



services for sustainable procurement  
**global** resource. **local** skills

## Supplier Questionnaire.

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## Criteria – Level 1

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### New Suppliers

The pre-qualification criteria (stage 1) being set up by the utilities and that every company has to comply with in order to become a “pre-qualified” supplier in **connexio** are the following:

- perform sales in his own name,
- be up-to-date with the payment of imposed taxes and fees,
- not be in debt-settlement proceedings or in any other respect be placed under public administration
- complete and submit the supplier questionnaire ONLINE
  - all mandatory fields must be answered/completed
  - at least one product or service must be entered
  - at least one reference for each product/service must be given; not valid for recently founded companies
- Send a copy of the [company registration certificate](#) to the connexio team by post or via fax
- Provide a copy of the [liability insurance](#) (if available) in connexio, which proves that the company possesses a valid liability insurance.
- Provide a copy of the [environmental insurance](#) (if available) in connexio, which proves that the company possesses a valid environmental protection insurance.
- Provide a copy of the [certificate for Quality Management](#) (if available) in connexio, which proves that the company possesses a valid certification for Quality Management.
- Provide a copy of the [certificate for Environmental Management](#) (if available) in connexio, which proves that the company possesses a valid certification for Environmental Management.
- Provide a copy of the [certificate for Health and Safety](#) (if available) in connexio, which proves that the company possesses a valid certification for Health and Safety.
- Send [the binding declaration](#) signed by the Managing Director to the Connexio Team by post.
- Pay the annual fee to Achilles Information GmbH (Germany)

### Pre-qualified suppliers

The pre-qualification criteria being set up by the utilities and that every company has to comply with in order to remain a “pre-qualified” supplier in connexio after the registration period of 12 months or during the registration are the following:

- perform sales in his own name,
- be up-to-date with the payment of imposed taxes and fees,
- not be in debt-settlement proceedings or in any other respect be placed under public administration
- update the information given in the online supplier questionnaire last time
  - all mandatory fields must be answered/completed
  - at least one product or service must be entered
  - at least one reference for each product/service must be given
- Send a copy of the [company registration certificate](#) to the connexio team by post or via fax
- Provide a copy of the [liability insurance](#) (if available) in connexio, which proves that the company possesses a valid liability insurance.
- Provide a copy of the [environmental insurance](#) (if available) in connexio, which proves that the company possesses a valid environmental protection insurance.
- Provide a copy of the [certificate for Quality Management](#) (if available) in connexio, which proves that the company possesses a valid certification for Quality Management.
- Provide a copy of the [certificate for Environmental Management](#) (if available) in connexio, which proves that the company possesses a valid certification for Environmental Management.
- Provide a copy of the [certificate for Health and Safety](#) (if available) in connexio, which proves that the company possesses a valid certification for Health and Safety.
- Send [the binding declaration](#) signed by the Managing Director to the Connexio Team by post.
- Pay the annual fee to Achilles Information GmbH (Germany)

You are requested to complete the questionnaire online and provide the additional certificates / documents. You can choose in which language you want to complete the questionnaire. Please note that your information is available for utilities worldwide. In case you provide your products and services abroad, English is therefore recommended.

Please note that you are requested to provide further documents, policies and other certificates. These are:

▪ Certificate of Incorporation	Provide a copy by mail, fax or Email
▪ Copy of the liability insurance policy (if applicable)	Electronically, policy can be uploaded in chapter Insurances
▪ Copy of the environmental insurance policy, (if applicable)	Electronically, policy can be uploaded in chapter Insurances
▪ Copy of the Quality Management System Certificate (if applicable)	Electronically, policy can be uploaded in chapter Quality Management
▪ Copy of the Environmental Management Certificate (if applicable)	Electronically, policy can be uploaded in chapter Environmental Management System
▪ Copy of the Health and Safety Certificate (if applicable)	Electronically, policy can be uploaded in chapter Health and Safety Management System
▪ Binding Declaration, signed by the Managing Director, Original (no copy!)	ORIGINGAL, the form has to be downloaded and has to be sent by mail (see connexio index)

### How much time do you have to complete the questionnaire?

After the dispatch of your access data you have **four weeks** to complete the questionnaire. In case a utility communicates a deadline before that this given deadline overrules the ordinary connexio deadline. You will automatically receive reminders.

