

## Version 1.0 | August 2017 Supplier evaluation checklist Palm oil from Malaysia





This tool has been developed by NEPCon under the project "Responsible Sourcing of Soy, Palm Oil and Cattle" with support from DANIDA, Ministry of Foreign Affairs of Denmark.

www.nepcon.org/sourcinghub



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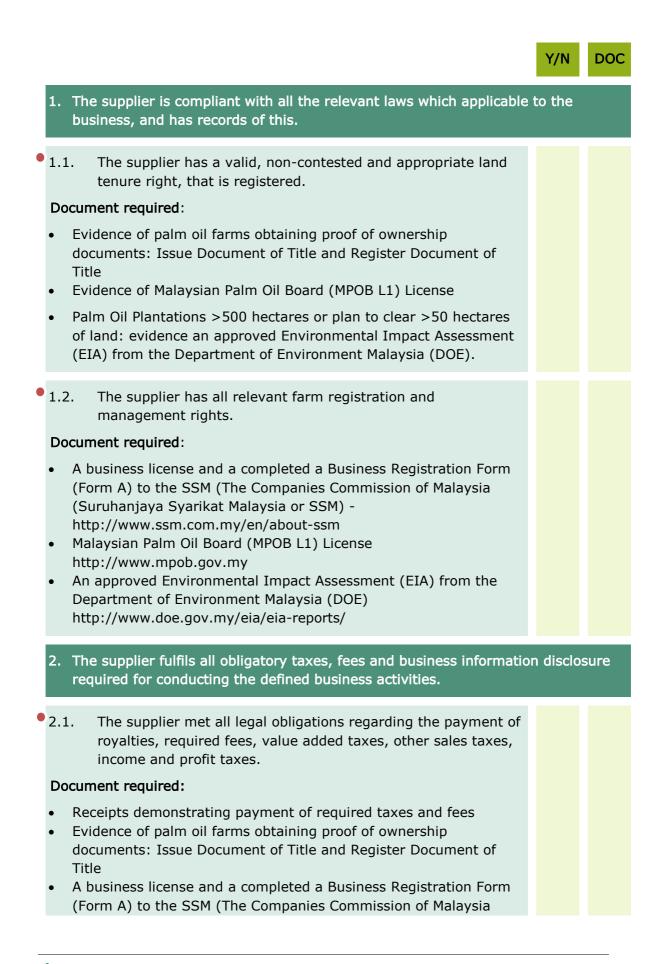


Supplier Name:	
Address:	
Material Type:	
Material Certification:	
Date of evaluation:	
Description of evaluation	

