

Environmental, Social, and Governance (ESG) is at the heart of Case Paper and in an effort to ensure all our products and materials are sourced in a reliable and responsible manner we have developed this Supplier Self Assessment Questionnaire.

Section 0: Case Paper Supplier Requirements

Section 1: General Company Information

Section 2: Social and Ethical Responsibilities

Section 3: Environmental Considerations

Section 4: Supply Chain

Section 5: Continuous Improvement

Section 6: Health and Safety

Please complete all sections of this questionnaire

All information provided in this questionnaire will be treated as confidential.

Should you have any questions related to this questionnaire, its content, or application please do not hesitate to reach out to your Case Paper representative.

Case Paper is committed to improving our ESG impact and we appreciate your support in everything we do in making these changes.

Topic	Section	Questions Number	Question	Yes	No	Comments
Case Paper Supplier Requirements	0	0.1	Is your company familiar with Case Paper's Supplier Code of Conduct?			
		0.2	Has your company signed Case Paper's Supplier Code of Conduct?			
General Company Information	1	1.1	Company Name			
		1.2	Street			
		1.3	City, Zip Code			
		1.4	Industry Sector			
		1.5	Scope of Supply and Services to Case Paper			
		1.6	Contact Name			
		1.7	Title			
		1.8	Email			
		1.9	Phone			
		1.10	Is your Company a Woman Owned Business (WBE)?			
		1.11	Is your company a Minority Owned Business (MBE)?			
		1.12	Is your company a Veteran Owned Business (DVBE)?			
		1.13	Does your company have a policy in place to not discriminate against and to employ, where applicable, from Minority groups?			
		1.14	Does your company have a policy in place to not discriminate against and to employ, where applicable, Veterans?			
1.15	Total number of employees at your company					
1.16	Percent of employees that are	Male	Female			
1.17	Number of Contract Employees	%	%			
1.18	Please provide your company's latest published financial statement					
Social and Ethical Responsibilities	2	2.1	Is your company aware of and does it fully comply with all applicable laws and regulations of the countries you operate in?			
		2.2	Has your company been involved in any legal case regarding corruption, bribery and/or anti-trust during the last five years?			
		2.3	Has your company been involved in any legal cases regarding discrimination in hiring, compensation, training opportunities, promotion, termination of employment, or retirement based on race, caste, national origin, religion, disability, gender, sexual orientation, union membership, political affiliation, or other comparable reasons during the last five years?			
		2.4	Does your company have a formal policy in place regarding ethical business conduct and compliance (e.g. Code of Conduct, Ethics Statement, Corporate Responsibility Policy)?			
		2.5	How does your company assure the fair treatment of your employees irrespective of ethnic origin, nationality, religion, political views, gender, sexual orientation or age?			
		2.6	Does your company allow your workers freedom of association (e.g. participation in unions, or collective bargaining)?			
		2.7	Does your company keep record of your employees' salary payments?			
		2.8	Does your company use any kind of forced, prison, or bonded labor (incl. debt bondage)?			
		2.9	Does your company require employees to give their original identification documents/passports to the company?			
		2.10	Does your company have any restrictions on the movement of workers and their access to basic liberties?			
		2.11	Are the employees of your company free to leave their employment upon giving reasonable notice, with no penalty?			
		2.12	Are the employees of your company required to pay fees, deposits or debt repayments for their employment?			
		2.13	Does your company employ children under the age of 15?			

