

VINMONOPOLET

Self Assessment Questionnaire 2



2014

Before you answer this Self Assessment Questionnaire you should read *The Nordic Alcohol Monopolies' Code of Conduct* (hereafter also referred to as *The Code of Conduct* or *CoC*) given to you by your Norwegian importer. The questions in this questionnaire are formed to give the Norwegian importer and the Norwegian Alcohol Monopoly (Vinmonopolet) a picture of how your company complies with the requirements in the Code of Conduct.

Unless it is explicitly addressed in the questions you shall answer the questions having the company entity with its own staff of workers in mind (permanent staff and temporary staff / seasonal workers hired by the company). In the end of the questionnaire you will be asked to answer a set of questions related to whether the requirements as stated in the Code of Conduct is also forwarded to and being complied with by the company's sub-suppliers, including any entity supplying labour to your company.

If your company is SA 8000 certified (during the past three years), and if you can send an electronic version of the certificate report to your Norwegian importer, your company's social accountability is regarded to be well taken care of. Furthermore, if your company is in a process of being audited by the Swedish Alcohol Monopoly (Systembolaget) or the Finnish Alcohol Monopoly (Alko), your social accountability is also regarded to be well taken care of. Either of these two programs (SA 8000 or Swedish / Finnish Alcohol Monopoly audit) will redirect you to the latter section of this survey.

1. Company information

Please provide basic company information as specified below:

- Company name
- Company address
- Total number of permanent employees
- Approximately number of temporary workers during high season
- Contact details:
 - o name
 - o position
 - o telephone number
 - o e-mail address

1.1 Is the company SA 8000 certified (during past three years)?

- YES
- YES, BUT THE COMPANY WILL ANYHOW ANSWER THIS SURVEY
- NO

1.2 Has the company been audited, or is the company in a process of being audited by Systembolaget (Swedish Alcohol Monopoly) or Alko (Finnish Alcohol Monopoly)?

- YES
- YES, BUT THE COMPANY WILL ANYHOW ANSWER THIS SURVEY
- NO

2. Freedom of Association and the Right to Collective Bargaining

Nordic Alcohol Monopolies' Code of Conduct – paragraph 2:

All personnel shall have the right to form, join, and organize trade unions of their choice and to bargain collectively on their behalf with the company. The company shall respect this right, and shall effectively inform personnel that they are free to join an organization of their choosing and that their doing so will not result in any negative consequences to them, or retaliation, from the company. The company shall not in any way interfere with the establishment, functioning, or administration of such workers' organizations or collective bargaining. In situations where the right to freedom of association and collective bargaining are restricted under law, the company shall allow workers to freely elect their own representatives. The company shall ensure that representatives of workers and any personnel engaged in organizing workers are not subjected to discrimination, harassment, intimidation, or retaliation for reason of their being members of a union or participating in trade union activities, and that such representatives have access to their members in the workplace.

2. Does the company comply with *The Nordic Alcohol Monopolies' Code of Conduct* paragraph 2 - Freedom of Association and the Right to Collective Bargaining?

By answering YES you confirm that:

- All personnel have the right to form, join, and organize trade unions of their choice.
- All personnel have the right to bargain collectively on their behalf with the company.
- Your company effectively informs personnel that they are free to join an organization of their choosing and that their doing so will not result in any negative consequences to them, or retaliation, from the company.
- The company does not in any way interfere with the establishment, functioning, or administration of such workers' organizations or collective bargaining.
- In situations where the right to freedom of association and collective bargaining are restricted under law, the company allows workers to freely elect their own representatives.
- The company ensures that representatives of workers and any personnel engaged in organizing workers are not subject to discrimination, harassment, intimidation, or retaliation for reason of their being members of a union or participating in trade union activities, and that such representatives have access to their members in the workplace.

By answering YES, PARTLY the company complies with some of the aspects of *The Code of Conduct* paragraph 2, but not all. In this case you will be asked to answer some additional questions.

By answering NO, the company does not comply with any of the aspects of *The Code of Conduct* paragraph 2.

- YES
- YES, PARTLY
- NO

You have answered YES, PARTLY on question 2 which indicates that the company complies with some of the aspects of *The Nordic Alcohol Monopolies' Code of Conduct* paragraph 2, but not all. You will now be asked to answer six questions aiming to state which part of the *The Nordic Alcohol Monopolies' Code of Conduct* paragraph 2 your company does not comply with.