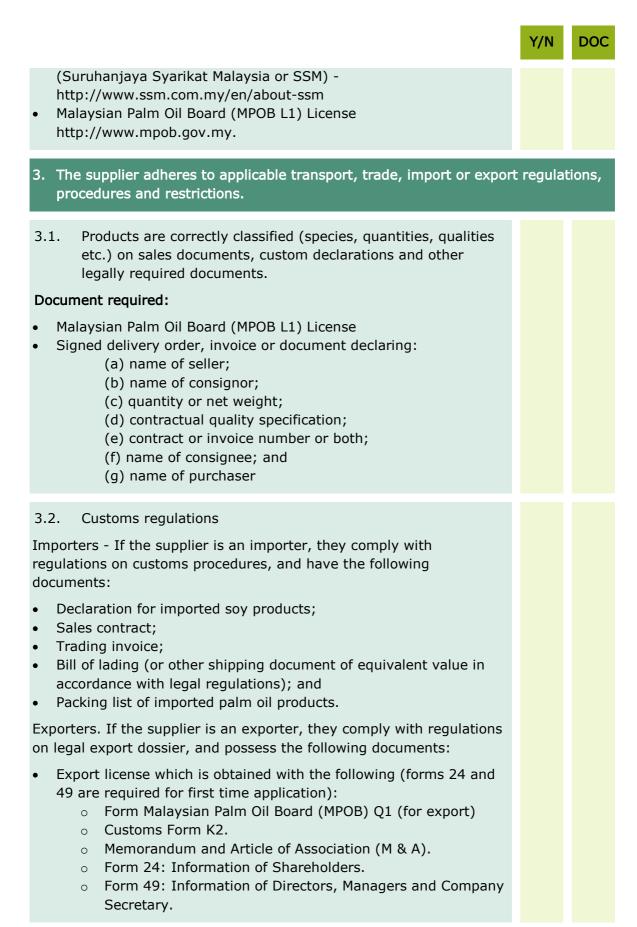
#### **Document Guidance**

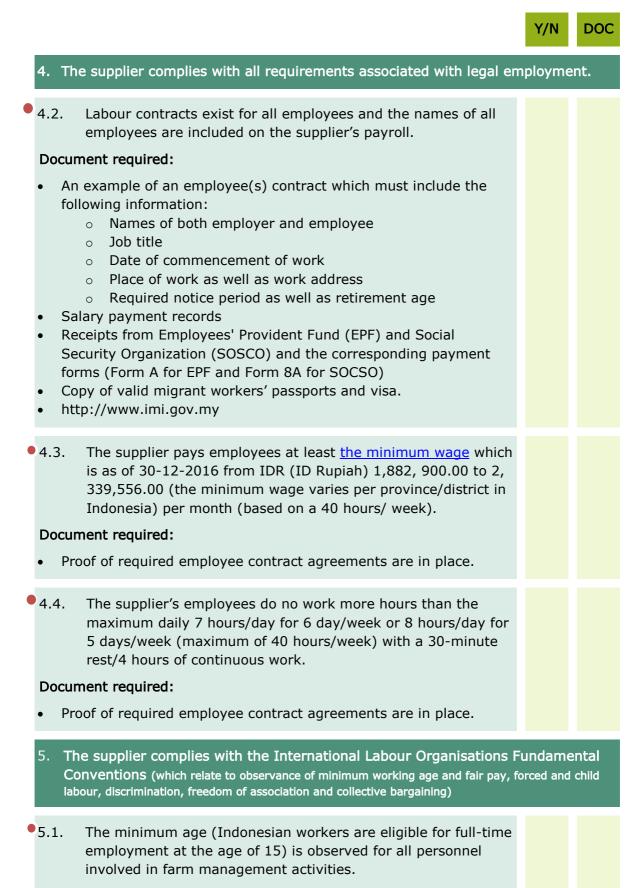
Please fill out this form by indicating 'Y' for Yes or 'N' for No or 'N/A' for not applicable for each numbered indicator if the supplier is compliant with the indicator. If 'Y' is indicated, please also tick the 'DOC' column if a copy of the require document has been submitted with this form. For all 'N/A' answers please provide an explanation for why the indicator is not applicable.

The red dot 
next the indicator highlights where there has been an elevated risk detected at the national level for palm oil in [Malaysia] and thus it is obligatory to fill out and provide more information on the red dotted indicators.