**IMPORTANT:** In case a utility communicates a deadline before that this given deadline overrules the ordinary connexio deadline.

### Questionnaire

The information that you provide via the questionnaire is the information that all utilities (connexio members) request from their supplier in the first step – commercial verification (pre-qualification level 1). Consequently the questionnaire contains several chapters (see index).

## General Information

### Contact Person for Achilles

Please enter the person who is filling in the questionnaire and which Achilles can contact for any further information.

#### Contact person for Achilles

Please enter the person who is filling in the questionnaire and which Achilles can contact for any further information.

Academic title:	<input type="text"/>
Title/Salutation: *	<input type="text" value="Mrs"/>
First name: *	<input type="text"/>
Last name: *	<input type="text"/>
Job title:	<input type="text"/>
Number Including City Code: *	<input type="text" value=""/> <input type="text"/>
E-mail: *	<input type="text"/>

### General Company Information

Please provide details about your company.

#### General Company Information

Company name: *	<input type="text"/>
Previous Company Name:	<input type="text"/>
Address: *	<input type="text"/>
Address 2:	<input type="text"/>
Postal Code/Town/City: *	<input type="text"/> <input type="text"/>
PO Box:	<input type="text"/>
Town/city for PO Box:	<input type="text"/> <input type="text"/>
Country: *	<input type="text"/>
Telephone Number (Reception) Including City Code: *	+1 <input type="text"/> <input type="text"/>
Fax Number (Reception) Including City Code:	+1 <input type="text"/> <input type="text"/>
E-mail: *	<input type="text"/>
Web Site Address:	<input type="text"/>

### Area of Sales

Please state where your company (the legal entity) can provide its products and/or services on its own; you can select more than one country or geographic region.

#### Area of Sales / Supply

Area of Sales / Supply	Delete
------------------------	--------

## Additional information

In case you want to provide additional information to this chapter, please enter them here. You can provide the information in your local language. But if you supply your products/services abroad English free text descriptions are therefore recommended.

## Personnel Information

### Contact Person

The Contact Person should be a person who can act as main point of contact for the utilities regarding your Connexio registration. You can add more contact people under the Product and Service section.

Contact Person	
The Contact Person should be a person who can act as main point of contact for the utilities regarding your Connexio registration. You can add more contact people under the Product and Service section.	
Academic title:	<input type="text"/>
Title/Salutation:	<input type="text" value="Mrs"/>
First Name: *	<input type="text"/>
Last Name: *	<input type="text"/>
Job title: *	<input type="text"/>
E-mail: *	<input type="text"/>
Telephone Number including city code: *	<input type="text"/> <input type="text"/>
Mobile Phone Number including code:	<input type="text"/> <input type="text"/>
Please select the language in which you are able to communicate in written as well as oral form.:	<input type="text" value="Other Language"/>
Other language(s):	<input type="text"/>

### Key personnel

In this section please enter information about the company's management / key people. The name of the Managing Director, the Technical Director and the Sales Director are mandatory to enter, the other fields are voluntary.

**NOTE:** the Managing Director, Technical Director as well as the Sales Director are mandatory information.

Managing Director *	
Academic title:	<input type="text"/>
Title/Salutation: *	<input type="text" value="Mr"/>
First Name: *	<input type="text"/>
Last Name: *	<input type="text"/>
E-mail:	<input type="text"/>
Power of attorney (Proxy) *	<input checked="" type="radio"/> Yes <input type="radio"/> No

**Technical Director \***

Academic title:

Title/Salutation: \*

First Name: \*

Last Name: \*

E-mail:

Power of attorney (Proxy) \*  Yes  No

**Sales Director \***

Academic title:

Title/Salutation: \*

First Name: \*

Last Name: \*

E-mail:

Power of attorney (Proxy) \*  Yes  No

**Financial Director**

Academic title:

Title/Salutation:

First Name:

Last Name:

E-mail:

Power of attorney (Proxy)  Yes  No

**Procurement Director**

Academic title:

Title/Salutation:

First Name:

Last Name:

E-mail:

Power of attorney (Proxy)  Yes  No

## Number of employees

Please enter number of employees for the last three years.

