Questionnaire 2020

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### Introduction

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Dear supplier,

In a world of increasing social and environmental challenges, it is important that all companies actively participate in making thoughtful decisions considering people and the environment. At Sourcing House we work continuously to improve our performance and the quality of our services and products. We recognize our responsibility to ensure good ethical and environmental practices both in our direct operations, throughout our supply chain and the communities in which we operate.

An important part of this work is to ensure that our services and products are in compliance with our current Code of Conduct. In line with our Code of Conduct, we carry out a supplier Self-Assessment Questionnaire (SAQ). Through self-assessments by our suppliers we strive to identify and assess risk throughout the supply chain and make improvements together if needed.

As a supplier you are important to us, and we value the good cooperation between our companies. We therefore hope that you will respond to the questionnaire.

#### About the questionnaire

- Part 1: CSR strategy and ethical guidelines
- Part 2: Supply chain; follow-up, insight and control
- Part 3: Risk assessment
- Part 4: Corporate management systems
- Part 5: Sourcing House Code of Conduct
- Part 6: Sustainable Development Goals (no. 12 and 8)

For more information, click on the links below:

[UN Global Compact](#)

[Sustainable Development Goals](#)

Contact persons:

Questions related to Sourcing House: Silke Sønderstrup-Granquist, Head of CSR, [silke.granquist@sourcing-house.com](mailto:silke.granquist@sourcing-house.com)

Questions related to the questionnaire or to Factlines: Janne Jacobsen, CSR Project advisor,  
janne@factlines.com

Best regards

Silke Sønderstrup-Granquist  
Head of CSR

Sourcing House Aps

## Background information

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## Company

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Company name

Company owner

Org. no./Company  
reg. no.

Street

Postal address

Zip/area code

City

Country

Company website

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## Company CSR/SAQ contact

Please enter contact information for the person responsible for corporate social responsibility in your company.

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First Name

Last Name

Title

E-mail

Mobile/Cell Phone

## Basic information about production factory

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Factory address:

Building description  
(no. of buildings and  
floors):

Is the building  
owned or rented?

Owned

Rented

In operation since:

Do you have the following documentation for your factory:

Building permit?

Yes

No

Don't know

In process

If yes, please upload documentation:

Building approval?

- Yes  No  Don't know  In process

If yes, please upload documentation:

Number of workers:

Number of probation workers:

Employee turnover % (how many workers resign per year in %):

Factory processes:

- Weaving  Linking  Ironing  Printing  
 Winding  Sewing  Trim  Washing & Finishing  
 Knitting  Cutting  Dyeing  Embroidery

Product types:

- Knit  Flat knit  Jersey  Denim  
 Suits  Shoes  Woven  Light woven  
 Outerwear  Socks  Scarfs, Beanies, Etc.  Leather  
 Down/Feathers  Underwear  Other

If "other", please specify:

Please list/select the three main raw materials for the products you deliver to us:

- |                                  |                                    |                                  |                                    |
|----------------------------------|------------------------------------|----------------------------------|------------------------------------|
| <input type="checkbox"/> Cotton  | <input type="checkbox"/> Wool      | <input type="checkbox"/> Viscose | <input type="checkbox"/> Linen     |
| <input type="checkbox"/> Silk    | <input type="checkbox"/> Modal     | <input type="checkbox"/> Lyocell | <input type="checkbox"/> Polyester |
| <input type="checkbox"/> Acrylic | <input type="checkbox"/> Polyamide | <input type="checkbox"/> Leather | <input type="checkbox"/> Down      |
| <input type="checkbox"/> Other   |                                    |                                  |                                    |

Do you provide transport to/from work?

- Yes  No

Do you have overnight facilities for workers?

- Yes  No

Please write the name and position of the CSR/OHS (occupational health and safety) responsible person at the factory:

Is the management involved in CSR/OHS matters?

- Yes  No  Don't know

Can you provide access to your own production facilities relevant for the products and or services that you deliver to us?

- Yes  No  Don't know

Can you enable access to suppliers and subsuppliers productions facilities relevant for the products and or services that you deliver to us?

- Yes  No  Don't know

Do you have another production factory?

- Yes  No

## Basic information about production factory

Factory address:

Building description  
(no. of buildings and  
floors):

Is the building  
owned or rented?

Owned

Rented

In operation since:

Do you have the following documentation for your factory:

Building permit?

Yes

No

Don't know

In process

If yes, please upload  
documentation:

Building approval?