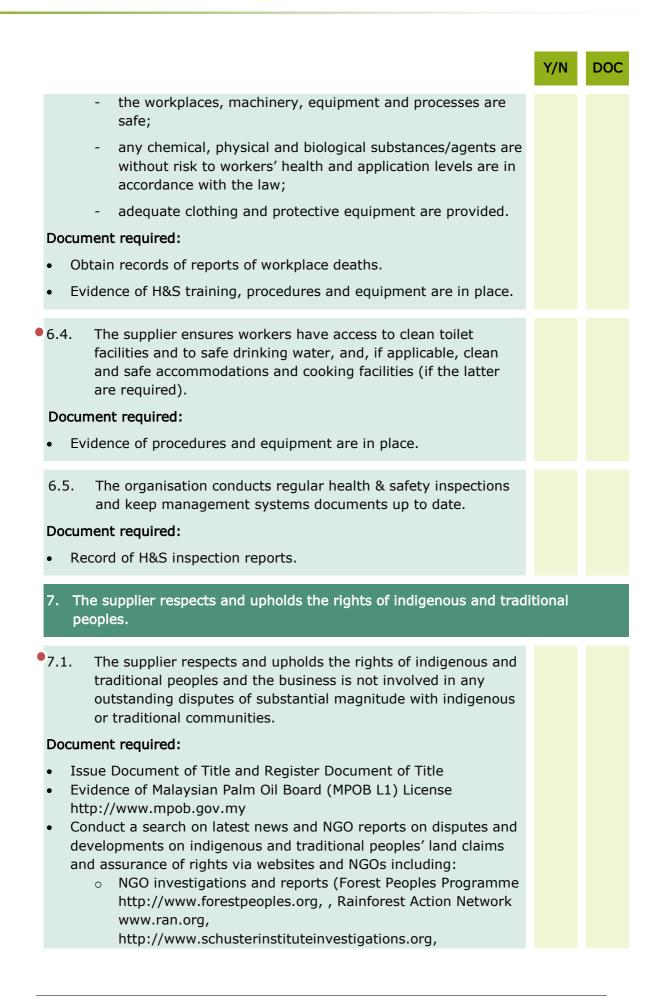




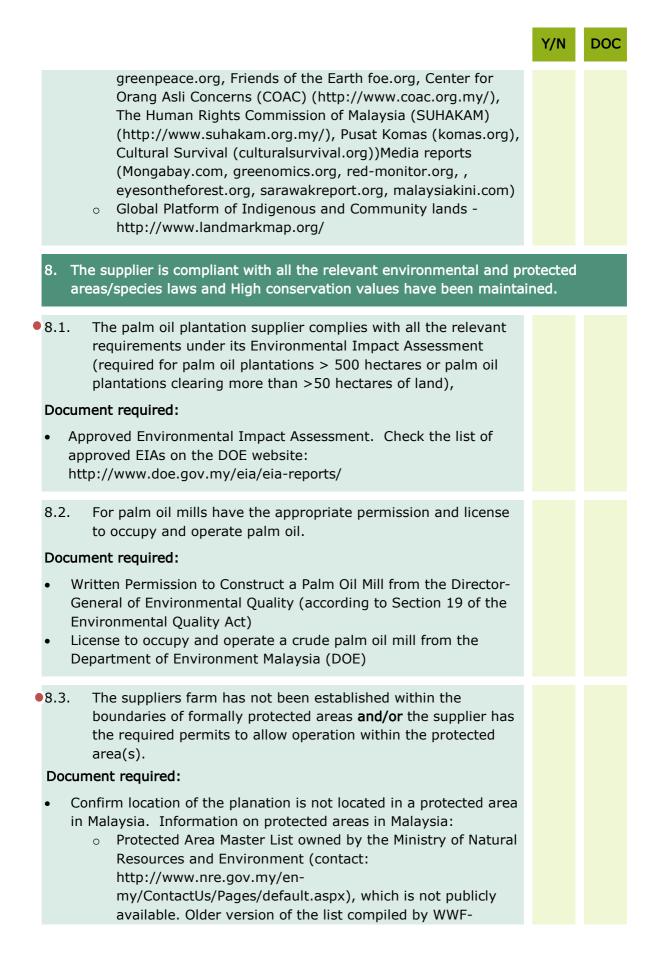
#### Document required:

