Supplier Self-Assessment

Date: ____________________

Company Stamp:

Signature: ____________________
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1. Company address

Company name*: 
Mail address: 
Street*: 
Zip code / City*: 
Country*: 
Phone: 
Fax: 
Email: 
Internet Website: 
Others:  
* Obligatory fields

In which language(s) can the correspondence be done?  
☐ English  
☐ German

2. Organization and legal structure

Date of Company set up: 
Business registration number: 
Full names of the authorised signatories: 
Former Company name: 
Legal structure: 
Company capital: 

Please list the countries or regions in which your Company is registered, owns property, has a bank account, and/or is otherwise qualified to conduct business (please add lines as needed)

<table>
<thead>
<tr>
<th>Country/Region</th>
<th>Affiliation with the Country/Region (i.e. registered, owns property, has a bank account, etc.)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<tr>
<td></td>
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<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
3. Organization details

<table>
<thead>
<tr>
<th>Number of staff</th>
<th>2019</th>
<th>2020</th>
<th>2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Percentage of women staff (%)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Percentage of women staff in managerial positions (%)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Is the annual financial report available? (if yes, please attach)  Yes ☐ No ☐

If no, please complete the following table:

<table>
<thead>
<tr>
<th>Total Turnover:</th>
<th>2019 (in €)</th>
<th>2020 (in €)</th>
<th>2021 (in €)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Net Profit Margin:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Are you currently a vendor with the Crop Trust or have been awarded a Crop Trust contract in the past five years? Yes ☐ No ☐

Are there any other current or prior business relationship with the Crop Trust? Yes ☐ No ☐

4. Terms of payment and delivery

Do you accept our terms of payment and delivery? Yes ☐ No ☐ N/A ☐

Delivery: DDP Bonn (Incoterms 2020)
Packing: Price incl. packing
Payment: 28 days

If not, which terms of payment and delivery can you offer us?

Delivery:  
Packing:  
Payment:  

In which currency will you invoice us? USD ☐ EUR ☐ GBP ☐

As an international organization we have TAX exempt status and do not have a TAX ID, do you agree not to charge us VAT? Yes ☐ No ☐

In case you do charge VAT, what is the current VAT rate you will apply? _________ (Year) _____ %
As an international organization we have TAX exempt status and do not have a TAX ID, do you agree not to charge us VAT?

Yes ☐ No ☐

How will you invoice us?

Monthly ☐ Quarterly ☐ Other ☐

5. Ethics

Human Rights

Do you have policies and processes in place on the protection of human rights? If yes, please attach

YES ☐ NO ☐

Do you have a policy commitment to meet your responsibilities to respect and protect human rights? If yes, please attach

YES ☐ NO ☐

Do you have a due diligence process to identify, prevent, mitigate and account for how you address your impacts on human rights? If yes, please attach

YES ☐ NO ☐

Do you have processes to enable the remediation of any adverse human rights impacts you cause or contribute to? If yes, please attach

YES ☐ NO ☐

Do you have supplier code of ethics on human rights? If yes, please attach

YES ☐ NO ☐

Labour Rights

Do you have policies and processes in place on the protection of labour rights? If yes, please attach

YES ☐ NO ☐

Do you have policies on occupational safety and health? If yes, please attach

YES ☐ NO ☐

Do you have supplier code of ethics on labour rights? If yes, please attach

YES ☐ NO ☐

Sexual Harassment

Do you have policies and processes in place to mitigate any risks related to sexual abuse, exploitation, discrimination or harassment? If yes, please attach

YES ☐ NO ☐

Do you have supplier code of ethics addressing sexual abuse, exploitation, discrimination or harassment? If yes, please attach

YES ☐ NO ☐
Environment

Do you have an environmental policy? If yes, please attach

Do you have supplier code of conduct on environmental protection? If yes, please attach

Anti-Corruption and Counter-Terrorism

Do you have an anti-corruption and counter-terrorism policy? If yes, please attach

Do you have supplier code of ethics on anti-corruption and counter-terrorism? If yes, please attach

Other Disclosures

Have you or your representatives or any of your subsidiaries or affiliates or their representatives been convicted by a final court decision or a final administrative decision for any human rights violations, child labour, forced labour, modern slavery, violation of freedom of association, right to collective bargaining, sexual abuse, exploitation, discrimination, harassment or financial irregularities including money laundering, corruption, bribery and extortion or for any terrorist activities or activities supporting terrorism and/or terrorist organisations?