Yes

No

Don't know

In process

If yes, please upload  
documentation:

Number of workers:

Number of probation  
workers:

Employee turnover %  
(how many workers  
resign per year in %):

Factory processes:

- Weaving
- Winding
- Knitting
- Linking
- Sewing
- Cutting
- Ironing
- Trim
- Dyeing
- Printing
- Washing & Finishing
- Embroidery

Product types:

- Knit
- Suits
- Outerwear
- Down/Feathers
- Flat knit
- Shoes
- Socks
- Underwear
- Jersey
- Woven
- Scarfs, Beanies, Etc.
- Other
- Denim
- Light woven
- Leather

If "other", please specify:

Please list/select the three main raw materials for the products you deliver to us:

- Cotton
- Silk
- Acrylic
- Other
- Wool
- Modal
- Polyamide
- Viscose
- Lyocell
- Leather
- Linen
- Polyester
- Down

Do you provide transport to/from work?

- Yes
- No

Do you have overnight facilities for workers?

- Yes
- No

Please write the name and position of the CSR/OHS (occupational health and safety) responsible person at the factory:

Is the management involved in CSR/OHS matters?

- Yes
- No
- Don't know

Do you have another production factory?

- Yes  No

## Basic information about production factory

---

Factory address:

Building description  
(no. of buildings and  
floors):

Is the building  
owned or rented?  Owned  Rented

In operation since:

Do you have the following documentation for your factory:

Building permit?

- Yes  No  Don't know  In process

If yes, please upload  
documentation:

Building approval?

- Yes  No  Don't know  In process

If yes, please upload documentation:

Number of workers:

Number of probation workers:

Employee turnover % (how many workers resign per year in %):

Factory processes:

- |                                   |                                  |                                  |  |
|-----------------------------------|----------------------------------|----------------------------------|--|
| <input type="checkbox"/> Weaving  | <input type="checkbox"/> Linking | <input type="checkbox"/> Ironing | <input type="checkbox"/> Printing            |
| <input type="checkbox"/> Winding  | <input type="checkbox"/> Sewing  | <input type="checkbox"/> Trim    | <input type="checkbox"/> Washing & Finishing |
| <input type="checkbox"/> Knitting | <input type="checkbox"/> Cutting | <input type="checkbox"/> Dyeing  | <input type="checkbox"/> Embroidery          |

Product types:

- |  |                                    |  |                                      |
|--|------------------------------------|--|--------------------------------------|
| <input type="checkbox"/> Knit          | <input type="checkbox"/> Flat knit | <input type="checkbox"/> Jersey                | <input type="checkbox"/> Denim       |
| <input type="checkbox"/> Suits         | <input type="checkbox"/> Shoes     | <input type="checkbox"/> Woven                 | <input type="checkbox"/> Light woven |
| <input type="checkbox"/> Outerwear     | <input type="checkbox"/> Socks     | <input type="checkbox"/> Scarfs, Beanies, Etc. | <input type="checkbox"/> Leather     |
| <input type="checkbox"/> Down/Feathers | <input type="checkbox"/> Underwear | <input type="checkbox"/> Other                 |                                      |

If "other", please specify:

Please list/select the three main raw materials for the products you deliver to us:

- |                                  |                                    |                                  |                                    |
|----------------------------------|------------------------------------|----------------------------------|------------------------------------|
| <input type="checkbox"/> Cotton  | <input type="checkbox"/> Wool      | <input type="checkbox"/> Viscose | <input type="checkbox"/> Linen     |
| <input type="checkbox"/> Silk    | <input type="checkbox"/> Modal     | <input type="checkbox"/> Lyocell | <input type="checkbox"/> Polyester |
| <input type="checkbox"/> Acrylic | <input type="checkbox"/> Polyamide | <input type="checkbox"/> Leather | <input type="checkbox"/> Down      |
| <input type="checkbox"/> Other   |                                    |                                  |                                    |

Do you provide transport to/from work?

- Yes  No

Do you have overnight facilities for workers?

- Yes  No

Please write the name and position of the CSR/OHS (occupational health and safety) responsible person at the factory:

Is the management involved in CSR/OHS matters?