2.1 Do all personnel have the right to form, join, and organize trade unions of their choice?

- YES
- NO

2.2 Do all personnel have the right to bargain collectively on their behalf with the company?

- YES

- NO

2.3 Has the company informed the personnel that they are free to join an organization of their choosing and that their doing so will not result in any negative consequences to them, or retaliation, from the company?

- YES
- NO

2.4 Does the company in any way interfere with the establishment, functioning, or administration of such workers' organizations or collective bargaining?

- YES
- NO

2.5 If the right to freedom of association and collective bargaining is restricted under law, does the company allow workers to freely elect their own representatives?

- YES
- NO
- NOT APPLICABLE

2.6 Does the company make sure that representatives of workers and any personnel engaged in organizing workers are not subject to discrimination, harassment, intimidation, or retaliation for reason of their being members of a union or participating in trade union activities, and do such representatives have access to their members in the workplace?

- YES
- NO

3. Prohibition of Discrimination

Nordic Alcohol Monopolies' Code of Conduct – paragraph 3:

No discrimination shall be tolerated in hiring, remuneration, access to training, promotion, termination or retirement based on gender, age, religion, race, caste, birth, social background, disability, ethnic and national origin, nationality, membership in workers' organizations including unions, political affiliation or opinions, sexual orientation, family responsibilities, marital status, or any other condition that could give rise to discrimination.

3. Does the company comply with *The Nordic Alcohol Monopolies' Code of Conduct* paragraph 3 – Prohibition of Discrimination?

By answering YES you confirm that:

- No discrimination is tolerated and practiced in hiring, remunerating, access to training, promotion, termination or retirement based on gender, age, religion, race, caste, birth, social background, disability, ethnic and national origin, nationality, membership in workers' organizations including unions, political affiliation or opinions, sexual orientation, family responsibilities, marital status, or any other condition that could give rise to discrimination of workers.

By answering YES, PARTLY the company complies with some of the aspects of *The Code of Conduct* paragraph 3, but not all. In this case you will be asked to answer some additional questions.

By answering NO, the company does not comply with any of the aspects of *The Code of Conduct* paragraph 3.

- YES
- YES, PARTLY
- NO

You have answered YES, PARTLY on question 3 which indicates that the company complies with some of the aspects of *The Nordic Alcohol Monopolies' Code of Conduct* paragraph 3, but not all. You will now be asked to answer two questions aiming to state which part of *The Code of Conduct* paragraph 3 your company does not comply with.

3.1 Which of the following areas can the company ensure that no discrimination is practiced?

- GENDER
- AGE
- RELIGION
- RACE
- CASTE
- BIRTH
- SOCIAL BACKGROUND
- DISABILITY
- ETHNIC AND NATIONAL ORIGIN
- NATIONALITY
- MEMBERSHIP IN WORKERS' ORGANIZATION UNIONS
- POLITICAL AFFILIATION OR OPINIONS
- SEXUAL ORIENTATION
- FAMILY RESPONSIBILITIES
- MARITAL STATUS
- ANY OTHER CONDITION THAT COULD GIVE RISE TO DISCRIMINATION

3.2 Which of the following activities can the company ensure that no discrimination is practiced?

- HIRING OF WORKERS
- REMUNERATION OF WORKERS

- WORKERS' ACCESS TO TRAINING
- PROMOTION OF WORKERS
- TERMINATION OF WORKERS
- RETIREMENT OF WORKERS

4. Compensation

Nordic Alcohol Monopolies' Code of Conduct – paragraph 4:

Wages paid for regular working hours, overtime hours and overtime differentials shall meet or exceed legal minimums and/or industry standards. Illegal, unauthorized or disciplinary deductions from wages shall not be made. In situations in which the legal minimum wage and/or industry standards do not cover living expenses and provide some additional disposable income, supplier companies are further encouraged to provide their employees with adequate compensation to meet these needs. Deductions from wages as a disciplinary measure are forbidden, unless this is permitted by national law and a freely negotiated collective bargaining agreement is in force. Supplier companies shall ensure that wage and benefits composition are detailed clearly and regularly for workers; the supplier company shall also ensure that wages and benefits are rendered in full compliance with all applicable laws and that remuneration is rendered in a manner convenient to workers.

All overtime shall be reimbursed at a premium rate as defined by national law. In countries where a premium rate for overtime is not regulated by law or a collective bargaining agreement, personnel shall be compensated for overtime at a premium rate or equal to prevailing industry standards, whichever is more favorable to workers' interests.

