

Supplier Risk Assessment Question List

SECTION 1 ENVIRONMENTAL RESPONSIBILITY

City Plumbing Supplies Holding Limited is committed to making positive choices in our supply chain that will reduce our impact on the global environment. We understand the nature and scale of our impact and the importance on working with our supply chain partners to reduce it.

Timber

As a supplier, you commit to only supply timber products from legal and sustainable sources that don't cause deforestation or degradation.

<p><i>Do you supply timber, or products that contain timber?</i></p> <p><i>Note: This does not include packaging materials & pallets.</i></p>
<p><i>Do you import any timber, or timber products into the EU?</i></p>
<p><i>Do you have a documented due diligence system to ensure compliance with the EU Timber Regulations.</i></p>
<p><i>Are all the timber products you supply certified to either FSC or PEFC?</i></p>
<p><i>Do any of your products contain tropical hardwoods?</i></p>
<p><i>Do you source finished timber products or components from any of these countries or regions? (Select all that apply): Africa, Russia, Myanmar, India, Indonesia, Cambodia, PNG, Solomon Islands, Ukraine</i></p>

Environmental Management & Legislation

As a supplier, you commit to comply with all applicable environmental legislation in all areas of your operations and supply chain.

<p><i>Do you have a documented environmental management system? Is it certified to ISO 14001?</i></p> <p><i>Please attach a copy of the latest certificate.</i></p>
<p><i>Do you require your suppliers to be certified to ISO 14001?</i></p>
<p><i>Do you hold all relevant environmental operating permits?</i></p>
<p><i>Do you check that all relevant permits are in place throughout your supply chain?</i> <i>Have you or any company in your supply chain faced prosecution for any breach of environmental legislation in the past 5 years; Please provide details</i></p>

Natural Mineral Extraction

As a supplier, you commit to manage the extraction of any natural materials with care and consideration for local communities and the environment.

<i>Does the supply of your products involve the extraction of any natural materials?</i>
<i>Are you directly responsible for the extraction of the natural materials?</i>
<i>Do you undertake Environmental Impact Assessments on these activities?</i> <i>Please attach an example copy.</i>
<i>Please tick all locations where this takes place</i> <ul style="list-style-type: none">● India / Asia / Africa● Turkey / South America● UK / Europe
<i>Do you require your suppliers of these materials to provide an Environmental Impact Assessments on these activities?</i>

Water & Energy

As a supplier, you commit to minimise water and energy throughout your operations.

<i>Do you know the amount of energy required to produce the products you supply?</i>
<i>Do you have clear targets to reduce energy usage in your operation?</i>
<i>Do you encourage all your suppliers to reduce energy consumption?</i>
<i>Do you encourage your supply chain to reduce water usage?</i>
<i>Do you promote and record the use of renewable energy throughout the supply chain?</i>

Waste & Efficiency

As a supplier, you commit to reduce waste by working towards making your products and packaging as recyclable as possible, and simple for our customers to recycle.

<i>Do you promote the use of recycled material in the products you purchase / supply for City Plumbing Supplies Holding Limited?</i>
<i>Do you measure how much waste is produced for the products you purchase / supply for City Plumbing Supplies Holding Limited?</i>
<i>Do you have targets to reduce packaging?</i>
<i>Are all the products and their packaging you supply to City Plumbing Supplies Holding Limited recyclable?</i>
<i>Do you provide customers with suitable information to recycle the products?</i>

SECTION 2 SOCIAL RESPONSIBILITY

City Plumbing Supplies Holding Limited is committed to promoting positive working conditions and practices throughout our supply chain and we want to work with responsible providers who share our values. We aim to work collaboratively and to create an environment that enables transparency throughout the supply chain, encouraging education and development.

Worker Safety

As a supplier, you commit to protect your workers from dangerous or harmful operations whilst they're engaged in manufacturing your products.

Do you have a written health and safety policy which includes compliance within your business and throughout your supply chain?

If yes please attach a copy.

Do you check that your suppliers meet health and safety laws and standards in the country of operation?

Do you have systems in place to check that employees in your business and throughout your supply chain are working with safe machinery?

Have you or any company in your supply chain been prosecuted for any health & safety issue in the past 5 years?