- Yes  No  Don't know

## 1. CSR; strategy and guidelines

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Our ethical guidelines are based on the UN Global Compact. This comprises ten main principles, highlighting important challenges tied to the environment, corruption, workers rights and human rights. These principles build upon international conventions, signed by all UN member states. The ten principles are:

Human rights:

Principle 1: Companies should support and respect the conservation of internationally recognized human rights, and

Principle 2: Ensure that the company is not complicit in the violation of human rights

Working conditions:

Principle 3: Companies must uphold freedom of association, and ensure that the right to collective bargaining is recognized in practice (as per ILO conventions no. 87 and 98),

Principle 4: Ensure that all forms of forced labour is abolished (as per ILO conventions 29 and 105),

Principle 5: Ensure that child labour is genuinely abolished (as per ILO conventions no. 138 and 182), and

Principle 6: Ensure that discrimination in the workplace is eliminated (as per ILO conventions 100 and 111).

Environment:

Principle 7: Companies should support a precautionary approach to environmental challenges,

Principle 8: Initiate the promotion of increased environmental responsibility, and

Principle 9: Encourage development and dissemination of eco-friendly technology.

Corruption:

Principle 10: Companies must oppose all forms of corruption, including blackmail and bribery.

To comply with our ethical guidelines, our trading partners are required to have or be in the process of making a CSR strategy with accompanying ethical guidelines for their own business practices and those of their supply chain.

1.1 – Our company has adopted a strategy for social responsibility in our conduct of business

Yes  No  Don't know

1.2 – We have adopted ethical guidelines for our business that are at least as comprehensive as the requirements set by the UN Global Compact, and the corresponding ILO conventions (see above)

Yes  No  Don't know

1.3 – Our ethical guidelines are distributed to all employees

Yes  No  Don't know

1.4 – We control and ensure that our ethical guidelines are followed in all parts of our organisation

Yes  No  Don't know

1.5 – Our ethical guidelines are reflected in a Code of Conduct that is distributed to all our trading partners

Yes  No  Don't know

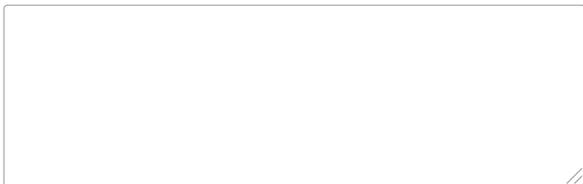
1.6 – We have whistleblowing procedures in relation to harassment, corruption and other illegal activities in our company

Yes  No  Don't know

1.7 – Our company has adopted a strategy for sustainability

Yes  No  Don't know

1.7.1 – If yes, what are the main topics in your sustainability strategy?



## 2. Supply chain – follow-up, insight and control

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Securing the supply chain requires companies to obtain insight of risk assessment related to violations of their business guidelines. This insight implies that a systematic control is carried out. The goal is to be able to create improvement, meaning uncovered risk must be followed up with improvement measures.

If your company is a service provider, we want you to answer the questions in part 2 on the basis of the products that you purchase in order to deliver service to us, such as IT equipment, building and operating materials etc.

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### Supplier status

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In the following section you'll encounter the terms «producer», «finalizer» and «intermediary». These should be read as follows:

**Producer:** The producer/manufacturer of goods and/or services or major components of the goods/services.

**Finalizer:** One who assembles components into finished products and/or collects and packages goods/services.

**Intermediary:** Links between those who produce/manufacture and whoever finalizes the goods or services. Intermediaries may include importers, wholesalers or agents, etc.

**Example:** A service provider will be both a manufacturer (in relation to the service it provides) and a buyer of production factors from others (e.g. products and equipment to perform the service). If this applies to you, please answer 2.1.C and continue to 2.2.

**Note:** Being a local subsidiary (e.g. country sales organisation) of an enterprise that is a self-contained producer, does not automatically make you a producer. This is only the case if you manage and control your own production facilities locally.

2.1 – For the products/services supplied to us, are you:

- A) Producer with your own production facilities (i.e. in-house manufacturing, or similar)
- B) Supplier without your own production facilities (i.e. finalizer, importer, agent, wholesaler, or similar)
- C) A combination of the above (i.e. some of your products are produced at your facilities, and some are supplied by others)

Important: Question 2.2 is only to be answered in case you have chosen options B) or C) on question 2.1. If any option in 2.2 is already selected, you should correct this by choosing Not relevant.

2.2 – If your products/services are not exclusively produced at facilities under your direct control, please specify:

- A) We buy from suppliers with their own production facilities
- B) We buy from suppliers that don't have their own production facilities (finalizers or intermediaries)
- C) A combination of the above
- D) Don't know
- E) Not relevant

2.3 – Do you have full knowledge of where the production of goods and key components of the goods supplied to us are produced? By production country we mean the country (or countries) where the factory/factories that manufacture the key components are located.