4. Does the company comply with *The Nordic Alcohol Monopolies' Code of Conduct* paragraph 4 – Compensation?

By answering YES you confirm that:

- Wages paid for regular working hours, overtime hours and overtime differentials meet or exceed legal minimums and/or industry standards.
- Illegal, unauthorized or disciplinary deductions from wages are not practiced, unless this is permitted by national law and a freely negotiated collective bargaining agreement is in force.
- Wage and benefits composition are detailed clearly and regularly for workers – in a language they understand.
- Wages and benefits are rendered in full compliance with all applicable laws.
- Remuneration is rendered in a manner convenient to workers and in a language they understand.
- Overtime shall be reimbursed at a premium rate as defined by national law.
- Personnel are compensated for overtime at a premium rate or equal to prevailing industry standards, whichever is more favorable to workers' interests (Only in countries where a premium rate for overtime is not regulated by law or a collective bargaining agreement)

By answering YES, PARTLY the company complies with some of the aspects of *The Code of Conduct* paragraph 4, but not all. In this case you will be asked to answer some additional questions.

By answering NO, the company does not comply with any of the aspects of *The Code of Conduct* paragraph 4.

- YES
- YES, PARTLY
- NO

You have answered YES, PARTLY on question 4 which indicates that the company complies with some of the aspects of *The Nordic Alcohol Monopolies' Code of Conduct* paragraph 4, but not all. You will now be asked to answer six questions aiming to state which part of *The Code of Conduct* paragraph 4 the company does not comply with.

4.1 Does wages paid for regular working hours, overtime hours and overtime differentials meet or exceed legal minimums and/or industry standards?

- YES
- NO
- NOT APPLICABLE

4.2 Does the company make deductions from wages on disciplinary reasons?

- YES
- YES, this is permitted by national law and a freely negotiated collective bargaining agreement is in force
- NO

4.3 Are wage and benefits composition detailed clearly and regularly for workers and in a language they understand?

- YES
- NO

4.4 Does the company ensure that wages and benefits are rendered in full compliance with all applicable laws?

- YES
- NO

4.5 Is remuneration rendered in a manner convenient to workers and in a language they understand?

- YES
- NO

4.6 Are workers compensated for overtime at a premium rate?

- YES
- NO

5. Working Hours

Nordic Alcohol Monopolies' Code of Conduct – paragraph 5:

The supplier company shall comply with applicable national laws and industry standards on working hours and public holidays. The maximum allowable working hours in a week are as defined by national law but shall not on a regular basis exceed 48 hours and the maximum allowable overtime hours in a week shall not exceed 12 hours. Overtime hours are to be worked solely on a voluntary basis and to be paid at a premium rate. In cases where overtime work is needed in order to meet short-term business demand and the company is party to a collective bargaining agreement freely negotiated with worker organizations (as defined above) representing a significant portion of its workforce, the company may require such overtime work in accordance with such agreements. Any such agreement must comply with the requirements above.

An employee is entitled to at least one free day following six consecutive days worked. Exceptions to this rule apply only where both of the following conditions exist:

- National law allows work time exceeding this limit; and
- A freely negotiated collective bargaining agreement is in force that allows work time averaging, including adequate rest periods.

5. Does the company comply with *The Nordic Alcohol Monopolies' Code of Conduct* paragraph 5 – Working Hours?

By answering YES you confirm that:

- The company complies with applicable national laws and industry standards on working hours and public holidays.
- The maximum allowable working hours in a week are as defined by national law and does not on a regular basis exceed 48 hours.
- The maximum allowable overtime hours in a week does not exceed 12 hours.
- Overtime hours are on a voluntary basis (unless overtime work is needed in order to meet short-term business demand and the company is party to a collective bargaining agreement freely negotiated with worker organizations representing a significant portion of its workforce).
- An employee is entitled to at least one free day following six consecutive days worked (unless national law allows work time exceeding this limit; and a freely negotiated collective bargaining agreement is in force that allows work time averaging, including adequate rest periods).

By answering YES, PARTLY the company complies with some of the aspects of *The Code of Conduct* paragraph 5, but not all. In this case you will be asked to answer some additional questions.

By answering NO, the company does not comply with any of the aspects of *The Code of Conduct* paragraph 5.

- YES
- YES, PARTLY
- NO

You have answered YES, PARTLY on question 5 which indicates that the company complies with some of the aspects of *The Nordic Alcohol Monopolies' Code of Conduct* paragraph 5, but not all. You will now be asked to answer five questions aiming to state which part of *The Code of Conduct* paragraph 5 your company does not comply with.

