



Sinfra's sustainability evaluation 2020

We at Sinfra want our members, when using Sinfra's agreements, to feel confident in engaging suppliers who take responsibility for their products and services environmentally, ethically and socially, all the way from manufacturing to end use. In accordance with this, we have developed the concept Sustainable Procurement. This concept includes following up the suppliers' sustainability work during the contract period, for example through this annual survey for self-evaluation.

The results of the self-evaluation will, among other things, be used for Sinfra's internal sustainability work by forming the basis for objectives and prioritization of action areas. The main purpose of the self-evaluation is to create a dialogue between Sinfra, the member companies and the suppliers in order to jointly find a way towards a more sustainable society.

Once you have submitted your answers, no one other than Sinfra's staff can read them and your answers will not be disclosed to third parties.

Your company's overall results will be compiled into a sustainability index between 0-5, which will be available to Sinfra's members when choosing a framework agreement provider, to enable a choice based on sustainability criteria.

When the response time has expired, the results of all suppliers will be compiled in a report published on Sinfra's website. The report presents the total result from all respondents for different questions and areas, but no individual answers. The only thing that is reported with your name is your sustainability index.

We at Sinfra will also inform you of your individual results with our feedback. Only you will have access to this document.

This year, Sinfra has changed the system for sending out the survey, and at the same time taken the opportunity to adjust our questions and its priorities somewhat. Your result will thus not be completely comparable with previous years' results. We hope you are tolerant of this.

In this new system, it is possible to save your answers and continue answering the questionnaire at a later time, or allow a colleague to continue answering the questionnaire. However, this only works for finished pages, so you need to finish the current page before pausing. To pause the survey, scroll to the bottom of the current page and click "Pause". Then you or a colleague can at a later time continue to answer the survey via the link you

received in your e-mail. This link is unique to your company, and you can only submit one response.

The questions in this form refer to the conditions in the manufacture of the goods or the execution of the services delivered in accordance with the framework agreement between Sinfra and you, regardless of whether the goods / services are manufactured / performed by you or a subcontractor.

The informant is responsible for ensuring that all information is correct.

If you have any questions, please contact Susanne Eriksson at susanne.eriksson@sinfra.se.

Please note! Last response day is 2021-01-21

Name of the company

We request this contact information because we want to be able to have a further dialogue about your sustainability work, and send your results to the survey. This contact information will not be passed on to third parties. For more information on how Sinfra processes personal data, see Sinfra's code of conduct regarding the Data Ordinance: [Sinfras uppförandekod gällande Dataförordningen](#).

Enter name, title and phone number to the contact person for this survey

Enter e-mail address to the contact person for this survey

Number of employees within Swedish organization

Number of employees in total

Choose the option below that best matches the scope of the frame agreement:

- Products
- Services
- Products and services

1. Company

1.1 Certificates Is the company certified according to any standard for management systems?

- ISO 9001 (quality)
- ISO 14001 (environment)
- ISO 45001 (previously OHSAS 18001) (health and safety)
- No, but we have a management system that is not yet certified or we have not yet received the certificate. Please provide additional information:

- No, we have none of the mentioned certificates

1.2 Sustainability manager Does the company have someone at management level who is responsible for:

- Environmental sustainability
- Business ethics
- Social sustainability
- No, we have no one responsible for sustainability at management level

1.3 UN:s Global Compact Have you joined the UN Global Compact, or do you actively commit to the Global compacts 10 principles?

- Yes, we have joined the Global Compact

- Yes, we comply to the Global Compact principles but we have not joined
- No

Voluntary comment:

1.4 Sustainability reporting Have your company produced a sustainability report?

- Yes
- No, but we have made sure that this is not a applicable requirement for us
- No, we have not produced a sustainability report

If you answer "yes", please share a link to the sustainability report. You can also email the report to susanne.eriksson@sinfra.se.

1.5 Key figures a) Have your company identified key figures for your business that are linked to the environment?

- Yes
- No

Examples:

b) Have your company identified key figures for your business that are linked to the business ethics?

Yes

No

Examples:

c) Have your company identified key figures for your business that are linked to the social sustainability ?

Yes

No

Examples

1.6 Legal compliance a) Have your company identified which environmental legislation that is applicable for your company?

Yes

No

b) Does your company have a control system to ensure that your company complies with current legislation in all the countries where you conduct business?

Yes

No

Voluntary comment:

1.7 Business ethics Mark each area below that is part of your work within business ethics:
a) Corruption:

Control document

Training

Follow up

None of the above

b) Cartels

- Control document
- Training
- Follow up
- None of the above

c) Bribes

- Control document
- Training
- Follow up
- None of the above

d) Money laundering

- Control document
- Training
- Follow up
- None of the above

e) Illegal restriction of competition

- Control document
- Training

- Follow up
- None of the above

Voluntary comment:

1.8 Suggestions and comments a) Do co-workers, employees and other interested parties (for example neighbours) have the right and opportunity to influence by submitting proposals and complaints without fear of punishment or negative outcomes?

- Yes
- No

b) Do you document, investigate and follow up on all complaints and comments?