2.3.A – We know the originating production country/countries

- Yes
- No
- Don't know/uncertain

2.3.B – We have basic knowledge of name(s) and other information (e.g. localization) about the manufacturer(s) of key components

- Yes
- No
- Don't know/uncertain

2.4 Do you have full knowledge regarding where the finalization of the goods and key components of the goods supplied is done?

2.4. A – We know the country/countries where the goods are finalized

- Yes                       No                       Don't  
know/uncertain

2.4.B – We have basic knowledge of name(s) and other information (e.g. localization) about the finalizer(s)

- Yes                       No                       Don't  
know/uncertain

2.4.C – We have an overview of components and input factors, including associated risks, throughout the supply chain from and including raw material to the products / services we supply

- Yes                       No                       Don't  
know/uncertain

2.4.D – We have a complete overview of all involved parties / suppliers in the supply chain (ref. 2.4.C)

- Yes                       No                       Don't  
know/uncertain

2.5. – Comment: If you are partially or completely unfamiliar with the above mentioned, what do you intend to do in order to obtain the necessary information?

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## Supply chain control

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2.6.A – We have systems/routines for following up our supply chain

- Yes                       No                       Don't know

If you answered No to question 2.6.A, when do you expect you implement such a system/routines?

2.6.B – We have followed up our suppliers by having them complete self assessment questionnaires within the past 12 months

Yes  No  Don't know

2.6.C – We have discovered breaches of our ethical guidelines among our suppliers in the past 12 months

Yes  No  Don't know

2.6.C.1 – If yes,  
please explain:

2.6.D – We have conducted corrective actions projects with suppliers with regards to ethical guidelines in the past 12 months

Yes  No  Don't know

2.6.E – We have conducted on-site inspections (executed by our own resources or through a third party) within the past 12 months

Yes  No  Don't know

## 3. Risk assessment and management

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3.1 – Risk evaluation procedures

3.1.A – Supplier qualification: We have procedures that involves evaluating new suppliers regarding the risk of violations to our ethical guidelines

Yes  No  Don't know

3.1.B – Existing suppliers: We have procedures for following up existing suppliers regarding risk of violations to our ethical guidelines

Yes  No  Don't know

### 3.2 – How do you assess the risk in the countries that you buy from?

In this section we ask you to provide 1–5 countries that you buy from, and consider the risk of violations of UN Global Compacts Principles.

Please note: The assessment should be based on the relation you have with your supplier and can be considered low, medium, high or "don't know". Only one country is mandatory but we encourage you to provide several countries with regards to the top 5 countries where your products are sourced.

Human rights:

Principle 1: Companies should support and respect the conservation of internationally recognized human rights, and

Principle 2: Ensure that the company is not complicit in the violation of human rights

Working conditions:

Principle 3: Companies must uphold freedom of association, and ensure that the right to collective bargaining is recognized in practice (as per ILO conventions no. 87 and 98),

Principle 4: Ensure that all forms of forced labour is abolished (as per ILO conventions 29 and 105),

Principle 5: Ensure that child labour is genuinely abolished (as per ILO conventions no. 138 and 182), and

Principle 6: Ensure that discrimination in the workplace is eliminated (as per ILO conventions 100 and 111).

Environment:

Principle 7: Companies should support a precautionary approach to environmental challenges,

Principle 8: Initiate the promotion of increased environmental responsibility, and

Principle 9: Encourage development and dissemination of eco-friendly technology.

Corruption:

Principle 10: Companies must oppose all forms of corruption, including blackmail and bribery.

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## Country 1

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L.1 – Country 1

For country no. 1, how would you rate the risk of violations to the following:

L.1.A – Human rights (principle 1 and 2)

- Low/no risk     Medium risk     High risk     Don't know

L.1.B – Working conditions (principles 3–6)

- Low/no risk     Medium risk     High risk     Don't know

L.1.C – Environment (principles 7–9)

- Low/no risk     Medium risk     High risk     Don't know

L.1.D – Corruption (principle 10)

- Low/no risk     Medium risk     High risk     Don't know

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## Country 2

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L.2 – Country 2

For country no. 2, how would you rate the risk of violations to the following:

L.2.A – Human rights (principle 1 and 2)