5.1 Does the company comply with applicable national laws and industry standards on

working hours and public holidays?

- YES
- NO

5.2 Do maximum allowable working hours in a week on a regular basis exceed 48 hours or maximum allowable working hours as defined by national law?

- YES
- NO

5.3 Does the maximum overtime hours in a week exceed 12 hours?

- YES
- NO

5.4 Are overtime hours on a voluntary basis and can employees refuse to work overtime?

- YES
- NO
- NO, not in situations where overtime work is needed in order to meet short-term business demand. The company is however party to a collective bargaining agreement freely negotiated with worker organizations representing a significant portion of its workforce.

5.5 Are employees entitled to at least one free day following six consecutive days worked?

- YES
- NO
- NO, national law allows work time exceeding this limit; and a freely negotiated collective bargaining agreement is in force that allows work time averaging, including adequate rest periods.

6. Workplace Health and Safety

Nordic Alcohol Monopolies' Code of Conduct – paragraph 6:

The company shall provide a safe and healthy workplace environment and shall take effective steps to prevent potential accidents and injury to workers' health arising out of, associated with, or occurring in the course of work, by minimizing, so far as is reasonably practicable, the causes of hazards inherent in the workplace environment, and bearing in mind the prevailing knowledge of the industry and of any specific hazards.

A clear set of regulations and procedures must be established and followed regarding occupational health and safety, especially the provision and use of personal protective equipment, access to clean toilet facilities, access to potable water and if appropriate, sanitary facilities for food storage shall be provided. The company shall ensure that any dormitory facilities provided for personnel are clean, safe, and meet the basic needs of the personnel.

All personnel shall have the right to remove themselves from imminent serious danger without seeking permission from the company.

Workplace practice and conditions in dormitories which violate basic human rights are forbidden. In particular young workers shall not be exposed to hazardous, unsafe or unhealthy situations.

In particular, a management representative responsible for the health and safety of all personnel and accountable for the implementation of the Health and Safety elements of *The Nordic Alcohol Monopolies' Code of Conduct* shall be appointed. All personnel shall receive regular and recorded health and safety training, moreover, such training shall be repeated for new and reassigned personnel.

Systems to detect, avoid or respond to potential threats to health and safety of all personnel shall be established.

6.0.1 Has there been any work related fatal accidents in your company during the last three years?

- YES
- NO

6.0.2 Is the company OHSAS 18001 certified?

- YES
- NO

6. Does the company comply with *The Nordic Alcohol Monopolies' Code of Conduct* paragraph 6 – Workplace Health and Safety?

By answering YES you confirm that:

- The company has provided a safe and healthy workplace environment and has taken effective steps to prevent potential accidents and injury to workers' health.
- A clear set of regulations or procedures are established and followed regarding occupational health and safety.
- Systems to detect, avoid or respond to potential threats to health and safety of all personnel are established.
- A management representative responsible for the health and safety of all personnel has been appointed.
- The company has procedures that ensure the use of personal protective equipment.
- The workers have access to clean toilet facilities.
- The workers have access to potable water.
- Dormitory facilities provided for personnel are safe, and meet the basic needs of the personnel.
- All personnel have the right to remove themselves from imminent serious danger without seeking permission from the company.
- All personnel receive regular health and safety training.

By answering YES, PARTLY, the company complies with some of the aspects of *The Code of Conduct* paragraph 6, but not all. In this case you will be asked to answer some additional questions.

By answering NO, the company does not comply with any of the aspects of *The Code of Conduct* paragraph 6.

- YES
- YES, PARTLY
- NO

You have answered YES, PARTLY on question 6 which indicates that the company complies with some of the aspects of *The Nordic Alcohol Monopolies' Code of Conduct* paragraph 6, but not all. You will now be asked to answer ten questions aiming to state which part of *The Code of Conduct* paragraph 6 your company does not comply with.

6.1 Has the company provided a safe and healthy workplace environment and has the company taken effective steps to prevent potential accidents and injury to workers' health?

- YES
- NO

6.2 Has the company established a clear set of regulations or procedures regarding occupational health and safety, and are these regulations and procedures being followed?

- YES
- NO

6.3 Has the company established any system (systems) to detect, avoid or respond to potential threats to health and safety of all personnel?

