

Assessment scope: **FAMATEL UK LTD**

📌 This theme has **medium** impact on your overall score

Theme: **General**

This section includes general questions that cover more than one theme: Environment, Labor & Human Rights, Ethics and Sustainable Procurement.

For example, you'll be asked about adherence to **sustainability principles** and **initiatives**. We'll also ask you about your **KPI reporting standards**, **third-party assurance** and **materiality analysis**.

📌 Certifications indicator has a **medium** impact on the **General** theme score

Indicator: **Certifications**

This indicator refers to the certifications of your sustainability management system. It includes questions about:

- Sustainability management certificates
- Ecolabels certifying products and services

Certifications confirm your **compliance with international standards** (for example, ISO 14001). They must be issued by an **external certification body**.

✔ Complete
GEN200xs
📌 Medium impact on theme score

Has your company obtained any certification regarding environmental, social, or business ethics issues (e.g. ISO 14001, ISO 45001, SA8000, ISO 27001)?

Yes

Examples of documents to attach

- Environmental certificate (e.g., ISO 14001)
- Health and safety certificate (e.g., ISO 45001)
- Information security certificate (e.g., ISO 27001 or Cyber Essentials)
- Annual or sustainability report with external third-party assurance

Document guidelines

The certificate should be issued by an accredited certification body. In the case the certificate is not yet issued, an audit report or proof of a certificate-in-progress issued by an accredited certification body can be provided.

Certifications on quality management, such as ISO 9001, are out of scope and will not be considered.

Please specify _____

Not yet/I don't know

Optional
GEN801xs

Please provide information about your company's business activities and if manufacturing is conducted in-house or outsourced. Indicate the number of operational sites and if one or more sites has a significantly higher number of employees compared to other sites.

Please specify

Distribution and Manufacturing in house on one site

🔗 This theme has a **high** impact on your overall score. The impact is calculated based on the sustainability issues relevant for your company.

Theme: 🌿 **Environment**

This theme focuses on two areas:

- **Environmental management of operations**, such as energy use in offices, water and materials used during manufacturing, air pollution and threats to biodiversity.
- **Environmental management of products and services**. It includes:
 - **Product use and product end-of-life**, such as energy efficiency of electronics or take-back programs.
 - **Customer health and safety**, such as the hygiene and safety of products for consumption and use.
 - **Environmental service and advocacy**, such as programs or services to encourage sustainable consumption.

Sustainability issues relevant for your company:

Energy consumption & GHGs Water Materials, Chemicals & Waste

- Based on your company's **industry, size** and **location**, we selected the most relevant sustainability issues.
- Selected sustainability issues define **what questions you receive** and the impact of this theme on your **overall score**.

🔗 Policies indicator has a **high** impact on the **Environment** theme score

Indicator: **Policies**

A policy is a set of objectives that addresses specific sustainability issues. It shows your **company's intention** to reduce impact, mitigate risk, or improve performance.

Examples of policies:

- General **principles, statements** and **qualitative objectives** to improve sustainability.
- Specific **quantitative targets** with a defined deadline in the future. You can submit both absolute and relative targets. A conclusive target should meet the following conditions:
 - Be time-bound: include a baseline and target year.
 - Be measurable: include a quantitative goal to be achieved.
 - Be achievable: realistic and relevant to the company's activities.

[Get more examples and best practices for developing policies](#) 🌐

Does your company have a policy with qualitative objectives and quantitative targets for:

Energy Consumption & GHGs

Examples of documents to attach

- Environmental Policy
- CEO letter with environmental commitments
- Greenhouse gases (GHGs) or energy reduction policy
- Employee Handbook with a dedicated policy section
- Sustainability report, document or charter with commitments related to energy or GHGs
- Code of Conduct with commitments related to energy or GHGs

Document guidelines

Your document should state your company's energy and GHG commitment. It should include your company's objectives to address energy consumption and scope 1 and scope 2 greenhouse gas-related issues from company operations and transport (includes direct and indirect emissions of CO₂, CH₄, N₂O, HFC, PFC and SF₆). Your policy can include either qualitative objectives or quantitative targets or both.

