

PIECES, The Gallerie's Environmental Management Requirements for all Suppliers to PIECES, The Gallerie

1. Environmental impact

We expect our suppliers to identify and monitor the environmental impacts of their company's activities. In this context environmental impact covers changes to the environment, wholly or partially resulting from the company's activities, products or services. We consider it a fact that any activity causes an environmental impact.

a. What are the environmental impacts of your company's activities?

b. How have these environmental impacts been identified or assessed?

c. Has your company established a continuous monitoring of these impacts? If yes, please indicate how.

2. Environmental management

Active management of the environmental impacts related to the company's activities means, at a minimum, ensuring compliance with local environmental legislation and having an environmental policy or statement. More progressive companies may have an environmental management system (EMS), which may be externally certified under ISO 14001 or EMAS.

a. Do you ensure compliance with local environmental regulation?

How is this performed?

b. Does your company have a documented Environmental Policy?

If yes, when was it introduced?

c. Does your company have an environmental management system or program?

If yes, which main environmental targets has your company worked towards during the last year?

- d. Is your company planning to achieve an ISO14001 certification or EMAS registration?

3. Environmental actions

We expect our suppliers to take action to improve their environmental performance. Actions can include e.g. environmental improvements of production or products, initiatives to increase the employees environmental awareness, improvements of the environmental organisation, sharing of better practices

- a. Which environmental actions has your company introduced or supported within the last year, if any?

4. Environmental dialogue

We expect our suppliers to provide appropriate environmental information to interested parties including authorities, employees, shareholders, neighbours and other stakeholders. This can be voluntary initiative or part of a legal requirement

- a. Does your company publish an environmental account or statement?

- b. What environmental training has your company given your employees?

- c. Please give details of any breaches of environmental regulations within the last year

- d. If you have received enquiries during the last year regarding your environmental performance, what practical steps did you take to respond?

PIECES's The Gallerie Social and Ethical Behaviour Management Requirements for all Suppliers to PIECES, The Gallerie

5. Wages and benefits

Everyone who works has the right to just and favorable remuneration ensuring for himself and his family an existence worthy of human dignity, and supplemented, if necessary, by other means of social protection. (UDHR)

Wages earned for regular working hours should be sufficient for the worker and his/her dependents to meet their basic needs (UN interpretation)

- a. Do you ensure that your employees are adequately protected according to the Universal Declaration of Human Rights regarding wages and benefits?
- b. What is the minimum wage as defined by the law in your country or industry average (whichever is higher)?
- c. What is the lowest wage paid by you to an employee on a full time basis?
- d. Which benefits do you offer to all employees beyond the legal minimum?

6. Working hours

Everyone has the right to rest and leisure, including reasonable limitation of working hours and periodic holidays with pay. (UDHR)

Workers shall not on a regular basis be required to work more than 48 hours per week and shall be provided with at least 1 day off for every 7 day period on average. Overtime shall be voluntary and only used when justified. It is recommended that it does not exceed 12 hours per week and shall always be compensated at a higher rate (at least 125%). Employees are entitled to at least 3 weeks annual holidays with pay. (ILO convention)

- a. Do you ensure that your employees are adequately protected according to the ILO convention regarding working hours, overtime, time-off and holidays?
- b. How many hours of normal working time and overtime would a full time production worker or the like work in an average week?

- c. How many days-off would a full time production worker or the like have in an average week?

7. Health & Safety

Everyone has the right to just and favourable conditions of work (UDHR)

A safe and hygienic working environment shall be provided. Adequate steps must be taken to prevent accidents and injuries to health arising out of work. The causes of hazards in the working environment must be minimised. Workers shall receive regular and recorded health and safety training. (ILO convention)

- a. Do you ensure that your employees are adequately protected according to the ILO convention regarding health and safety?
- b. What health and safety training do you provide for your employees?
- c. Is responsibility for the working environment clearly defined at all levels in the organization? Kindly describe
- d. Please give details of any breaches of health and safety regulations during the last year

8. Child labour

Everyone has the right to education. Elementary education shall be compulsory, and childhood [children] are entitled to special care and assistance (UDHR)

The minimum age of an employee in developing countries is 14, and 15 in developed countries. However, in companies with hazardous working conditions the minimum age must be 18 (ILO convention)

- a. Do you ensure that your employees are adequately protected according to the ILO convention on child labour?
- b. What is the date of birth (year) of your youngest employee?

c. Do you have special procedures for employees under the age of 18?

d. If child workers are identified how would you ensure that the negative consequences of laying them off are reduced to a minimum?

9. Forced labour

No one shall be held in slavery or servitude, slavery and the slave trade shall be prohibited in all their forms. Everyone has the right to work, to free choice of employment...(UDHR)

There is no forced or bonded labour. This covers all work or service that is extracted from any person under the menace of any penalty for which the person has not offered him/herself voluntarily (ILO convention)

a. Do you ensure that your employees are adequately protected according to the ILO convention regarding forced and bonded labour?

b. Are all your employees working in your company of their own free will?

c. Does everybody have employment contracts?

10. Freedom of association and collective bargaining

Everyone has the right to freedom of peaceful assembly and association. No one may be compelled to belong to an association. Everyone has the right to form and to join trade unions for the protection of his interests. (UDHR)

Employees have the right to join or form trade unions of their own choosing and to bargain collectively (ILO convention)

a. Do you ensure that your employees are adequately protected according to the UDHR and ILO convention regarding freedom of association and to collective bargaining?

b. Is there a union or alternative representative body with the right to bargain collectively on behalf of production workers?

11. Non-discrimination and Equal opportunities

Everyone is entitled to all the rights and freedoms set forth in this Declaration, without distinction of any kind. (UDHR)

There is no discrimination in hiring, compensation, access to training, promotion, termination or retirement based on race, caste, national origin, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation (ILO convention)

- a. Do you ensure that your employees are adequately protected according to the ILO convention regarding discrimination?
- b. What policies and procedures do you have on non-discrimination and equal opportunities?
- c. What improvements have been made as a result of the policy?

12. Disciplinary measures

No one shall be subjected to torture or to cruel, inhuman or degrading treatment or punishment. (UDHR)

Physical abuse, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation shall be prohibited (UN interpretation)

- a. Do you ensure that your employees are adequately protected according to the UN Universal Declaration of Human Rights regarding disciplinary practices?
- b. What disciplinary and grievance (e.g. anonymous complaint, whistleblower system) procedures do you have?
- c. How many times have the grievance procedures been used during the last year?

13. Privacy

No one shall be subjected to arbitrary interference with his privacy, family, home or correspondence, (UDHR)

Everyone has the right to his/her privacy. This covers among others the monitoring of persons and the handling of personal information. Interference with privacy should be guided by rules and should only be used if necessary to achieve a justified aim. (UN Interpretation)

- a. Do you ensure that your employees are adequately protected according to the UN Universal Declaration of Human Rights regarding the privacy of employees?
- b. Are employees given clear information beforehand when they are being monitored (via computers, telephone, cameras or other)?
- c. What procedures do you have for keeping employees' personal information confidential?

Your suppliers

1. Does your company evaluate your own suppliers on environmental issues?	
2. Does your company evaluate your own suppliers on social issues?	
3. What environmental and/or social risks do you anticipate in your supply chain?	

Thank you for completing the questionnaire

We ask you kindly for the signature of your General Manager/CEO.

Date

Name

Title