- YES
- NO

6.4 Has the company appointed a management representative responsible for the health and safety of all personnel?

- YES
- NO

6.5 Does the company have procedures that ensure the use of personal protective equipment?

- YES
- NO

6.6 Do the workers have access to clean toilet facilities?

- YES
- NO

6.7 Do the workers have access to potable water?

- YES
- NO

6.8 Do all personnel have the right to remove themselves from imminent serious danger without seeking permission from the company?

- YES
- NO

6.9 Do all personnel receive regular health and safety training?

- YES
- NO

6.10 Does the company provide housing facilities and/or dormitory?

- YES HOUSING FACILITIES
- YES DORMITORY
- YES HOUSING FACILITIES AND DORMITORY
- NO

6.11 If YES HOUSING FACILITIES (in question 6.10) please indicate whether the housing facilities have:

- Running water (safe drinking water)
- Clean and sanitary toilet facilities
- None of the above

6.12 If YES DORMITORY (in question 6.10), please indicate whether the dormitory facility has:

- Running water (safe drinking water)
- Clean and sanitary toilet facilities
- Fire detection and alarm system
- Adequate firefighting equipment
- Emergency exits – unlocked and unblocked
- None of the above

7. Prohibition of Child Labour

Nordic Alcohol Monopolies' Code of Conduct – paragraph 7:

Child labour is forbidden as defined by ILO and United Nations Conventions and/or by national law. Of these various standards, the one that is the most stringent shall be followed. Any forms of exploitation of children are forbidden. Working conditions resembling slavery or harmful to children's health are forbidden. The rights of young workers must be protected. In the event that children are found to be working in situations which fit the definition of child labour above, policies and written procedures for remediation of children found to be working shall be established and documented by the supplier company. Furthermore, the supplier company shall provide adequate financial and other support to enable such children to attend and remain in school until no longer a child.

The company may employ young workers, but where such young workers are subject to compulsory education laws, they may work only outside of school hours. Under no circumstances shall any young worker's school, work, and transportation time exceed a combined total of 10 hours per day, and in no case shall young workers work more than 8 hours a day. Young workers may not work during night hours.

A. CHILD LABOUR

7.A Does the company comply with the aspects of the *Nordic Alcohol Monopolies' Code of Conduct* paragraph 7 regarding prohibition of Child Labour?

By answering YES you confirm that:

- The company respects the prohibition of Child labour (as defined by ILO and United Nations Conventions and/or by national law) and does not under any circumstances exploit children.
- Working conditions do not under any circumstances resembling slavery and conditions are not harmful to children's health.
- In the event that children are found to be working in situations which fit the definition of child labour, the company has established and documented policies and written procedures for remediation of children, and the company provides adequate financial and other support to enable the children to attend and remain in school until no longer a child.

By answering YES, PARTLY the company complies with some of the aspects of *The Code of Conduct* paragraph 7 regarding Prohibition of Child Labour, but not all. In this case you will be asked to answer some additional questions.

By answering NO, the company does not comply with any of the aspects of *The Code of Conduct* paragraph 7 regarding Prohibition of Child Labour.

- YES
- YES, PARTLY
- NO

You have answered YES, PARTLY on question 7.A which indicates that the company complies with some of the aspects of *The Nordic Alcohol Monopolies' Code of Conduct* paragraph 7 regarding Child Labour, but not all. You will now be asked to answer six questions aiming to state which part of *The Code of Conduct* paragraph 7 regarding Child Labour your company does not comply with.

7.A.1 Does the company respect the prohibition of Child labour (as defined by ILO and United Nations Conventions and/or by national law) and verify under any circumstances not to exploit children?

- YES
- NO

7.A.2 Does the company verify the age of the employees through control of valid identity documentation?

- YES
- NO

7.A.3 Does the company verify the age of any employees provided by an employment agency, or does the employment agency alternatively assure you in proper manners that such employees are at least 18 years old?

- YES
- NO
- THE COMPANY DOES NOT HIRE EMPLOYEES THROUGH EMPLOYMENT AGENCIES

7.A.4 Does the company have employees below the age of 15 years?

- YES
- YES, THE COMPANY MIGHT EMPLOY TEMPORARY WORKERS AND/OR SEASONAL WORKERS THAT ARE BELOW 15 YEARS
- NO

7.A.5 If YES or YES, THE COMPANY ... on question 7.A.4, has the company established and documented policies and written procedures for remediation of children?

- YES
- NO

7.A.6 If YES or YES, THE COMPANY ... on question 7.A.4, does the company provide adequate financial and other support to enable the children to attend and remain in school until no longer a child?