Here are some examples:

- **Qualitative objective:** Commit to use energy sources more responsibly by reducing electricity consumption and fuel consumption and increasing awareness on energy conservation among employees.
- **Quantitative target:** Achieve a 20% reduction of GHG emissions by 2030 compared to 2020.

Attached document

[Famatel Commitment Energy...](#)

Policy / Code of Conduct

[Replace document](#)

Indicated pages:

1-6

Comment:

Attached document

[Environmental sustainability...](#)

Policy / Code of Conduct

[Replace document](#)

Indicated pages:

1-3

Comment:

Water

Examples of documents to attach

- Environmental Policy
- CEO letter with environmental commitments
- Water saving policy
- Employee Handbook with a dedicated policy section
- Sustainability report, document or charter with commitments related to water
- Code of Conduct with commitments related to water

Document guidelines

Your document should state your company's commitment towards responsible water management. It should include your company's objectives to address water consumption and pollution issues from direct operations. Your policy can include either qualitative objectives or quantitative targets or both.

Here are some examples:

- **Qualitative objective:** Commit to using natural resources such as water more responsibly.
- **Quantitative target:** Achieve a 20% reduction of water consumption by 2030 compared to 2020.

Attached document

 Water Policy ⓘ
Policy / Code of Conduct

[Replace document](#)

Indicated pages:
1-2

Comment:

Materials, Chemicals & Waste

Examples of documents to attach

- Environmental Policy
- CEO letter with environmental commitments
- Waste Management Policy
- Waste Reduction Policy
- Employee Handbook with a dedicated policy section
- Sustainability report, document or charter with commitments related to waste and hazardous materials management
- Code of Conduct with commitments related to waste

Document guidelines

Your document should state your company's commitment towards reducing waste and effective management of hazardous materials. It should include your objectives to minimize environmental impact from use of raw materials, chemicals, and non-hazardous and hazardous waste in the company's direct operations. Your policy can include either qualitative objectives or quantitative targets or both.

Here are some examples:

- **Qualitative objective:** Commit to reducing the amount of hazardous substances generated from processes by substituting with less toxic substances.
- **Quantitative target:** Increase the percentage of waste sent for recycling to 20% by 2030 compared to 2020.

Attached document


 Famatel UK Sustainability Ch... ⓘ
Policy / Code of Conduct

[Replace document](#)

Indicated pages:
1-3

Comment:

No policy yet/I don't know

 Measures indicator has a **high** impact on the **Environment** theme score

Indicator: **Measures**

This indicator is about your company's **actions to support your sustainability policies and commitments**.

The answer options in each question represent best practices for your company's size and industry. Select options that your company **has already implemented** and provide the documented proof of your actions.

[Learn more about the document requirements](#) 

What actions are in place regarding energy consumption and greenhouse gases (GHG) emissions?

Improvement of energy efficiency through technology or equipment upgrades

Examples of supporting documents: invoices or installation records of energy-efficient equipment, work instructions on the maintenance of energy efficient equipment, proof of government subsidies on energy-saving equipment upgrades, sustainability report. The document(s) should demonstrate the following: the use of certain technology or equipment to improve energy efficiency by selecting an equipment or technology that would reduce energy consumption compared to the usual process implemented by industry/sector peers. Equipment upgrades should ensure a future decrease in energy consumption across company operations.

Attached document

 [Famatel Commitment Energy...](#) 

[Replace document](#)

Policy / Code of Conduct

Indicated pages:
1-6

Comment:

Employee awareness/training program on energy conservation

Examples of supporting documents: training communication email to employees, training plan, training materials (such as slide decks, training content summaries), evidence of training execution (such as progress reports, certificates of completion). The document(s) should demonstrate the following: training programs provided to employees to strengthen their knowledge on energy conservation and GHG emissions reduction while at work.

Actions to reduce emissions from transportation

Examples of supporting documents: communication email, standard operating procedures, carpooling instructions, sustainability report. The documents(s) should demonstrate operational processes to reduce GHG emissions from operational transportation, such as route optimization, car-sharing, extensive use of electric vehicles, use of cleaner fuels, etc.