**Number of Employees \***


Please enter number of employees for the last three years.

Year	2009	2008	2007
Employees	1	1	1

## Number of Employees per Department and Location (max. 20 locations)

Please enter number of employees per location (approximate numbers).

**Note:** Please only enter locations and employees which are belonging to the legal entity of your company and to the Certificate of Incorporation which you have provided us with (Sister companies etc. have to be entered in chapter "Associated Companies".)

Number of Employees per Department and Location (max. 20 locations)	
Please enter number of employees per location (approximate numbers).	
Name of the Location	Edit Delete
 Add New	

**Please enter number of employees per location (approximate numbers).**

**Note: Please only enter locations and employees which are belonging to the legal entity of your company and to the Certificate of Incorporation which you have provided us with (Sister companies etc. have to be entered in chapter "Associated Companies".)**

Name of the Location

Number of employees - Research & Development


Number of employees - Sales


Number of employees - Production

Number of employees - Service & Maintenance

Number of employees - Other

Additional comments to the Location

 Save

 Cancel

## Additional information

In case you want to provide additional information to this chapter, please enter them here. You can provide the information in your local language. But if you supply your products/services abroad English free text descriptions are therefore recommended.

## Products and Services

**You have to register at least one product/service category** – maximum 40 product / services categories can be registered. A counter shows you how many categories you selected.

### Selection of the code

#### Description

Please enter a description of the product or service you are offering. It is essential that the terms you use are well known in the industry as the buyers may search against this description. You can put the description in your local language. But bear in mind that if you want to sell your products and services abroad, description in English is recommended.

Free Text Description

### Your company's role in supplying this product

**Your company's role in supplying this product**

Indicate your company's role in supplying this product (not relevant for services): \*

▼

Brand/Trade name:

### Quality Management System

**Quality Management System**

QualityManagement System adopted by this company for this Product/Service: \*

▼

Standard quality system:

(The same as you have stated in chapter "Quality Management")

### Manufacturer of this product

**Manufacturer of this product**

Name of manufacturer	Country	Country of origin
<div style="display: flex; align-items: center;"> <div style="margin-right: 5px;">+</div> <span>Add New</span> </div>		

🔍 Name of manufacturer

Country  ▼


Country of origin  ▼

### Alliance Partner / Sub-contractor

Please provide the information if there is an alliance Partner / Sub-contractor making a significant contribution to the provision of this product/service?

**Alliance Partner / Sub-contractor**

Is there a alliance Partner / Sub-contractor who make a significant contribution to the provision of this product/service? \*

Yes 

No

Company Name: \*

Country: \*

Enter a short description of the company's role in the provision of the product/service:

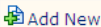
### References

You may enter up to 5 references per product / service category. However, **minimum one reference is required**. If your company is newly established, please select "Yes" in the question "Newly established company, no references".

**Note:** References are relevant for a successful pre-qualification. Therefore please enter minimum one complete Reference. This information is only available to the buyers of the utilities and will be treated 100 % confidential as all data published in questionnaire.

**Reference**

Newly established company, no references \*  Yes  No

Sector	Company Name	Country	Contact person
 Add New			

Sector \*

Company Name

Country

Contact person

E-mail

**Description of the project**

Description of the project / Scope of work and reference site \*

Value \*

Year (YYY) \*

### Contact person for this product/service (in your company)

Please enter the contact details of the person that can be contacted by the utilities.