- YES
- NO

B. YOUNG WORKERS

7.B Does the company comply with the aspects of the *Nordic Alcohol Monopolies' Code of Conduct* paragraph 7 regarding Young Workers?

By answering YES you confirm that:

- The company is aware of and both respects and protects the rights of young workers from 15 to 18 years old (if the company employs young workers).
- If the company employs young workers (15 – 18 years old),
 - young worker's school, work, and transportation time does not exceed a combined total of 10 hours per day (if applicable).
 - young workers do not in any case work more than 8 hours a day.
 - young workers do not work during night hours.
 - where such young workers are subject to compulsory education laws, they work only outside of school hours (if applicable).
 - young workers are not exposed to hazardous, unsafe or unhealthy situations.

By answering YES, PARTLY the company complies with some of the aspects of *The Code of Conduct* paragraph 7 regarding Young Workers, but not all. In this case you will be asked to answer some additional questions.

By answering NO, the company does not comply with any of the aspects of *The Code of Conduct* paragraph 7 regarding Young Workers.

- YES
- YES, PARTLY

- NO

You have answered YES, PARTLY on question 7.B which indicates that the company complies with some of the aspects of *The Nordic Alcohol Monopolies' Code of Conduct* paragraph 7 regarding Young Workers, but not all. You will now be asked to answer one question aiming to state which part of *The Code of Conduct* paragraph 7 regarding Young Workers your company does not comply with. Any other answers than NO will lead to two additional questions.

7.B.1 Does the company employ Young Workers between 15 and 18 years old (defined as Young Workers)?

- YES
- YES, THE COMPANY MIGHT EMPLOY TEMPORARY WORKERS AND/OR SEASONAL WORKERS THAT ARE BETWEEN 15 AND 18 YEARS
- NO

7.B.1.1 If YES or YES, THE COMPANY MIGHT EMPLOY TEMPORARY WORKERS AND/OR SEASONAL WORKERS THAT ARE BETWEEN 15 AND 18 YEARS in question 7.B.1:

- THE COMPANY IS AWARE OF AND AT THE SAME TIME BOTH RESPECT AND PROTECT THE RIGHTS OF YOUNG WORKERS
- YOUNG WORKERS' SCHOOL, WORK, AND TRANSPORTATION TIME DOES NOT EXCEED A COMBINED TOTAL OF 10 HOURS PER DAY
- YOUNG WORKERS DO NOT WORK MORE THAN 8 HOURS A DAY
- YOUNG WORKERS DO NOT WORK DURING NIGHT HOURS
- YOUNG WORKERS ARE NOT EXPOSED TO HAZARDOUS, UNSAFE OR UNHEALTHY SITUATIONS

7.B.1.2 If YES or YES, THE COMPANY MIGHT EMPLOY TEMPORARY WORKERS AND/OR SEASONAL WORKERS THAT ARE BETWEEN 15 AND 18 YEARS in question 7.B.1 – In case such young workers are subject to compulsory education laws, do they work only outside of school hours?

- YES
- NO
- NOT APPLICABLE

8. Prohibition of Forced and Compulsory Labour and Disciplinary Measures

Nordic Alcohol Monopolies' Code of Conduct – paragraph 8:

All forms of forced labour, such as lodging deposits or the retention of identity documents from personnel upon commencing employment, are forbidden as is prisoner labour that violates basic human rights.

Neither the company nor any entity supplying labour to the company shall withhold any part of any personnel's salary, benefits, property, or documents in order to force such personnel to continue working for the company.

Personnel shall have the right to leave the workplace premises after completing the standard workday, and be free to terminate their employment provided that they give reasonable notice to their employer.

Neither the company nor any entity supplying labour to the company shall engage in or support trafficking in human beings.

The company shall treat all personnel with dignity and respect. The company shall not engage in or tolerate the use of corporal punishment, mental or physical coercion and verbal abuse of personnel.

8. Does the company comply with *The Nordic Alcohol Monopolies' Code of Conduct* paragraph 8 – Prohibition of Forced and Compulsory Labour and Disciplinary Measures?

By answering YES you confirm that:

- The company bans all forms of forced labour, such as lodging deposits or the retention of identity documents from personnel upon commencing employment.
- The company bans all forms of prisoner labour that violates basic human rights.
- The company does not withhold any part of any personnel's salary, benefits, property, or documents in order to force such personnel to continue working for the company.
- All personnel have the right to leave the workplace premises after completing the standard workday.
- All personnel are free to terminate their employment provided that they give reasonable notice to their employer.
- The company bans and does not practice any forms of trafficking in human beings.
- The company treats all personnel with dignity and respect.
- The company bans and does not practice any forms of corporal punishment, mental or physical coercion and verbal abuse of personnel.

