

## SELF-ASSESSMENT FOR BUSINESS PARTNERS

As partners in our supply chain, your active involvement in supporting social sustainability is essential. Through collaborative efforts, we can uphold human rights, ensure fair labor practices, and foster financial responsibility.

Your dedication to social sustainability does not only strengthens our partnership, but also contributes to a fairer and brighter future for humanity. As part of our Due Diligence process, we request our Business Partners to complete self-assessment, ensuring compliance with our Code of Conduct.

A link to the self-assessment is sent out to Business Partners after the contract has been signed, tailored to your specific company type, such as production company. The assessment includes questions and sections relevant to your operations, ensuring comprehensive evaluation of your adherence to our sustainability standards.

- ✓ **Step 1: Policy Commitment within Human Rights, Environmental Impacts and Anti-Corruption**
- ✓ **Step 2: Risk Management**
- ✓ **Step 3: Cease, prevent and mitigate adverse impact**
- ✓ **Step 4: Track implementation and results**
- ✓ **Step 5: Communicate how impacts are addressed**
- ✓ **Step 6: Cooperate in mitigation**

When the Business Partner has completed the self-assessment, Energinet will review the submitted documents and responses to provide a compliance assessment.

If there is an opportunity for improvement, we operate under the assumption that our Business Partners possess the intention to formulate an action plan and actively engage in fostering positive impact in the area of Human Rights, Environmental impacts, and Anti-Corruption.

### **Step 1: Policy commitment within Human Rights and Labour Rights.**

1. Does your company have written policies in which your company commits to respect human rights and labour rights?
2. Has the Human Rights policy been approved by the top management?
3. Does the Human Rights policy include a commitment to meet International recognized standards?
4. Which International standards does the Human Rights Policy include?
5. When was the Human Rights policy updated/reviewed?  
Please write month/year (i.e. January 2024)
6. Is the Human Rights policy publicly available?
7. Please include a link and upload your Human Rights policy.

**Identical questions will be asked for Environmental Impacts and Anti-Corruption.**

## **Code of Conduct**

Communicating policy commitment is crucial for transparency, accountability, and trust. It ensures stakeholders understand and support your values, reinforcing your dedication to responsible practices.

**Following questions have focus on Code of Conduct and communicating policy commitment.**

1. Does your company have Code of Conduct for suppliers
2. Does your Code of Conduct for suppliers include one or more of the following sustainability topics?
3. Is your Code of Conduct for suppliers publicly accessible?
4. Please include a link or information where we can find your Code of Conduct
5. Is your Code of Conduct embedded in the contracts with your suppliers and business partners?
6. Please upload your Code of Conduct

## **Step 2: Risk Management (identify and assess adverse impact).**

1. Could you please indicate whether you have established a formal procedure for conducting risk assessments related to one or more of the sustainability topics listed here below?
2. Could you provide details on the method utilized when conducting risk assessments?
3. If you identify risk, do you evaluate the potential impact and likelihood?
4. Do you map the supply chains of significant suppliers?
5. Could you please provide a list detailing the countries of your direct suppliers regarding this contract?
6. Do you request a certificate of the origin for critical & conflict mineral?
7. Do you request certificate from your suppliers regarding one or more of the following certificates relevant within sustainability due diligence?
8. Do you require significant suppliers to account for their supply chains (supply chain traceability)?
9. Do you require a contact person within the area of social sustainability from your suppliers?

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**Step 3: Cease, prevent and mitigate adverse impact**

1. Do you prioritize the impacts from your risk assessment?
2. Do you establish action plan for improvement with the relevant stakeholders/suppliers, in order to prevent and mitigate future impacts?
3. Can you provide examples of specific actions you have taken to cease, prevent, and mitigate adverse impacts in your operations (or supply chain), within Human Rights, Environmental Impacts and Economical Responsibility/Anti-Corruption
4. Do you integrate social sustainability considerations into your decision-making processes, including procurement and investment decisions?
5. Do you conduct onsite audits with your suppliers, when it comes to one, or all of the topics here below?
6. Please outline the process of conducting onsite audits, including details such as the timing (whether visits are unannounced or if a certain number of days/notices is provided), typical team size, and whether there is a structured set of questions used during the audit).
7. Have you experienced that you had to take an action with a supplier or a business partner when it comes to preventing or mitigating human rights?
8. Please elaborate on your experience, when you had to take an action with a supplier or a business partner when it comes to preventing or mitigating human rights.

**Step 4: Track implementation and results**

1. Do you have a person, or a department, that clearly assigns the responsibilities for implementing mitigation measures within the organization
2. When entering into agreement with major suppliers, do you develop a plan for improvement, prioritizing the most significant risks identified, to proactively prevent and mitigate future impacts?
3. How do you engage with your suppliers, ensuring their commitment to implementing improvement plans?  
Please provide further details on your communication strategies, collaboration methods, timeframe, follow-up procedures, and other relevant aspects
4. Have any stakeholders or suppliers been excluded due to insufficient engagement regarding social sustainability?
5. Can you describe any challenges encountered in tracking implementation of human rights initiatives, and how you address them?

**Step 5: Communication**

1. Can you provide details on how you communicate your policies to your employees?
2. Can you provide details on how you communicate your policies to your suppliers and other stakeholders?
3. Do you expect your suppliers to promote transparent communication further down in the supply chain? Thereby creating multiplier effect.
4. Can you provide examples of instances where you have proactively communicated about human rights impacts, environmental impacts and/or anti-corruption, and the measures taken to address them, even if no formal complaints were received?
5. How do you incorporate lessons learned from past experiences into your communication strategies for addressing human rights impacts?
6. What steps do you take to ensure that your communication efforts regarding human rights impacts align with best practices and international standards?

**Step 6: Cooperate in mitigation when appropriate**

1. Do you have a whistleblower scheme?
2. Do you communicate the issues and results that are reported via your whistleblower portal?
3. In what ways do you integrate feedback and input from stakeholders into your cooperative initiatives aimed at addressing human rights, environmental impacts and economical responsibility challenges?
4. What steps do you take to build trust and foster effective collaboration with stakeholders involved in human rights mitigation efforts?
5. How do you assess the effectiveness of your cooperative efforts in mitigating human rights risks and impacts, and what measures do you take to continuously improve?
6. Can you outline your approach to resolving conflicts or disagreements that may arise during collaborative efforts to address human rights issues?
7. Can you provide example/s of successful partnerships or collaborations that have resulted in meaningful mitigation of human rights impacts, environmental impacts or anti-corruption impacts?

Thank you for your commitment to our cooperation.

For further information, feel free to contact: [responsibleprocurement@energinet.dk](mailto:responsibleprocurement@energinet.dk)