

# RESPONSIBLE SOURCING COMMUNITY

## REQUIRED DOCUMENTS

This is a checklist of all the documents that you may be required to upload whilst completing the Achilles Network - Responsible Sourcing Community questionnaire. Some of these documents may not be applicable to your organization, depending on the nature of your business.

Questionnaire Section	Information / Document / Certificate
Company Information	Company registration certificate
Health & Safety Management	Health & Safety policy
	Health & Safety Management system 3 <sup>rd</sup> party certificate
	Health & Safety Compliance Evaluation Procedure
	Health & Safety Compliance Evaluation Report
	Health & Safety Risk Assessment - example
	Accident/Dangerous Occurrence /Near Miss reporting process
	Accident/Dangerous Occurrence /Near Miss corrective action - example
	Health & Safety Audit procedure
	Health & Safety Audit report

Environmental Management	Environmental Management Policy
	Environmental Management System 3 <sup>rd</sup> party certificate
	Environmental Protection Actions audit report
	Register of Environmental Legislation
	Environmental Risk Assessment procedure
	Environmental Impact Assessment
	Annual Environmental Plan
	Environmental Recommendations Registration process
	Environmental Incident/Near Miss reporting procedure
Social Responsibility Management	Social Responsibility Management System 3 <sup>rd</sup> party certificate
	Corporate Social Responsibility Policy or Code of Conduct
Labour and Human Rights Management	Promotion of Human Rights and Labour Standards Policy
	Policy prohibiting Forced Labour in your operations
	Human Rights and Labour Practices Risk Assessment Policy
	Human Rights and Labour Practices improvement plan
	Human Rights and Labour Practices awareness training – example
	Human Rights and Labour Practices operational controls
	Human Rights and Labour Practices – Operational Controls Procedure
	Human Rights and Labour Practices – Internal Audit / Evaluation process
	Social Responsibility Management System – Internal Audit policy/procedure

	Social Responsibility Management System – Internal Audit corrective actions - example
	Social Responsibility Management System – Internal Audit non-conformance and corrective actions management procedure
Business Ethics Management	Anti-Bribery Management System – 3 <sup>rd</sup> party certificate
	Anti-Bribery, Corruption & Fraud - prevention policy
	Anti-Bribery, Corruption & Fraud – Risk Assessment policy
	Anti-Bribery, Corruption & Fraud improvement – Annual improvement targets
	Anti-Bribery, Corruption & Fraud improvement – Improvement plan
	Anti-Bribery, Corruption & Fraud Prevention – Employee Training
	Anti-Bribery, Corruption & Fraud Risk Mitigation – Operational controls
	Anti-Bribery, Corruption & Fraud Risk Mitigation – Operational controls measurement procedure
	Anti-Bribery, Corruption & Fraud – Internal Compliance Audit/Evaluation process
	Anti-Bribery, Corruption & Fraud - Management System Internal Audit Policy / Procedure
	Anti-Bribery, Corruption & Fraud - Management System Internal Audit Policy / Procedure – Corrective Actions example
Human Rights Practices	Forced Labour & Human Trafficking Prevention provisions

	Forced Labour & Human Trafficking Prevention – Recruitment agent/Labour provider service agreement - example
	Forced Labour & Human Trafficking Prevention – Recruitment agent/labour provider due diligence procedure
	Worker Employment Contract - example
	Child Labour Prevention Standards
	Procedure to ensure Young Workers do not perform hazardous tasks, overtime or night work
	Student Workers Rights Protection procedure
	Job Applicant age verification procedure
	Discovery of a Child in the Workplace – procedure
Labour Practices	Working Time – Control of Working Hours procedure
	Wages & Benefits procedure
	Fair and Equal Treatment - anti-discrimination procedure
	Prevention of Harassment & Abuse in the Workplace - procedure
	Disciplinary procedure
	Policy for Workers to Confidentially Report Complaints Reporting
	Workplace Grievance Investigation / Resolution – procedure
	Freedom of Association & Collective Bargaining – procedure
Workplace Safety	Hazard Reporting Process
	Personal Protective Equipment Requirement - procedure

	Employee Participation Health & Safety Committee – Charter and most recent Meeting Minutes
Land Rights	Land Rights - procedure
Sourcing of Minerals	Conflict Minerals Sourcing - procedure
	Cobalt Due Diligence - procedure
Environmental Compliance	Copy of the Environmental Legislation & Regulation Register
	Procedure to update the Environmental Legislation & Regulation Register
	Environmental Licenses and Permits – Renewal procedure
Resource consumption and waste minimization	Deforestation Policy
	Pulp & Paper Products - certificate
	Biodiversity Policy
	External Communication/Verification on Biodiversity – example
	Sustainability or Environmental Report
Fair Competition	Fair Competition Policy