- Low/no risk     Medium risk     High risk     Don't know

L.2.B – Working conditions (principles 3–6)

- Low/no risk     Medium risk     High risk     Don't know

L.2.C – Environment (principles 7–9)

- Low/no risk     Medium risk     High risk     Don't know

L.2.D – Corruption (principle 10)

- Low/no risk     Medium risk     High risk     Don't know

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## Country 3

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L.3 – Country 3

For country no. 3, how would you rate the risk of violations to the following:

L.3.A – Human rights (principle 1 and 2)

- Low/no risk       Medium risk       High risk       Don't know

L.3.B – Working conditions (principles 3–6)

- Low/no risk       Medium risk       High risk       Don't know

L.3.C – Environment (principles 7–9)

- Low/no risk       Medium risk       High risk       Don't know

L.3.D – Corruption (principle 10)

- Low/no risk       Medium risk       High risk       Don't know

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## Country 4

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L.4 – Country 4

For country no. 4, how would you rate the risk of violations to the following:

L.4.A – Human rights (principle 1 and 2)

- Low/no risk       Medium risk       High risk       Don't know

L.4.B – Working conditions (principles 3–6)

- Low/no risk       Medium risk       High risk       Don't know

L.4.C – Environment (principles 7–9)

- Low/no risk       Medium risk       High risk       Don't know

## L.4.D – Corruption (principle 10)

- Low/no risk       Medium risk       High risk       Don't know
- 

## Country 5

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L.5 – Country 5

For country no. 5, how would you rate the risk of violations to the following:

## L.5.A – Human rights (principle 1 and 2)

- Low/no risk       Medium risk       High risk       Don't know

## L.5.B – Working conditions (principles 3–6)

- Low/no risk       Medium risk       High risk       Don't know

## L.5.C – Environment (principles 7–9)

- Low/no risk       Medium risk       High risk       Don't know

## L.5.D – Corruption (principle 10)

- Low/no risk       Medium risk       High risk       Don't know

Please give a brief explanation of the basis of your risk assessments above:

## 4. Corporate management systems

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4.1 – We have implemented a quality management system in our company

Yes  No  Don't know

4.1.1 – If yes, please describe your system:

4.2 – We have implemented an environmental management system in our company

Yes  No  Don't know

4.2.1 – If yes, please describe your system:

4.3 – We have implemented a management system for Corporate Social Responsibility (CSR) in our company

Yes  No  Don't know

4.3.1 – If yes, please describe your system:

4.4 – We have implemented a Health and safety management system in our company

Yes  No  Don't know

4.4.1 – If yes, please describe your system:

## 5. Code of conduct

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The following questions are related to our Code of Conduct, which we expect all of our suppliers to respect and actively do their utmost to follow. We ask you to answer these questions honestly as we believe in cooperation and are willing to work with you to achieve workable solutions in each individual case where the supplier does not conform to the standards.

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### Working environment and safety

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5.1 – Is appropriate ventilation and sufficient lighting provided in the production area?

- Yes                       No                       Don't know

5.2 – Is safe drinking water freely provided to all workers, on each floor?

- Yes                       No                       Don't know

5.3 – Are toilets provided?

- Yes                       No                       Don't know

5.3.1 – Are toilets in good condition of ventilation and hygiene? (soap, towel, clean floors, bins, etc.)

- Yes                       No                       Don't know

5.3.2 – Are toilets separated by gender?

- Yes                       No                       Don't know

5.4 – Is personal protective equipment provided where necessary to all workers, and used at all sites?

- Yes                       No                       Don't know

5.5 – Does your factory have proper functioning fire alarm system?

Yes  No  In process

5.6 – Do you have fire safety certificate/approval for your factory?

Yes  No  In process

5.6.1 – If yes, please  
upload  
documentation:

5.7 – Have you conducted a health and safety risk assessment in the past 12 months?

Yes  No  Don't know  Not relevant

5.8 – Does the factory have documented records of regular Health and Safety training for all workers?

Yes  No  Don't know

5.9 – Are accidents reported, handled and analysed, in order to prevent future accidents?

Yes  No  Don't know

5.10 – Are all workers offered a regular health check up?

Yes  No  Don't know

## Social responsibility

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5.11 – Does the site ensure that all workers receive equal treatment, independent of their employment conditions, regardless of sex, religion, union membership, caste origin, race, colour, marital status, pregnancy or sexual orientation?

