



Simple Supplier Screening Tool

For Suppliers and Traders of Agricultural Materials

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Acknowledgements



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Assessing Human Rights As Part of Purchasing Decisions

Verité's Farm Labor Due Diligence Toolkit emphasizes the importance of embedding respect for human rights in all parts of the business. This includes raising awareness of human rights issues among staff in various departments, and providing them the necessary tools to integrate human rights into their work in the most appropriate way.

Within any company, the procurement organization has a key role to play and should take active responsibility for the human rights performance of suppliers. This can be done through pre-contracting due diligence (e.g., screening prospective suppliers for human rights risks), implementing procedures to incentivize supplier human rights performance (e.g., commodity price premiums), and discontinuing sourcing from poor performing suppliers, for example.

This tool provides a relatively easy way for procurement/purchasing teams to screen prospective suppliers for human rights risks, and evaluate their ability to manage these risks. It is not intended to be a comprehensive screening tool, and does not cover every aspect of human rights due diligence. Once a supplier is onboarded and oriented to the company's human rights requirements and expectations, more comprehensive tools can be used to gauge suppliers' performance and progress on human rights.

This tool can be used as a stand-alone screen, or the questions can be embedded into existing processes for screening new suppliers. It was developed for a large agricultural trader with thousands of suppliers, so a simple, straightforward tool was needed. The tool can be adapted to different contexts and supplier types; for example, some companies source from suppliers of a wide range of sizes and levels of sophistication on human rights. The tool offers some questions that would be relevant for suppliers of all sizes, and other questions that are likely only relevant for larger suppliers.

If the screening shows that a prospective supplier does not have certain due diligence efforts in place, this does not necessarily mean that the supplier should not be contracted. Rather, this points to areas where the supplier can improve its due diligence practices, and may need training or capacity building. The tool provides some suggested guidance materials and trainings to steer suppliers toward, if improvements are needed.

Screening Questionnaire

For Suppliers of Any Size

Question	Select Yes or No	Written Response, if Applicable	Suggested Tools and Resources
1. Do you have a written policy on human rights and/or any specific human rights issue, like child labor or gender equality?	<input type="checkbox"/> Yes <input type="checkbox"/> No		<p>▷ Verité Farm Labor Due Diligence First Mile Toolkit, Embedding Human Rights in First Mile Operations</p> <p>▷ Verité Model Human Rights Policy for Agricultural Cooperatives and Farmer Organizations</p>
2. Do you know what human rights violations (e.g. child labor, forced labor, gender equality, and health and safety conditions, violations of indigenous rights, etc.) are most likely to occur in your company's agricultural operations and supply chains?	<input type="checkbox"/> Yes <input type="checkbox"/> No		<p>▷ Verité Farm Labor Due Diligence First Mile Toolkit, In-Depth Assessment of Risks & Harms</p> <p>▷ Verité Human & Labor Rights Risk Assessments: Guidance for Agricultural Cooperatives and Farmer Organizations</p>

Question	Select Yes or No	Written Response, if Applicable	Suggested Tools and Resources
<p>3. In the company's operations and supply chains, have any employees or suppliers have been trained on human rights issues (e.g. child labor, forced labor, gender equality, and health and safety conditions)? If so, specify which groups.</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>		<ul style="list-style-type: none"> ▷ Verité Farm Labor Due Diligence Toolkit, Component 1.4, Internal Capability ▷ Verité Farm Labor Due Diligence Toolkit, Component 3.5, Capability Building for Suppliers ▷ Verité Farm Labor Due Diligence Toolkit, Component 3.6, Capability Building in the First Mile ▷ Verité Forced Labor e-learning course ▷ Verité COFFEE project guidance, Communication and Training Across the Supply Chain ▷ Verité COFFEE project open-source training modules on labor issues

Question	Select Yes or No	Written Response, if Applicable	Suggested Tools and Resources
4. Does any human rights related monitoring or auditing take place on your owned farms, or the farms you source from? If so, describe this monitoring/auditing.	<input type="checkbox"/> Yes <input type="checkbox"/> No		▷ Verité Farm Labor Due Diligence First Mile Toolkit, Farm Monitoring and Auditing
5. Do you operate a grievance mechanism or other process through which human rights harms can be brought to your attention? If so, who can access it?	<input type="checkbox"/> Yes <input type="checkbox"/> No		▷ Verité Farm Labor Due Diligence First Mile Toolkit, Grievance Mechanisms
6. Do the relevant employees in your company know the appropriate steps to take if a human rights violation occurs in your supply chain? If so, please explain briefly.	<input type="checkbox"/> Yes <input type="checkbox"/> No		▷ Verité Farm Labor Due Diligence First Mile Toolkit, Remediation of Harms

Additional questions for large suppliers only

Question	Select Yes or No	Written Response, if Applicable	Suggested Tools and Resources
7. Do you have personnel responsible for due diligence on human rights issues in your operations and supply chain? If so, describe.	<input type="checkbox"/> Yes <input type="checkbox"/> No		<p>▷ Verité Farm Labor Due Diligence Toolkit, Component 1.4, Internal Capability</p>
8. Do you hold your own suppliers accountable for human rights compliance? Please describe how you do this.	<input type="checkbox"/> Yes <input type="checkbox"/> No		<p>▷ Verité Farm Labor Due Diligence Toolkit, Component 4.2, Monitoring of Suppliers</p>
9. If human rights violations are found in your operations or supply chains, do you have a process for ensuring that these are remediated? If so, describe.	<input type="checkbox"/> Yes <input type="checkbox"/> No		<p>▷ Verité Farm Labor Due Diligence Toolkit, Element 5: Remediate Human Rights Harms</p>