Human Rights

As a supplier, you commit to make sure all workers involved in product manufacture and supply are treated fairly and with respect for their human rights.

Do you monitor human rights risk within your business and throughout your supply chain?

Do you require all suppliers to ensure workers human rights are protected, including freedom of association, forced & bonded labour, wages, working hours, child labour, discrimination and working conditions?

Do you require all your suppliers to provide ethical audits e.g. SMETA, SA800?

How frequently are these audits undertaken:

- Every 2 years or less
- Greater than every 2 years

If No, do you check that your suppliers comply with the appropriate labour laws and standards required to protect workers human rights?

Please provide detail of how you do this.

Ethical Sourcing & the ETI

As a supplier, you commit to meet, or work towards meeting, the principles of the Ethical Trade Initiative (ETI) Base Code.

<p><i>Does your company have an ethical sourcing policy which covers the principles of the ETI Base Code?</i></p> <p><i>If Yes please attach a copy.</i></p>
<p><i>Is your company a member of the Ethical Trading Initiative (ETI)?</i></p>
<p><i>Are you or any of your source sites members of the Suppliers Ethical Data Exchange (SEDEX)?</i></p>
<p><i>Are you members of any other Ethical Sourcing programmes?</i></p> <p><i>If Yes please provide details</i></p>

Anti Slavery

As a supplier, you commit to take positive steps to ensure that Modern Slavery has no place in your businesses or supply chain.

<p><i>Are you aware of your obligations under the UK Modern Slavery Act 2015?</i></p>
<p><i>Are you required to make an annual statement under the Modern Day Slavery Act 2015?</i></p>
<p><i>Do you intend to make a positive statement?</i></p> <p><i>Please attach a copy if available</i></p>
<p><i>Do you source any materials from the following countries or regions?</i></p> <p><i>Bangladesh, Africa, UAE, India, Nepal, Pakistan, Indonesia, Turkey, Uzbekistan, Cambodia, Vietnam, Myanmar, Malaysia</i></p>
<p><i>Do you monitor slavery and forced labour risk within your own business, including temporary, agency and contract workers?</i></p> <p><i>Please provide detail of how you do this.</i></p>
<p><i>Do you monitor slavery and forced labour risk in your supply chains?</i></p>
<p><i>Please provide detail of how you do this and how far down the supply chain you monitor i.e. tier 1, tier 2 etc.</i></p>

Conflict minerals

As a supplier, you commit to find new sources for any minerals contained in your products where these are identified as coming from recognised areas of conflict.

Do any of your products contain the minerals Tin, Tantalum, Tungsten or Gold?

Do you source any component minerals from the following countries?

Angola, Burundi, Central African Republic, Democratic Republic of the Congo, Rwanda, South Sudan, Tanzania, Uganda, Zambia

Do you have a plan to find new sources for these minerals or ensure their extraction does not fuel conflict or human rights abuse?

Anti Bribery and Corruption

As a supplier, you commit to prevent the use of, and not condone any corrupt activity, bribery or inducement with the aim of securing an improper or unfair business advantage.

Do you have an AntiBribery & Corruption policy?

Please attach a copy.

Do you have a process for monitoring instances of bribery or corrupt activity within your business and throughout your supply chain?

Has anyone within your supply chain ever been convicted of Bribery or Corruption offences in the past 5 years?

Please state when & who.

Do you monitor corruption levels in the countries you source from?

SECTION 3 QUALITY & PRODUCT

City Plumbing Supplies Holding Limited aims to only source safe products that are fit for purpose and meet or exceed our customers' expectations. We require each product that enters our supply chain to comply with all applicable legislation.

Quality Management

As a supplier, you commit to operate an effective Quality Management System (QMS).

<i>Do you have a documented quality management system?</i>
<i>Is it certified to ISO 9001?</i> <i>If Yes, please attach a copy of the latest certificate.</i>
<i>Do you require your suppliers to be certified to ISO 9001?</i>
<i>Are you aware of City Plumbing Supplies Holding Limited Supplier Manual and have you implemented appropriate procedures to support this.</i>

Stay Safe

As a supplier, you commit to only supply products (including packaging) that are suitable for our supply chain, and that are safe to handle and store.