Yes  No  Don't know

5.12 – Is a written child labour policy in place?

Yes  No  Don't know

5.13 – Is there a young workers policy including appropriate restrictions on workers under the age of 18 working at night and in hazardous conditions?

- Yes                       No                       Don't know

5.14 – Does the factory allow workers to meet and organise without interference from the management?

- Yes                       No                       Don't know

5.15 – Does the factory allow trade union organisers to meet workers?

- Yes                       No                       Don't know

5.16 – Do all workers have at least 1 out of 7 days off?

- Yes                       No                       Don't know

5.17 – Do all workers receive equal pay for equal work?

- Yes                       No                       Don't know

5.18 – Is overtime paid according to legal requirements?

- Yes                       No                       Don't know

5.19 – Is overtime always voluntary?

- Yes                       No                       Don't know

5.20 – Do wages meet the legal minimum wage requirements?

- Yes, wages meet the legal min. requirements  
 Wages exceed the legal min. requirements  
 No  
 Don't know

5.21 – The following questions are related to living wages. A living wage is a wage that is calculated to be enough to meet a workers basic needs. For more information, please see the [ETI guide](#). We fully acknowledge that this is a very complex and sensitive issue and the purpose of these questions is to raise awareness and open a dialogue, not about getting a high score.

5.21.A – Do you work with living wages in your company today?

- Yes       No       Don't know

5.21.B – If yes, please describe how you work with living wages:

5.21.C – If yes, what is your estimate for a living wage in your industry/area?

5.21.D – If yes, do you calculate the living wage gap in your company?

- Yes       No       In progress       Don't know

5.21.E – If yes, do you have a plan for closing the living wage gap in your company?

- Yes       No       In progress       Don't know

5.22 – What is the monthly earnings for your lowest paid workers? Please write worker role and monthly earning.

5.23 – What are the average earning levels of your different worker groups?

5.24 – Does the factory have a Worker Participation Committee (WPC) based on a democratic election?

- Yes       No       We have WPC, but selected by management       In process

5.25 – Are all workers informed about the role and process of the WPC?

- Yes  No  Don't know

5.26 – Does the factory have a grievance procedure?

- Yes  No  Don't know

5.27 – Are records maintained for all grievances?

- Yes  No  Don't know

5.28 – Are workers at the factory informed about what a grievance is and how to raise a grievance?

- Yes  No  Don't know

## Environment and chemicals

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5.29 – Does the factory have an Environmental Policy?

- Yes  No  Don't know

5.30 – Do you have any procedures in place to reduce water usage?

- Yes  No  Don't know

5.31 – Do you have any procedures in place to reduce energy consumption?

- Yes  No  Don't know

5.32 – Does your factory have proper storage and disposal of chemicals?

- Yes  No  Don't know  Not relevant

5.33 – Do you have a procedure to properly handle chemical waste?

- Yes  No  Don't know  Not relevant

5.34 – Does your factory have an ETP (Effluent treatment plant)?

Yes  No  Don't know  Not relevant

5.35 – Do you have procedures or processes to comply with REACH and the restricted substance list? (EU directive concerning the Registration, Evaluation, Authorisation and Restriction of Chemicals)

Yes  No  Don't know

5.36 – Does the factory provide, maintain and train workers in proper handling and storage of chemicals (for all relevant workers)?

Yes  No  Don't know

5.37 – Does the factory have all relevant permits, such as environmental permits required by law?

Yes  No  Don't know  In process

## Certifications and standards

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5.38 – Are you certified in accordance with any of the following standards?

Fairtrade

Yes  No

GOTS (Global Organic Textile Standard)

Yes  No

SA8000 (Social Accountability)

Yes  No

OCS 100 (Organic Content Standard)

Yes  No

Oekotex

- Yes  No

GRS (Global Recycled Standard)

- Yes  No

BSCI

- Yes  No

If yes, please write BSCI number and rating, included DBID (BSCI ID NUMBER):

SEDEX

- Yes  No

Leather Working Group

- Yes  No

WRAP

- Yes  No

BCI Better Cotton

- Yes  No

Responsible Wool Standard

- Yes  No

Please describe other relevant certificates:

## 6. Sustainable Development Goals

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The United Nations Sustainable Development Goals are the blueprint to achieve a better and more sustainable future for all. They address the global challenges we face, including those related to poverty, inequality, climate, environmental degradation, prosperity, and peace and justice.