Contact person for this product/service (in your company)	
Academic title:	<input type="text"/>
Title/Salutation: *	<input type="text"/>
First Name: *	<input type="text"/>
Last Name: *	<input type="text"/>
Job title: *	<input type="text"/>
Telephone Number including city code: *	<input type="text"/> <input type="text"/>
E-mail:	<input type="text"/>

### More information about the product/service

If you have a web site describing this product/service in more detail, you can enter the web address (URL) here.

More information about the product/service
<p>If you have a web site describing this product/service in more detail, you can enter the web address (URL) here:</p> <input type="text"/>
<p>Additional Comments to the Product/Service</p> <div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div>

**This information is requested for each registered product / service!**

You can copy an already registered product/service. All data is copied 1:1 and you can edit the data afterwards.

## Legal Information

### General Legal Information

You are requested to provide legal information.

**Note:** a copy of the certificate of incorporation has to be sent to Achilles.

General Legal Information	
Since when does the legal entity exist in its current form and name (Year of Registration): *	<input type="text"/>
🔍 Company Registration Number *	<input type="text"/>
🔍 VAT Registration Number: *	<input type="text"/>
Country of Registration: *	<input type="text"/>
Share Capital Currency: *	<input type="text" value="EUR"/>
(Please enter figure(s) in Thousands! Example: 100.000,00 = 100)	
Share Capital In Thousand: *	<input type="text"/>

### Law

Law	
🔊	Is your company, or any of its representatives, the subject of any past convictions or current legal claims, court proceedings or arbitration proceedings? *
	<input checked="" type="radio"/> Yes <input type="radio"/> No
	If yes, please explain here. *
	<input type="text"/>

### Taxes and social security contributions

Taxes and social security contributions	
	Is your company up to date with the payment of all its national and local taxes and social insurance payments?: *
	<input checked="" type="radio"/> Yes <input type="radio"/> No

### Owner/Shareholder

Please enter the 6 largest shareholders that hold(s) at least 50% of the legal entity's share capital; if applicable please state the utility (shareholder of your organisation).

Owner/Shareholder	
<b>Please enter the 6 largest shareholders that hold(s) at least 50% of the legal entity's share capital</b>	
Name of the shareholder: *	<input type="text"/>
Interest in %: *	<input type="text"/>

Is a utility one of your shareholders? *	<input checked="" type="radio"/> Yes <input type="radio"/> No
Name of the Utility: *	<input type="text" value="..."/>

## Financial Auditor

Please enter the name of the main Financial Auditor for your company. If your company is exempt from audit, please give information relating to your Accountant (click "no", and a new question will be available)

Financial Auditor	
<input checked="" type="radio"/> Yes <input type="radio"/> No	
Does your company have a financial auditor? *	
Company Name: *	<input type="text"/>
Address: *	<input type="text"/>
Postal Code: *	<input type="text"/>
Town/City: *	<input type="text"/>
Country: *	<input type="text"/>
International Country Code:	<input type="text"/>
Telephone Number:	<input type="text"/>

Head of accounting	
Academic title:	<input type="text"/>
Title/Salutation:	<input type="text" value="Mrs"/>
First Name:	<input type="text"/>
Last Name:	<input type="text"/>
E-mail:	<input type="text"/>

## Additional information

In case you want to provide additional information to this chapter, please enter them here. You can provide the information in your local language. But if you supply your products/services abroad English free text descriptions are therefore recommended.

## Insurances

Please provide information about various types of insurance policies held by your company.

**Note:** Please make a copy of the policy available (electronically!). You can either send us a copy by Email or upload it directly. If you have insurance policies covering different countries or geographical regions, please upload all policies.

### Public Liability Insurance

If your organisation has a public liability insurance you are requested to provide further details and to upload the policy.

**Public Liability Insurance**

Does your company have a public liability insurance? \*  Yes  No

Please provide the appropriate details and make a copy of the policy available - you can either send us a copy by fax, post or Email or upload it directly. If you have insurance policies covering different countries or geographical regions, please upload all policies:

#### a) Detailed information: bodily injuries, if applicable

Does your insurance cover bodily injuries? \*  Yes  No

If yes, please enter details.

