



## Oxfam GB Supplier Questionnaire

Thank you for completing this form which we ask all suppliers to do. The questionnaire needs to be completed by a senior manager responsible for governance and ethics and then returned to the Oxfam purchaser (electronic Word version preferred).

To view the Oxfam Ethical Purchasing Policy & Code of Conduct for Suppliers visit [www.oxfam.org.uk/suppliers](http://www.oxfam.org.uk/suppliers)

Oxfam purchaser – return the completed form to this person

Name	Department	Office Location
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### Part A: Your Business Details

For  
Oxfam  
use  
only

1. Please provide the name of your business and any parent or subsidiary

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2. Please provide the address of your business including post code.

Registered Office	Ordering Address (if different)	Payment Address (if different)

3. Please provide your telephone, fax number, email and web site address:

Phone	Fax
Email	Web Site

4. Location of other operational sites (national and international), their functions and approximate number of employees. Attach a full list if space is insufficient.


5. Please state the nature of your business and your main products / services

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6. Please provide your company registration number, years in business and VAT number:

Company Reg. No	Years in Business	VAT Number

7. What is the legal status of your business?

Public Limited Company  Partnership  Sole Trader  Private Company

Not for profit organisation  Government Agency  Self Employed

8a. Company turnover in £ or local currency \_\_\_\_\_

8b. Turnover of the part of the business that would supply Oxfam GB \_\_\_\_\_

8c. Oxfam business as a % of 8b if known \_\_\_\_\_

## Part B: Your Operational Standards

9. Name and position of person responsible for governance / ethics

10a. How many people does the company employ? \_\_\_\_\_ 10b. Approx % of women \_\_\_\_\_

11a. Do you use homeworkers in any part of the business? Yes / No

11b. If Yes, approx how many? \_\_\_\_\_ 14c. What processes do they carry out?

12. Does your company have any of the following policies or statements. Please provide copies:

Quality statement

Health & Safety

Environmental Management

Equal Opportunities

Ethical

Training and Development

Social Objectives

Diversity

13a. Are employees free to join or form a trade union?  
Yes / No

13b. Do any employees belong to a trade union?  
Yes / No

14. Please specify any trade union(s) you recognise for the purpose of collective bargaining :

15. Are any other forms of representation used? If so, give details:

Staff association

Elected Health & Safety Committee

Works council

Workers co-operative

Employee share ownership

Other

16. How do you ensure employees are aware of their rights?

Written contracts

Employee handbook

Staff notice boards

Intranet

Other

17. Please indicate ways in which you consult employees about decisions which affect them, and get their feedback or ideas :

Meetings  Surveys  Suggestion box  Other

18. How much do the lowest paid workers earn in relation to the minimum wage?

19. Is anyone paid piece rate? Yes / No

20. What are the normal weekly working hours for employees? \_\_\_\_\_

21. Is overtime voluntary?

Yes  No  Sometimes  Not applicable ie no overtime worked

22. Is it paid at a premium rate?

Yes  No  Time off in lieu given  Depends on employee

23. What is the youngest age at which someone can be employed by the company? \_\_\_\_\_

24. Does the company have any recognised Operational Standards for products supplied to Oxfam

	Quality eg ISO9000	Environment eg ISO14001	Labour eg SA8000	Training eg Investors in People
Certified to :				
Working towards:				
Other standards:				

25. Is there anyone designated as being responsible for Health and Safety issues for your company?

Yes / No

Give details

Were any Health & Safety risk assessments carried out last year? Yes / No

Give details

26. Has the company had a labour standards audit carried out? Yes / No

Give details

27. Is your company committed to achieving the labour and environmental standards in Oxfam's Code of Conduct for Suppliers?

Yes / No

## Part C: Sourcing from your suppliers

28. Is your company committed to assessing labour & environmental risks in your supply chain?

Yes / No

29a. Do you have a Policy/Code of Conduct for sourcing goods and/or services?

Yes / No

29b. If Yes, does it apply to:

Goods suppliers?

Services suppliers?

both?

29c. If Yes, does it include standards relating to : (please attach a copy)

Labour?

Business Ethics?

Environment?

30. Which of the following do you assess suppliers against?

Quality

Financial

Labour Standards

Production

Management

Environment

Business Ethics

31. How do you assess suppliers? Please provide more details in space provided

Questionnaires

Visits

Audits

32a. If you supply services to Oxfam GB, do you subcontract/outsourcing services?

Yes / No / NA

If YES, please state the country (and if possible region of country) where the services are undertaken along with the type of service.

32b. If you supply goods to Oxfam GB, please list the main components you purchase/ subcontract/outsourcing and the country of manufacture. If possible please attach a supply chain map.

## Part D : Continuous Improvement

33. What progress has your company made this year relevant to the following standards: Health & Safety, Labour, Environmental, Quality Management, and what will you do next year?

a) In your company	Progress
	Plan
b) In your sourcing from suppliers	Progress
	Plan

34. Declaration (to be completed by senior manager responsible for governance and ethics. Please insert electronic signature or type name).

I confirm that all the information given is accurate. For and on behalf of the supplier :	
Signature	Name
Position	Date

NB There are some industries Oxfam has run campaigns on to highlight the harm they can cause to poor communities. If your company, or any parent or subsidiary, has any involvement with the production or sales of weapons, pharmaceuticals, infant formula or pesticides; or with the Finance industry please tell your Oxfam contact

### OFFICE USE ONLY

Expected annual spend	Under 5K	£5k to £25k	Over £25k
Ethical Risk Score	Risk Rating High	Medium	Low
Rated By	Name	Date	
Agreed Payment Terms (normally 30 days)			
Type of product or service being provided (see accompanying Supplier Risk Rating Tool notes for full list)			