Regarding requirements on any entity supplying labour to your company, this subject will be addressed under section 11 below.

By answering YES, PARTLY the company complies with some of the aspects of *The Code of Conduct* paragraph 8, but not all. In this case you will be asked to answer some additional questions.

By answering NO, the company does not comply with any of the aspects of *The Nordic Alcohol Monopolies' Code of Conduct* paragraph 8.

- YES
- YES, PARTLY
- NO

You have answered YES, PARTLY on question 8 which indicates that the company complies with some of the aspects of *The Nordic Alcohol Monopolies' Code of Conduct* paragraph 8, but not all. You will now be asked to answer eight questions aiming to state which part of *The Code of Conduct* paragraph 8 your company does not comply with.

8.1 Does the company ban all forms of forced labour, such as lodging deposits or the retention of identity documents from personnel upon commencing employment?

- YES
- NO

8.2 Does the company ban all forms of prisoner labour that violates basic human rights?

- YES
- NO

8.3 Does the company withhold any part of any personnel's salary, benefits, property, or documents in order to force such personnel to continue working for the company?

- YES
- NO

8.4 Do all personnel have the right to leave the workplace premises after completing the standard workday?

- YES
- NO

8.5 Are personnel free to terminate their employment provided that they give reasonable notice to their employer?

- YES
- NO

8.6 Does the company ban trafficking in human beings?

- YES
- NO

8.7 Does the company treat all personnel with dignity and respect?

- YES
- NO

8.8 Does the company ban use of corporal punishment, mental or physical coercion and verbal abuse of personnel?

- YES
- NO

9. Environment and Safety Issues

Nordic Alcohol Monopolies' Code of Conduct – paragraph 9:

Procedures and standards for waste management, handling and disposal of chemicals and other dangerous materials, emissions and effluent treatment must meet or exceed minimum legal requirements.

9.0 Is the company ISO 14001 or EMAS certified?

- YES
- NO

9. Does the company comply with all aspects of the *Nordic Alcohol Monopolies' Code of Conduct* paragraph 9 – Environment and Safety Issues?

By answering YES you confirm that:

- The company has procedures and standards for waste management, handling and disposal of chemicals and other dangerous materials, emissions and effluent treatment that meet or exceed minimum legal requirements.

By answering YES, PARTLY, the company complies with some of the aspects of *The Code of Conduct* paragraph 9, but not all. In this case you will be asked to answer some additional questions.

By answering NO, the company does not comply with any of the aspects of *The Code of Conduct* paragraph 9.

- YES
- YES, PARTLY
- NO

You have answered YES, PARTLY on question 9 which indicates that the company complies with some of the aspects of *The Nordic Alcohol Monopolies' Code of Conduct* paragraph 9, but not all. Furthermore, you have answered NO on question 9.1 saying that the company is not ISO 14001 certified. You will now be asked to answer five questions aiming to state which part of *The Nordic Alcohol Monopolies' Code of Conduct* paragraph 9 the company does not comply with.

9.1 Does the company have procedures and standards for waste management that meet or exceed minimum legal requirements?

- YES
- NO
- NOT APPLICABLE

9.2 Does the company have procedures and standards for handling and disposal of chemicals that meet or exceed minimum legal requirements?

- YES
- NO
- NOT APPLICABLE

9.3 Does the company have procedures and standards for handling and disposal of other dangerous materials that meet or exceed minimum legal requirements?

- YES
- NO
- NOT APPLICABLE

9.4 Does the company have procedures and standards for emissions treatment that meet or exceed minimum legal requirements?

- YES
- NO
- NOT APPLICABLE

9.5 Does the company have procedures and standards for effluent (waste water) treatment that meet or exceed minimum legal requirements?

- YES
- NO
- NOT APPLICABLE

10. Management Systems

Nordic Alcohol Monopolies' Code of Conduct – paragraph 10:

The supplier company shall define and implement a policy for social accountability, a management system to ensure that the requirements of the Nordic Alcohol Monopolies' Code of Conduct can be met as well as establish and follow an anti-bribery / anti-corruption policy in all of their business activities. Management is responsible for the correct implementation and continuous improvement by taking corrective measures and periodical review of the Code of Conduct, as well as the communication of the requirements of the Code of Conduct to all employees. It shall also address employees' concerns of non compliance with this Code of Conduct.