Currency: \*

Value of Cover (in thousands): \*

Name of the insurance company: \*

Expiry Date of the policy (DD/MM/YYYY):

#### b) Detailed information: property/material, if applicable

Does your insurance cover property/material damage? \*  Yes  No

If yes, please enter details.

Currency: \*

Value of Cover (in thousands): \*

Name of the insurance company: \*

Expiry Date of the policy (DD/MM/YYYY):

#### c) Detailed information: lost of earnings or income, if applicable

Does your insurance cover damages in respect of lost earnings or income? \*  Yes  No

If yes, please enter details.

Currency: \*

Value of Cover (in thousands): \*

Name of the insurance company: \*

Expiry Date of the policy (DD/MM/YYYY):

## Pollution and/or Environmental Damage Insurance

Please provide information about policies held by your company. If you have insurance policies please provide the appropriate details.

Does your company have an insurance that covers pollution and/or environmental damage? \*

Yes  No

Please provide the appropriate details and make a copy of the policy available - you can either send us a copy by fax, post or Email or upload it directly. If you have insurance policies covering different countries or geographical regions, please upload all policies:

### a) Details on the environmental insurance policy, if applicable

Currency: \*

Value of Cover (in thousands): \*

Name of the insurance company: \*

Expiry Date of the policy (DD/MM/YYYY): \*

### Additional information

In case you want to provide additional information to this chapter, please enter them here. You can provide the information in your local language. But if you supply your products/services abroad English free text descriptions are therefore recommended.

## Associated Companies

Please list associated companies; this could be branch offices, sister companies, joint venture partners, etc. You may list maximum 40 companies.

Associated Companies	Edit	Delete
 Add New		

Company Name: *	<input type="text"/>
Address: *	<input type="text"/>
Postal Code / City: *	<input type="text"/>
Town City: *	<input type="text"/>
Country: *	<input type="text"/>
Type of association *	<input type="text"/>
Comments	<input type="text"/>

## Financial Key Figures

### Financial Key Figures

Please enter your company's financial key figures of the last three years.

**Note:** Enter only figures that belong directly to the legal entity (e.g. not for parent company or company group) and based on your yearly financial balance. If the provided information is not correct we reserve the right to take legal action in accordance with the "Declaration" signed by your Managing Director.

Year	2008	2007	2006
Currency *	EUR		
Annual Turnover *	<input type="text"/>		
Pre-tax Profit *	<input type="text"/>		
Total Assets *	<input type="text"/>		
Total Current Assets *	<input type="text"/>		
Total Short Term Liabilities	<input type="text"/>		
Total Shareholder's Equity *	<input type="text"/>		
Additional Comments	<input type="text"/>	<input type="text"/>	<input type="text"/>

### Regional Distribution of the Turnover

Regional Distribution of the Turnover *	
Europe: *	<input type="text"/>
USA:	<input type="text"/>
Asia:	<input type="text"/>
Africa:	<input type="text"/>
Others:	<input type="text"/>

### Investments in Research and Development

Investments in Research and Development *	
Currency: *	EUR
Last fiscal year (in thousands): *	<input type="text"/>
Current fiscal year (in thousands) *	<input type="text"/>

### Additional information

In case you want to provide additional information to this chapter, please enter them here. You can provide the information in your local language. But if you supply your products/services abroad English free text descriptions are therefore recommended.

## Quality Management

Please provide information about your Quality Management System.

### Quality Management

**Quality Management**

Does your company have a Quality Management (QM) System according to ISO 9001 or similar standard? \*  Yes  No

Please provide the appropriate details.

If yes, which standard does your QM-System comply with e.g. EN ISO 9001:2000? \*

**Note:** If you have a certified Quality Management System please provide a copy of the certificate. You can either upload it in this chapter or send it electronically to Achilles (via Email).

Is the Quality Management System certified?  Yes  No

Is the Quality Management System of your company in compliance with Nuclear requirements in your country?  Yes  No

If yes, which requirements of MAAE documents or national regulations does this system satisfy?