At Sourcing House we are working with the UN Sustainable Development Goals and we focus on how we can change our own everyday pattern and behaviour, including measuring our CO2 emissions and working to reduce these. We focus on SDG 8 and SDG 12.

Goal 12, part goal 12.5: Ensure sustainable consumption and production patterns. Sourcing House focus on reducing resources.

Sourcing House has implemented a policy at the office on how we can lower the amount of resources used, to recycle all that is possible to recycle, as well as to look at the way we work in order to get a more integrated understanding of how our actions affects the amount of resources used, regarding both people and materials. We also work actively to counsel our partners on circular practices and how they can work on lowering their resource use.

Goal 8, part goal 8.7 and 8.8: Promote inclusive and sustainable economic growth, employment and decent work for all. Sourcing House work to raise awareness on – and improve working conditions in the textile industry, especially cotton workers. We also work continuously with improving inclusive working conditions in our own company.

Sourcing House will not contribute to the parts of the cotton industry that abuses its work force. This means that we do not accept forced labor, people working with harmful chemicals under unsecure conditions or underpaid workers. As we see it, we can improve the working conditions in the cotton industry by sourcing cotton that is traceable, i.e. certified organic cotton and Fairtrade certified cotton.

To get a better understanding of your perspective and practices, on above issues we would like to ask you a few questions:

### Reducing resources

Sustainable Development Goal no. 12, part goal 12.5

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Leftovers and scraps

6.1 – Do you have a policy for leftovers and scraps?

Yes  No  Don't know

6.1.1 – If yes, please describe:

6.2 – Do you have procedures to handle excess (leftover) fabric and trim from samples?

Yes  No  Don't know

6.2.1 – If yes, please describe:

6.3 – Do you have procedures to handle excess (leftover) fabric and trim from production?

Yes  No  Don't know

6.3.1 – If yes, please describe:

## Energy

6.4 – Do you apply renewable energy sources at your production facilities?

Yes  No  Don't know

6.4.1 – If yes, please describe:

6.4.2 – If yes; how many % of your total energy consumption is covered by renewable energy sources?

6.5 – Do you have a plan for increasing the relative share of renewable energy usage?

- Yes                       No                       Not relevant

6.5.1 – If yes, please describe:

Packing materials (plastic, labels, cardboard etc.)

6.6 – Do you prioritize reduced environmental impact in the selection of packaging?

- Yes                       No                       Don't know

6.6.1 – If yes, please describe:

6.6.1 – If no, what would make it possible?

6.7 – Do you prioritize reduced environmental impact in the selection of office supplies?

- Yes                       No                       Don't know

6.7.1 – If yes, please describe:

## Freight and courier

6.8 – Do you prioritize reduced environmental impact in the selection of transport?

- Yes       No       Don't know

6.8.1 – If yes, please describe:

6.9 – Do you have a procedure on how to minimize the amount of parcels sent by courier?

- Yes       No       Don't know

6.9.1 – If yes, please describe:

6.10 – Do you measure your CO2 emissions?

- Yes       No       Don't know

6.10.1 – If no, what would make it possible?

6.11 – Do you have any other suggestions or focus points on how to reduce the use of resources?

## Working conditions in the cotton industry

Sustainable Development Goal no. 8, part goal 8.7 and 8.8

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6.12 – What is the share (in %) of certified organic cotton in your production?

6.13 – What is the share (in %) of Fairtrade certified cotton in you production?

6.14 – Do you use other alternatives of traceable cotton?

- Yes  No  Don't know

6.14.1 – If yes, please describe:

6.15 – Do you have any requirements regarding traceability when sourcing and buying cotton?

- Yes  No  Don't know

6.16 – Do you have any requirements regarding working conditions when sourcing and buying cotton?

- Yes  No  Don't know

6.17 – Do you see any difficulties in changing from regular to organic, Fairtrade or other traceable cotton?

- Yes  No  Don't know

6.17.1 – If yes, please describe:

6.18 – Do you feel you have an influence on the choice of cotton your customers choose?

Yes  No  Don't know

6.19 – Do you have any suggestions to how Sourcing House can contribute to improve the working conditions in the cotton industry?

Thank you for your time and effort to complete our questionnaire. If you have further suggestions or comments on how we can help build a more sustainable future and add value to our cooperation, please comment below:

I confirm that I personally have the necessary authority to complete and submit this questionnaire on behalf of our company

Yes  No

Submitted by:

Position:

Date submitted:



[Print this survey](#)

