



# 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)

Country/Region	Affiliation with the Country/Region (i.e. registered, owns property, has a bank account, etc.)



### 3. Organization details

Number of staff	2019	2020	2021
Total:			
Percentage of women staff (%)			
Percentage of women staff in managerial positions (%)			

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

If no, please complete the following table:

	2019 (in €)	2020 (in €)	2021 (in €)
Total Turnover:			
Net Profit Margin:			

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

- |  | YES                      | NO                       |
|--|--------------------------|--------------------------|
| Do you have policies and processes in place on the protection of human rights? If yes, please attach   | <input type="checkbox"/> | <input type="checkbox"/> |
| Do you have a policy commitment to meet your responsibilities to respect and protect human rights? If yes, please attach                               | <input type="checkbox"/> | <input type="checkbox"/> |
| 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 | <input type="checkbox"/> | <input type="checkbox"/> |
| Do you have processes to enable the remediation of any adverse human rights impacts you cause or contribute to? If yes, please attach                  | <input type="checkbox"/> | <input type="checkbox"/> |
| Do you have supplier code of ethics on human rights? If yes, please attach   | <input type="checkbox"/> | <input type="checkbox"/> |

### Labour Rights

- |   | YES                      | NO                       |
|---|--------------------------|--------------------------|
| Do you have policies and processes in place on the protection of labour rights? If yes, please attach | <input type="checkbox"/> | <input type="checkbox"/> |
| Do you have policies on occupational safety and health? If yes, please attach                         | <input type="checkbox"/> | <input type="checkbox"/> |
| Do you have supplier code of ethics on labour rights? If yes, please attach                           | <input type="checkbox"/> | <input type="checkbox"/> |

### Sexual Harassment

- |  | YES                      | NO                       |
|--|--------------------------|--------------------------|
| Do you have policies and processes in place to mitigate any risks related to sexual abuse, exploitation, discrimination or harassment? If yes, please attach | <input type="checkbox"/> | <input type="checkbox"/> |
| Do you have supplier code of ethics addressing sexual abuse, exploitation, discrimination or harassment? If yes, please attach                               | <input type="checkbox"/> | <input type="checkbox"/> |



## Environment

- |   | YES                      | NO                       |
|---|--------------------------|--------------------------|
| Do you have an environmental policy? If yes, please attach                              | <input type="checkbox"/> | <input type="checkbox"/> |
| Do you have supplier code of conduct on environmental protection? If yes, please attach | <input type="checkbox"/> | <input type="checkbox"/> |

## Anti-Corruption and Counter-Terrorism

- |   | YES                      | NO                       |
|---|--------------------------|--------------------------|
| Do you have an anti-corruption and counter-terrorism policy? If yes, please attach                  | <input type="checkbox"/> | <input type="checkbox"/> |
| Do you have supplier code of ethics on anti-corruption and counter-terrorism? If yes, please attach | <input type="checkbox"/> | <input type="checkbox"/> |

## Other Disclosures

- |  | YES                      | NO                       |
|--|--------------------------|--------------------------|
| 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? | <input type="checkbox"/> | <input type="checkbox"/> |

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? | <input type="checkbox"/> | <input type="checkbox"/> |
|--|--------------------------|--------------------------|

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?

- United Nations Security Council Sanctions List (<https://scsanctions.un.org/search/>)
- 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.finanz-sanktionsliste.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	<input type="checkbox"/>	<input type="checkbox"/>
Manufacture, sale or distribution of replica arms marketed to children	<input type="checkbox"/>	<input type="checkbox"/>
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)	<input type="checkbox"/>	<input type="checkbox"/>
Manufacture, sale or distribution of tobacco or tobacco products	<input type="checkbox"/>	<input type="checkbox"/>
Programmes, initiatives, research or projects directly or indirectly endorsed, funded or promoted by the tobacco industry or a subsidiary of a tobacco company	<input type="checkbox"/>	<input type="checkbox"/>
Gambling (other than lotteries with charitable objectives)	<input type="checkbox"/>	<input type="checkbox"/>
Manufacture, sale or distribution of pornography	<input type="checkbox"/>	<input type="checkbox"/>



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.

### 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 **YES** **NO**

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](mailto: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: .....