### QM-Manager

**QM-Manager**

Has your company appointed a Quality Management System manager? \*  Yes  No

Academic title:

Title/Salutation: \*

First name: \*

Last name: \*

E-mail:

### Additional information

In case you want to provide additional information to this chapter, please enter them here. You can provide the information in your local language. But if you supply your products/services abroad English free text descriptions are therefore recommended.

## Environmental Management

Please provide information about your Environmental Management System.

Yes  No

Does your company have a documented environmental policy or management system according to ISO 14001, EMAS or similar environmental standard? \*

If yes, which standard does your environmental management system comply with? \*

**Note:** If **you have a certified Environmental Management System** please provide a copy. You can either upload it in this chapter or send it electronically to Achilles (via Email).

Yes  No

Is your environmental management system certified? \*

If yes, certified by: \*

**Note:** If your company does not have a certified environmental management system, you are asked if you have started a certification process.

Yes  No

Is your environmental management system certified? \*

Yes  No

If your company does not have a certified environmental management system, have you started a certification process?

If yes, please enter the name of the certification authority and the date of when the certification process is expected to be concluded:

Yes  No

Does your company have a documented Environmental Policy or Management System, which includes a policy statement, organization and arrangements? \*

Yes  No

Have you established improvement targets regarding environmental protection? \*

Yes  No

Does your company keep and regularly update a register of environmental protection actions? \*

Yes  No

Are the following regularly assessed regarding environmental impact?

Manufacturing process \*  Yes  No

Disposal/Waste handling \*  Yes  No

Products and Services \*  Yes  No

RoHS 2002/95/EC \*  Yes  No

Is environmental impact a part of your product development? \*  Yes  No

Yes  No


Are environmental protection actions regularly audited? \*

If yes, by whom? (internal or external auditor): \*

Does your company provide appropriate environmental training/awareness for staff? *	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Does your company encourage your sub-contractors with respect to environmental improvement? *	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Is your company in any court proceedings regarding environmental impacts from your business? *	<input type="radio"/> Yes	<input checked="" type="radio"/> No

## Environmental contact person

**Environmental contact person**

 Has your company appointed an Environmental System Manager or similar? \*  Yes  No

Academic title:

Title/Salutation: \*

First name: \*

Last name: \*

E-mail:

## Additional information

In case you want to provide additional information to this chapter, please enter them here. You can provide the information in your local language. But if you supply your products/services abroad English free text descriptions are therefore recommended.

## Health & Safety

### Health & Safety Management System

**Health & Safety Management System**

Does your company have a documented Health & Safety policy or management system according to eg. OHSAS 18001, ILO-Guidelines, SCC or similar qualifications? \*

Yes  No

**Health & Safety Management System**

Does your company have a documented Health & Safety policy or management system according to eg. OHSAS 18001, ILO-Guidelines, SCC or similar qualifications? \*

Yes  No

If yes, which standard does your Health & Safety management system comply with? \*

**Note:** If you have certified Health & Safety Management System please provide a copy of the certificate. You can either upload it in this chapter or send it electronically to Achilles (via Email).

Is your Health & Safety management system certified? \*

Yes  No

If yes, certified by:

Note: If you have certified Health & Safety Management System please provide Achilles a copy of the certificate.

**Note:** If you do not have a certified Health & Safety Management System, you are asked if your organization has started the certification process.

Is your Health & Safety management system certified? \*

Yes  No

**Please only reply to the following questions if your company does not have a certified Health & Safety management system**

If your company has started a certification process, please enter the name of the certification authority and the date of when the certification process is expected to be concluded?

Name of the certification authority

When is the certification process is expected to be concluded - Date (MM/YYYY)?

Does your company have a documented Health and Safety Policy or Management System, which includes a policy statement, organisation and arrangements? \*

Yes  No


Have you established improvement targets regarding Health and Safety? \*

Yes  No

Do you keep a recorded threat ascertainment for works completed? \*

Yes  No

 Are the defined Health and safety process and actions regularly audited? \*

  Yes  No

If yes, do you use an internal- or external auditor and what is the name of this person?