10. Does the company comply with *The Nordic Alcohol Monopolies' Code of Conduct* paragraph 10 – Management Systems?

By answering YES you confirm that:

- The company has defined and implemented a policy for social accountability.
- The company has defined and implemented a management system to ensure that the requirements of the Nordic Alcohol Monopolies' Code of Conduct will be met.
- The company has established and follows an anti-bribery / anti-corruption policy in all of its business activities.
- The company management recognizes its responsibility for correct implementation and continuous improvement by taking corrective measures and periodical review of the Nordic Alcohol Monopolies' CoC.
- The company communicates the requirements of the Nordic Alcohol Monopolies' CoC to all employees.
- The company has communicated the requirements of the Nordic Alcohol Monopolies' Code of Conduct to all employees.
- The company addresses employees' concerns of non compliance with the Nordic Alcohol Monopolies' CoC.

By answering YES, PARTLY, the company complies with some of the aspects of *The Code of Conduct* paragraph 9, but not all. In this case you will be asked to answer some additional questions.

By answering NO, the company does not comply with any of the aspects of *The Code of Conduct* paragraph 10.

- YES
- YES, PARTLY
- NO

You have answered YES, PARTLY on question 10 which indicates that the company complies with some of the aspects of *The Nordic Alcohol Monopolies' Code of Conduct* paragraph 10, but not all. You will now be asked to answer five questions aiming to state which part of *The Code of Conduct* paragraph 10 the company does not comply with.

10.1 Does the company recognize its responsibility for correct implementation and compliance with *The Nordic Alcohol Monopolies' Code of Conduct*?

- YES
- NO

10.2 Has the company defined and implemented any policy (or any other kind of written document) for social accountability?

- YES
- NO

10.3 Has the company any other system, program or focus aiming to ensure that the requirements of the Nordic Alcohol Monopolies' Code of Conduct will be met?

- YES
- NO

10.4 Has the company established any policy or routines to prevent bribery and/or corruption in its business activities?

- YES
- NO

10.5 Does the company address employees' concerns of non compliance with any of the aspects of *The Nordic Alcohol Monopolies' Code of Conduct*?

- YES
- NO

11. The company and its contract partners

11.1 Does the company have sub-suppliers that are involved in production process of the product (e.g. grape farms etc.)?

- YES
- NO

11.2 If YES (on question 11.1), has the company forwarded any policies for social accountability (e.g. *The Nordic Alcohol Monopolies' Code of Conduct*) to these sub-suppliers (or alternatively asked for and received similar codes from these sub-suppliers)?

- YES
- NO

11.3 If YES (on question 11.2), does the company follow up that its sub-suppliers comply with the requirements as stated in the social accountability policy / code of conduct?

- YES
- NO

11.4 Does the company have other sub-suppliers that are contributing in manufacturing the final product (e.g. bottle suppliers, cork suppliers, etiquette suppliers, etc.)?

- YES
- NO

11.5 If YES (on question 11.4), has the company forwarded any policies for social accountability (e.g. *The Nordic Alcohol Monopolies' Code of Conduct*) to these sub-suppliers (or alternatively asked for and received similar codes from these sub-suppliers)?

- YES
- NO

11.6 If YES (on question 11.5), does the company follow up that its sub-suppliers comply with the requirements as stated in the social accountability policy / code of conduct?

- YES
- NO

11.7 Does the company use the service of any entity supplying labour to the company (e.g. employment agency)?

- YES
- NO

11.8 If YES (on question 11.7), has the company forwarded any policies for social accountability (e.g. *The Nordic Alcohol Monopolies' Code of Conduct*) to these entities supplying labour to the company (or alternatively asked for and received similar codes)?

- YES
- NO

11.9 If YES (on question 11.8), does the company follow up that these entities comply with the requirements as stated in the social accountability policy / code of conduct?

- YES
- NO

11.10 If YES (on question 11.7), with reference to paragraph 8 in *The Nordic Alcohol Monopolies' Code of Conduct*; does any entity supplying labour to the company withhold any part of any personnel's salary, benefits, property, or documents in order to force such personnel to continue working for the company?

- YES
- NO

11.11 If YES (on question 11.7), with reference to paragraph 8 in *The Nordic Alcohol Monopolies' Code of Conduct*; is any entity supplying labour to the company engaged in or does any entity supplying labour to the company support trafficking in human beings?

- YES
- NO