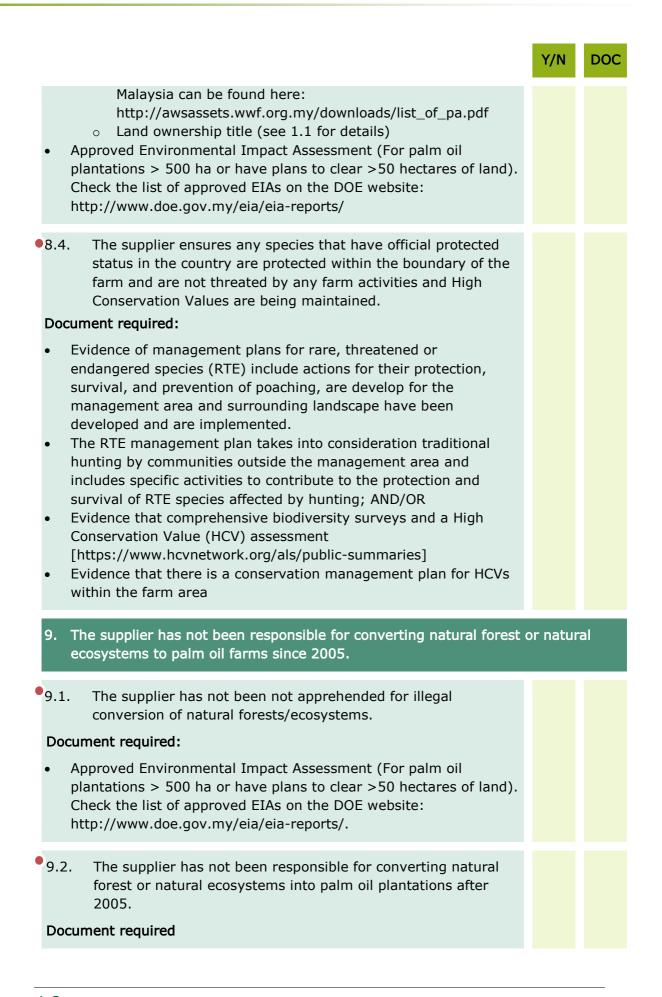


	Y/N	DOC
• Proof of required employee contract agreements are in place.		
<ul> <li>5.2. The supplier ensures workers such as females, minorities, handicapped etc. are not discriminated against during their recruitment and the duration of their employment.</li> <li>Document required:</li> </ul>		
<ul> <li>Proof of a policy and procedures are place to ensure discrimination does not occur.</li> </ul>		
<ul> <li>5.3. The supplier supports all workers having the right to join or form trade unions/worker associations of their own choosing and to bargain collectively.</li> <li>Document required:</li> </ul>		
<ul> <li>Proof of an employee's union or worker's association.</li> </ul>		
<ul> <li>5.4. The supplier does not engage in forced or compulsory labour.</li> <li>Document required:</li> <li>Proof of required employee contracts are in place.</li> <li>Copy of valid migrant workers' passports and visa.</li> </ul>		
<ul> <li><u>http://www.imi.gov.my</u></li> <li>6. The supplier complies with all occupational health and safety require</li> </ul>	ements.	
•6.1. The supplier has a designated health and safety (H&S) manager or someone in senior management is responsible for overseeing health and safety management and has registered its employees with the Ministry of Health.		
<ul> <li>Document required:</li> <li>Proof of required employee contract and/or organisational structure/organigram.</li> </ul>		
•6.2. The supplier organises regular health and safety training for all permanent and temporary workers.		
Document required:		
• Record of given and planned trainings and employee attendance.		
•6.3. The supplier has identified health and safety risks posed to all workers and has taken actions to prevent accidents, injuries or health issues by ensuring:		











		Y/N	DOC
Þ	Map with farm boundaries cross referenced against land cover satellite time series images such as found on www.globalforestwatch.org.		

### About

# Responsible Sourcing of Soy, Cattle and Palm Oil

Responsible Sourcing of Soy, Cattle and Palm Oil is a project aimed at creating awareness and capacity among Danish companies to minimise risks of social and environmental problems connected to sourcing palm oil, soy and cattle from developing countries. The project is run by NEPCon and SEGES and funded by DANIDA, Ministry of Foreign Affairs of Denmark.



NEPCon (Nature Economy and People Connected) is an international, non-profit organisation that builds commitment and capacity for mainstreaming sustainability. Together with our partners, we foster solutions for safeguarding our natural resources and protecting our climate.

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