Topic	Section	Questions Number	Question	Yes	No	Comments
Social and Ethical Responsibilities (continued)	2	2.14	Does your company employ children between 15-17 years of age?			
		2.15	How does your company make sure that workers below the legal minimum age are not hired both directly or via agencies or contractors?			
		2.16	How has your company organized reporting of potential violations (for example discriminating behavior)? Can feedback be given anonymously?			
		2.17	Does your company track and manage hours worked by each employee?			
		2.18	Does your company have an anti-harassment policy in place?			
		2.19	Does your company have Anti-corruption and Anti-bribery training and policies in place?			
		2.20	Are all key employees trained on anti-corruption and anti-bribery policies?			
		2.21	Does your company have a formal policy for non-discrimination?			
Environmental Considerations	3	3.1	Does your company have an individual(s) with responsibility for the management oversight and your environmental operations?			
		3.2	Does your company have a management system in place, or is it developing one, to assess environmental risks associated with production?			
		3.3	Does your company have a management system in compliance with applicable environmental laws and regulations?			
		3.4	Are environmental policies, practices, and expectations communicated to all employees and suppliers in their local or appropriate languages?			
		3.5	Are employees trained on relevant environmental matters applicable to your industry and to your local regulations?			
		3.6	Does your company have environmental targets and objectives to continually improve your environmental performance?			
		3.7	Does your company review its environmental performance on a regular basis and as a minimum annually?			
		3.8	Does the facility have a recycling program to reduce or eliminate pollution and waste in its operations?			
		3.9	Does your company have a program and/or procedures in place to manage and dispose of hazardous waste (if applicable), wastewater, solid waste, and airborne emissions in line with local laws and regulations?			
		3.10	Does your company have targets in place to reduce your company's overall waste?			
Supply Chain	4	4.1	Does your company have a Supplier Code of Conduct?			
		4.2	Have your companies suppliers been made aware of your companies Supplier Code of Conduct and are they in compliant with it?			
		4.3	How does your company ensure all your companies suppliers and subcontractors are in compliant with your Supplier Code of Conduct?			
		4.4	Does your company use or consume in your production Tin, Tantalum, Tungsten, Gold or other rare earth Minerals?			
		4.5	If your company uses or consumes Tin, Tantalum, Tungsten, Gold or other rare earth minerals: In your production are these minerals sourced from reliable and ethically responsible suppliers free from conflict areas?			
		4.6	Do any of your company's suppliers use or consume Tin, Tantalum, Tungsten, Gold or other rare earth Minerals in any of the materials or products supplied to you?			
		4.7	How does your company manage its supply base to ensure they are in compliant with your standards for the use of conflict and rare earth minerals?			
		4.8	Please outline your company's supply chain for raw materials to your production facilities including freight modes and hubs utilized.			
		4.9	Please outline your company's supply chain for outbound materials you supply to Case Paper.			

Topic	Section	Questions Number	Question	Yes	No	Comments
Supply Chain (continued)	4	4.10	Does your company have in place programs to minimize your overall sustainability impact utilizing lowest possible environmentally impactful transportation modes?			
		4.11	Does your company manage and audit suppliers to your company to ensure they are in compliant with local laws and regulations?			
		4.12	Does your company have a disaster recovery plan?			
		4.13	Is your company's disaster recovery plan reviewed and updated on a regular basis? Please indicate how often it is reviewed and updated.			
		4.14	Does your company have training in place for your purchasing team to ensure they are sourcing from environmentally sustainable sources?			
		4.15	Does your company have incentives and awards for suppliers who have environmental policies and procedures in place that support your company's overall goals for sustainability?			
Continuous Improvement	5	5.1	Does your company have a Continuous Improvement program in place?			
		5.2	Are Continuous Improvement targets set for the company on an annual basis?			
		5.3	Are Continuous Improvement developments and enhancements and programs reviewed and shared across the company?			
Health and Safety	6	6.1	Does your company have a written Health and Safety Policy?			
		6.2	Does your company regularly track and report injuries to all workers across the company?			
		6.3	Does your company regularly track and report "near miss" instances across the company?			
		6.4	Does your company have written targets to improve health and safety across all locations of your company?			
		6.5	Does your company provide Personal Protective Equipment (PPE) to all employees that is appropriate to the task they perform for your company?			
		6.6	Are all buildings and locations your company operates from regularly inspected to ensure they comply with all local standards for Health and Safety and that they comply with your company standards?			
		6.7	Have all the buildings your company operates from obtained necessary fire safety and building certificates according to all local laws and regulations and that the local laws and regulations meet or exceed your own company's standards?			