Auditor type \*  

Name of the Auditor \*

Salutation \*  

First Name \*

Last Name \*

Are you, on a regular basis, informing and training your staff on issues relating to Health and Safety? \*

Yes  No

Are your tools and equipment tested according to the legal requirements and do you keep a record of these tests? \*


Yes  No


In the case of an awarded contract, would your company accept to qualify for a certified Health and Safety management system within 12 months? \*

Yes  No

## Health & Safety Contact Person

### Health & Safety Contact Person

 Has your company appointed a Health and Safety Manager or similar? \*

  Yes  No

Academic title: \*

Title/Salutation: \*  


First name: \*

Last name: \*

E-mail: \*

## Further questions regarding Health & Safety

### Further questions regarding Health & Safety

 Does your company have a written and documented accident record? \*



Yes  No

If yes, please state the number of accidents per 1 million working hours. \*

Please list severe and fatal accidents separately. \*

Does your company insure that there at all times is a responsible person present that speaks the local language? \*

Yes  No

Can you insure that you only use workers that have the necessary protection equipment and medical record? \*

Yes  No

Do you score and chose your sub-suppliers according to their Health and Safety standards? \*

Yes  No

## Corporate Social Responsibility

This section includes Corporate Social Responsibility (CSR) questions - labour standards, such as the use of forced labour or excessive working hours and ethical issues, such as bribery and corruption. The following questions are optional, and the responses are being collected to enable utilities to more fully understand the current state of CSR in the supply chain. Purchasers using the Connexio Utility will NOT use the responses to these questions as a part of their selection criteria.

### Social and ethical standards

**Social and ethical standards**

☞ Does your organisation subscribe to the principles set out in any internationally recognised Social or Ethical Standards?  Yes  No

UN Global Compact

Subscribe  We agree  We do not agree

☞ Does your organisation subscribe to the other principles set out in any internationally recognised Social or Ethical Standards?  Yes  No

SA8000  Yes  No

Ethical Trading Initiative (ETI) Base Code  Yes  No

Investors in People  Yes  No

Global Reporting Initiative  Yes  No

Others

Does your company own a valid Occupational Health&Safety certificate OHSAS18001 (ISO 18001)?  Yes  No

### Labour Standards

In case your company can demonstrate that it has working practices which take into account internationally recognised labour standards, you are asked to provide further information (tick off examples).

**Labour Standards**

☞ Can your company demonstrate that it has working practices which take into account the following internationally recognised labour standards:  Yes  No

If yes, please tick each of the issues where you are able to provide examples

In case your company can demonstrate that it has working practices which take into account internationally recognised labour standards, you are asked to provide further information (tick off examples).

### Approach to track/report on performance against labour standards

**Approach to track/report on performance against labour standards**

Does your company have a demonstrable approach to track and/or report on its performance against labour standards?  Yes  No

Additional comments

## Prevention of bribery or corruption

**Prevention of bribery or corruption**

Can your company demonstrate that it has appropriate working practices which prevent any form of bribery or corruption?  Yes  No

Additional comments

## Social and ethical standards regarding suppliers / sub-contractors

**Social and ethical standards regarding suppliers / sub-contractors**

Does your organisation require its subcontractors and suppliers to subscribe or agree to the principles set out in the UN Global Compact, as described in [www.unglobalcompact.org](http://www.unglobalcompact.org) ?  Yes  No


 Do you require your subcontractors to subscribe to any recognised Social, Labour or Ethical standards or guidelines?  Yes  No

## Evaluation and selection of suppliers/sub-contractors

In case your company can demonstrate that it has working practices to evaluate/select sub-suppliers that take into account internationally recognised labour standards, you are asked to provide further information (tick off examples).