If yes, please provide details.

Have any of your major suppliers or their representatives been convicted by a final court decision or a final administrative decision for human rights violations, child labour, forced labour, modern slavery, violation of freedom of association, right to collective bargaining, sexual abuse, exploitation, discrimination, harassment or any financial irregularities including corruption, bribery and extortion or for any terrorist activities or activities supporting terrorism and/or terrorist organisations?

If yes, please provide details.
Have you or your subsidiaries or affiliates or their respective representatives, officers, directors, employees or agents ever been a subject of an allegation or investigation for bribery within the past five years?

If yes, please provide details.

Are you or your subsidiaries or affiliates listed in any of the following sanction lists?

- European Union Sanctions List (https://www.sanctionsmap.eu/#/main)
- US Department of the Treasury, Office of Foreign Assets Control (OFAC) (https://sanctionssearch.ofac.treas.gov/)
- Sanctions List of Federal Republic of Germany (https://www.finanzsanktionsliste.de/fisalis/)

Are you (including any parent, subsidiary or affiliate) or any company or individual associated with you included on the IIC Oil for Food List?

At any time, have you or, to your actual knowledge, any of your subsidiaries (or companies in which you hold any interest), affiliates or major suppliers been involved in any of the following activities:

YES   NO

Manufacture, sale or distribution of any armaments, weapons, other military equipment or related products, or non-dual use components for armaments, weapons, other military equipment or related products

Manufacture, sale or distribution of replica arms marketed to children

Marketing of breast milk substitutes contrary to the WHO Guidelines on Marketing Breast Milk Substitutes (or the manufacture of breast milk substitutes the marketing of which is contrary to the WHO Guidelines)

Manufacture, sale or distribution of tobacco or tobacco products

Programmes, initiatives, research or projects directly or indirectly endorsed, funded or promoted by the tobacco industry or a subsidiary of a tobacco company

Gambling (other than lotteries with charitable objectives)

Manufacture, sale or distribution of pornography
During the last three years, have you been the subject of any major campaign or criticism, including those that may be impending, by a civil society organization, local community, government, the media, or other entity?

If yes, please provide details, including measures taken to address such campaign or criticism.

Are there any other conditions that might disrupt a partnership with the Crop Trust if one were to result or any other information not otherwise requested above that, in the Partner’s judgment, could be material to a partnership with the Crop Trust or that the Partner believes should be considered and reviewed in commencing a partnership with a prospective partner?

If yes, please provide details.

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**Corporate Social Responsibility (CSR)**

Do you have a grievance mechanism for hearing, processing, and settling grievances for internal stakeholders (e.g. employees) and/or external stakeholders (e.g. local communities)? If yes, please attach

Do you publish sustainability or Corporate Social Responsibility reports? If yes, please attach the most recent report

Please list any CSR undertakings of which you are a signatory (eg. UN Global Compact, PRI).
Please list any CSR and Environmental, Social and Governance (ESG) related certifications that you hold (eg. ISO26000, SA8000, ISO9001, ISO14001, OHSAS18001, ISO45001).

Please describe any other relevant CSR activities or initiatives you have been involved in over the past three years, as well as the nature of such involvement (e.g., other examples of community involvement, major internal initiatives not already described above, awards received for corporate responsibility initiatives or performance, etc.). If these are described on your website, please provide the link.

6. Service Orientation / Capacity

Do you have the possibility to deliver a service during a possible contract duration of 2-3 years? Yes ☐ No ☐
Will we have a direct contact and on which level within the company will the contact be? Yes ☐ No ☐
Level of contact:

7. Quality Management

Do you have any general management (eg. ISO9001) and/or service specific QM certificate? (If yes, please attach) Yes ☐ No ☐
Certificate in preparation. Conclusion planned for..........................

Please note: for information or feedback on the procurement process, please address your email to procurement@croptrust.org.
Checklist of documents to be attached to your application:

☐ Proof of registration including certificate of authorised signatories

☐ Organisational chart

☐ Latest annual financial statement, if available

☐ Statements of successful completion by references (if applicable)

☐ ESG and sustainability statements, policies, codes of conduct, supplier codes of conduct, as available

☐ Most recent sustainability report, if available

☐ Certifications

Date: .............  Legally binding signature: .............