- Yes
- No

Voluntary comments:

1.9 Code of conduct a) Do you have an internal code of conduct or equivalent policies?

- Yes, and we conduct training to increase the organization 's understanding of our code of conduct / equivalent policy
- Yes, but we do not conduct trainings to increase the organization 's understanding of our code of conduct / equivalent policy
- No, we do not have a code of conduct or equivalent policy

If you answered "yes" to the previous question, please provide a link to your code of conduct or corresponding policy. It is also possible to send via email to: susanne.eriksson@sinfra.se.

b) How do you work with compliance with Sinfra's code of conduct for suppliers?

- We check that Sinfra's code of conduct for suppliers is complied with.
- We save appropriate information and documentation that shows that the requirements of Sinfra's code of conduct are complied with.
- We guarantee our employees a safe and healthy workplace in accordance with Sinfra's code of conduct for suppliers.
- None of the above

Briefly describe how your work with control, documentation and guarantee of compliance with Sinfra's code of conduct is conducted

2. Methods and working methods

2.1 Work conditions

2.1 Working conditions Select the methods and approaches used in your work with the working conditions: a) the ILO's eight core conventions (no 29, 87, 98, 100, 105, 111, 138 och 182).

- Control document
- Attestation
- Follow up
- None of the above

b) UN Convention on the Rights of the Child, article 32

- Control document
- Attestation
- Follow up
- None of the above

c) Occupational safety, labor law and the health and safety legal requirements that applies in the country of manufacture

- Control document
 - Attestation
 - Follow up
 - None of the above
- Voluntary comment

2.2 Enviroment

2.2 Environment: a) Does your company actively work to use efficent technology and to avoid waste and emissions?

Yes

No

If yes, please briefly describe how:

b) Does the product or the service you provide within the frame agreement create added value from a sustainability perspective?

Yes

No

If yes, please briefly describe how:

c) Does your company handle chemicals in a proper way that is safe for humans and nature?

Yes

No

Voluntary comment:

d) Do you provide products and/or services that help reduce the customer's (user's) climate impact, "climate footprint"?

Yes

No

If yes, please briefly describe how:

50	51	52	53	54	55	56	57	58	59
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
60	61	62	63	64	65	66	67	68	69
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
70	71	72	73	74	75	76	77	78	79
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80	81	82	83	84	85	86	87	88	89
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90	91	92	93	94	95	96	97	98	99
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100									
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Voluntary comment:

g) Have you formulated a target and action plan to reduce your CO2 footprint?

Yes

No

Feel free to comment and tell us more about your targets and action plans (optional):

2.3 Information security Does your company have a clear plan and strategy regarding information security linked to:

- Confidentiality (prevent transparency)
- Integrity (prevent unauthorized modification of data)
- Traceability (enables verification and identifies change of process chains)
- None of the above

3. Suppliers

In the following section, we examine the supplier level, where the focus is on the supplier level for products and services that are delivered to our members via the framework agreements.

Answer "yes" to the question below if you have suppliers (ie you buy products, parts, etc. from external subcontractors for your business and which are later delivered to our members) and / or if you have subconsultants / services from external companies that delivers procured services to our members according to framework agreements) Answer "no" to the question below if you do not have suppliers (ie you manufacture the products yourself in your own business without purchases from external suppliers) and / or if you do not have sub-consultants / external service companies (ie you only use your own staff). You will then be redirected and continue the survey in section 4, as section 3 (Suppliers) only applies to companies that use subcontractors within the framework agreement with Sinfra.

3.0 Suppliers: Does your company use subcontractors / subconsultants within the framework agreement with Sinfra?

- Yes
- No

3. Suppliers

3.1 Requirements for suppliers: What methods do you use to set ethical, environmental and social requirements for your suppliers that harmonize with Sinfra's code of conduct for suppliers?

- Included in agreement
- Informed in writing
- Informed orally
- None of the above

Voluntary comment:

3.2 Evaluation a) Has your company carried out a risk assessment for where in your supply chain there may be problems with fully meeting the requirements according to Sinfra's code of conduct for suppliers regarding:

- Environment
- Business ethics
- Social sustainability
- None of the above

b) Do you have procedures for assessment and review of new and existing suppliers regarding:

- Environment
- Business ethics

Social responsibility

None of the above

Please briefly describe procedures and methods for supplier assessment within your company.

3.3 The right to organize in a union for employees at suppliers: Mark the statements that are consistent with how you work with workers' rights to become and be members of a trade union or workers' organization, without running the risk of being punished for it:

We have communicated demands to our suppliers that they must respect the workers' right to organize in a trade union without running the risk of any kind of punishment.

We have received confirmation from our suppliers that they respect the workers' right to organize in a trade union without running the risk of any kind of punishment.

Trade unions are represented in the factories that manufacture the products included in the framework agreement and / or in subcontractors of services

None of the above

Voluntary comment:

3.4 Permits and licenses a) Do your suppliers have all the necessary permits and licenses in accordance with environmental legislation?

- Yes
- No
- Not applicable, there is no requirement for permits or licenses in their type of business

b) Can you verify that reporting requirements are met by your suppliers in accordance with these permits and licenses?

- Yes
- No
- Not applicable, there is no requirement for permits or licenses in their type of business

Voluntary comment:

4. Övriga frågor

4.1 What areas do you rate as your company's most important sustainability issues?

4.2 Are there any products or services in your product range that you consider to be more sustainable than others and if so, which ones?

4.3 Do you have any other comments or comments regarding this survey or Sinfra's sustainability work?