**Evaluation and selection of suppliers/sub-contractors**

Does your company use alliance Partners/Sub-contractors in the manufacturing process?  Yes  No

 If yes, can your company demonstrate that it has working practices to evaluate and select suppliers/sub-contractors that take into account the following internationally recognised labour standards:  Yes  No

## Approach to track/report on suppliers' performance against labour standards

**Approach to track/report on suppliers' performance against labour standards**

Does your company have a demonstrable approach to track and/or report on its suppliers' or sub-contractors' performance against labour standards?  Yes  No

Additional comments

## Prevention of bribery or corruption within suppliers

**Prevention of bribery or corruption within suppliers**

Can your company demonstrate that it has appropriate working practices which prohibit any form of bribery or corruption within its suppliers or sub-contractors?  Yes  No

Additional comments

## Social & Ethical Reporting

**Social & Ethical Reporting**

Does your organisation make freely available to the public/stakeholders an annual report on its key Labour Standards/Ethical issues?  Yes  No

Is the Global Reporting Initiative used as standard for this reporting  Yes  No

## Contact Person for CSR

**Contact Person for CSR**

Please provide details of the person who we should contact if we require additional information on labour standards and ethics within your company

Academic title:

Title/Salutation:

First name:

Last name:

E-mail:

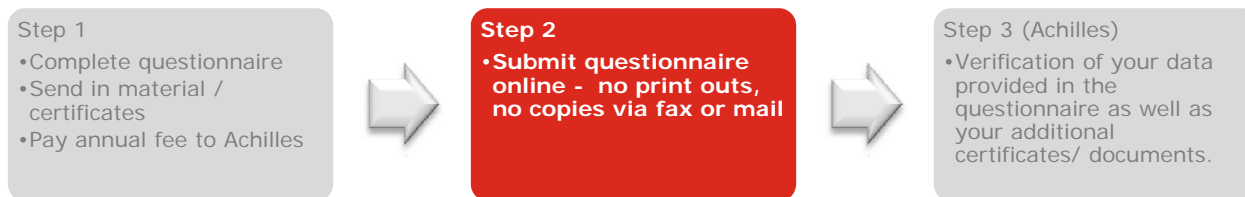
Telephone Number:

## Additional material, documents, certificates, policies...

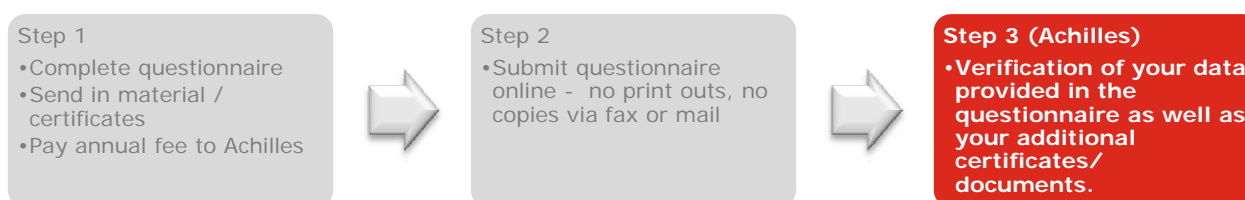
In addition to the questionnaire you are requested to provide additional material. These are:

- ❖ Binding Declaration.
- ❖ Copy of the certificate of incorporation

Once you completed the questionnaire (all mandatory questions/statements are answered) and once you are happy with the provided information, you can submit the questionnaire to Achilles – please submit ONLINE. We do not accept print outs.

The connexio Team can only start with the verification (pre-qualification – level 1) on behalf of the participating utilities as soon as everything is provided by you: completed questionnaire, additional material as well as the payment of the annual fee. In case something is missing the verification process cannot start!



You will receive our feedback by e-mail; the email is send to the person stated as the contact person for Achilles. Please be aware that you might have to amend or complete your questionnaire.

All information, data and material that belong to your pre-qualification remain with Achilles and are treated absolutely confidential.

If your organisation **complies with all criteria** set up by the participating utilities (not by Achilles!) your pre-qualification was successful. The connexio team will upload your verified profile. Consequently your information will be published to the live Connexio supplier information system and be viewable by all purchasers. In addition to that Achilles will send you a certificate confirming the successful pre-qualification.