<i>Do you undertake any transit testing of the products you supply to City Plumbing Supplies Holding Limited?</i>
<i>Are test reports available if required?</i>
<i>Have you conducted a handling risk assessment on the products you supply, to ensure they are suitable for the City Plumbing Supplies Holding Limited supply chain?</i>
<i>Have all identified risks been communicated and are there suitable procedures in place to eliminate risk.</i>
<i>Do you provide clear warning information where relevant, for customers and persons involved in the handling & storage of products?</i>
<i>Do any of your products require special storage and have you checked that City Plumbing Supplies Holding Limited supply chain have suitable facilities to do this?</i>

Product Compliance & Quality

As a supplier, you commit to only supply products that are fit for purpose, safe to use and meet our quality requirements.

<p><i>Do you undertake formal documented risk assessments on your products?</i></p> <p><i>Please provide an example copy.</i></p>
<p><i>Do you undertake fit for use testing?</i></p>
<p><i>Is this conducted or verified by a 3rd party accredited test laboratory?</i></p>
<p><i>Do you undertake periodic testing to ensure the products you supply are compliant with all applicable standards and/or regulations.</i></p>
<p><i>How frequently are these tests undertaken:</i></p> <ul style="list-style-type: none"> ● <i>Less than every 2 years</i> ● <i>Greater than every 2 years</i> ● <i>Only when the Standard or Regulation changes</i>
<p><i>Are all applicable products independently tested by a UKAS or international equivalent accredited laboratory?</i></p>

REACH & SVHCs

As a supplier, you commit to notify us immediately of any products you supply to us that contain any substances of very high concern (SVHC), explosives precursors or poisons.

<p><i>Are you fully aware of your obligations under REACH?</i></p>
<p><i>Do you have an appointed person responsible for REACH?</i></p>
<p><i>Do you test every product you supply in a City Plumbing Supplies Holding Limited brand for SVHCs</i></p>
<p><i>Do you use a risk based process to assess SVHCs in the products you supply?</i></p>
<p><i>Do any of the products you supply to City Plumbing Supplies Holding Limited contain a SVHC or restricted substance?</i></p>
<p><i>Please select YES if you intend to submit a notification form (see link below)</i></p>
<p><i>Do any of the products you supply to City Plumbing Supplies Holding Limited contain an explosives precursor or poison?</i></p>
<p><i>Please select YES if you intend to submit a notification form (see link below)</i></p>
<p><i>Do your products comply with the CLP Regulations and are they suitably labelled.</i></p>
<p><i>If you supply a chemical (substance or mixture) have you provided City Plumbing Supplies Holding Limited with a Safety Data Sheet (SDS)</i></p>
<p><i>Do any of the products you supply to City Plumbing Supplies Holding Limited contain any biocides?</i></p>
<p><i>Are these biocides registered?</i></p>

Product Inspection

As a supplier, you commit to ensure continuing product compliance by arranging regular product inspection and testing by approved laboratories.

<i>Do you conduct a recorded inspection on all products prior to shipment to City Plumbing Supplies Holding Limited?</i>
<i>Do you undertake a documented loading inspection?</i>
<i>Do all City Plumbing Supplies Holding Limited 'branded products' you supply have a defined AQL (acceptable quality level)?</i>
<i>For all City Plumbing Supplies Holding Limited branded products is a DCL (defect classification list) available?</i>
<i>Are you aware of City Plumbing Supplies Holding Limited Non conformance policy and procedures?</i>

Product Surveillance

As a supplier, you commit to work with us on our risk based programme for product surveillance testing.

<i>Do you have a documented recall procedure?</i>
<i>Do you undertake any due diligence/surveillance testing on your products?</i>
<i>Do you undertake any compliance testing on competitor products?</i>
<i>Are you aware of City Plumbing Supplies Holding Limited surveillance testing programme with Trading Standards?</i>

Environmental Declarations

As a supplier, you commit to provide an Environmental Product Declaration (EPD) for any resource intensive commodity materials and products you supply to us, such as cement, insulation, gypsum or timber.

<i>Do you supply any resource intensive commodity materials or products?</i>
<i>Do you have EPDs available for the products you currently supply to City Plumbing Supplies Holding Limited?</i> <i>Please attach an example copy.</i>
<i>Do you plan to make EPDs available within the next 12 months?</i>
<i>Are any of your products certified to BES 6001?</i>