Purchase and/or generation of renewable energy

Examples of supporting documents: contract or energy bill from the energy provider showing the use of renewable energy, invoice for solar panels, sustainability report. The purchase/generation of renewable energy indicates less dependence on fossil fuels as well as a transition to cleaner/more sustainable sources of energy.

Other actions to reduce energy consumption/GHG emissions not included elsewhere in this question

Please select this option only if the rest of the options listed do not apply. The document(s) should demonstrate the following: actions taken by your company other than those specified in the other options to reduce energy consumption or GHG emissions in their operations.

Please specify

Energy saving practices / waste and recycling /

Attached document

 [Famatel Commitment Energy...](#) 

[Replace document](#)

Policy / Code of Conduct

Indicated pages:
1-6

Comment:

No actions yet/I don't know

What actions are in place regarding water management?

Wastewater quality assessment

Examples of documents to attach: standard operating procedures, invoice or contract on wastewater quality testing, work instructions, program implementation records, wastewater assessment report, CSR/Sustainability Report. The document(s) should demonstrate the following: wastewater quality tests or monitoring performed to ensure wastewater discharge is in compliance with legal requirements.

Employee awareness training on water conservation

Examples of supporting documents: training communication email to employees, training plan, training materials (slide decks, training content summaries, etc.), evidence of training execution (progress reports, certificates of completion, etc.). The document(s) should demonstrate the following: training programs provided to employees to strengthen their knowledge on water conservation.

Reduction of water consumption through technology or equipment upgrades

Examples of supporting documents: invoices or installation records of equipment with better water efficiency, work instructions on the maintenance of water-efficient equipment, proof of government subsidies on water-saving equipment upgrades, sustainability report. The document(s) should demonstrate the following: use of certain technology or equipment to improve water efficiency by selecting equipment or technology which reduces water consumption of any type (fresh water, treated water, municipal water, etc.).

Technologies or practices to recycle or reuse water

Examples of documents to attach: standard operating procedures, invoices or contracts with companies enabling recycle/reuse of water, instructions on water recycle/reuse equipment, training materials, sustainability report. The document(s) should demonstrate the following: operational processes or deployment of technologies to reclaim water (with or without treatment) from different sources and reuse it internally (e.g. for production, irrigation, cooling). In reusing or recycling water, companies use treated, harvested, or recovered water instead of fresh water.

Other actions to manage water efficiency or wastewater discharge not included elsewhere in this question

Please select this option only if the rest of the options listed do not apply. The document(s) should demonstrate the following: actions taken by your company other than those specified in the other options to reduce water consumption in their operations.

Please specify



No actions yet/I don't know

What actions are in place regarding safe management of hazardous substances and waste management?

Internal sorting & disposal of waste according to waste streams

Examples of documents to attach: communication email to employees on waste disposal/waste sorting, standard operating procedures, recycling instructions, training materials, sustainability report. The document(s) should demonstrate actions taken by your company to reduce internal waste generation, or ensure that waste is processed in a way that allows for recovery and reuse in your company's own processes or by a third party.

Attached document

 **Famatel Commitment Energy...** 
Policy / Code of Conduct
[Replace document](#)

Indicated pages: 3 **Comment:** Waste services in house and out source

Training of employees on handling of waste or hazardous materials

Examples of supporting documents: training communication email to employees, training plan, training materials (slide decks, training content summaries, etc.), evidence of training execution (progress reports, certificates of completion, etc.). The document(s) should demonstrate the following: training programs provided to employees to strengthen their knowledge on waste and hazardous materials management issues.

Actions for labeling, storing, handling and transporting hazardous substances

Examples of documents to attach: standard operating procedures, work instructions, equipment/technology installation records, CSR/Sustainability Report. The document(s) should demonstrate the following: evidence that your company implements specific protocols to label, store, handle and transport hazardous substances to minimize environmental impact or exposure.

Environmental emergency measures in place


Examples of documents to attach: emergency response procedures, work instructions, equipment/technology installation records, Annual Report, CSR/Sustainability Report. The document(s) should demonstrate the following: evidence that your company implements certain measures or procedures to prevent the release of hazardous substances into the environment.

Other actions to safely manage hazardous substances and waste not included elsewhere in the question

Please select this option only if the rest of the options listed do not apply. The document(s) should demonstrate the following: actions taken by your company other than those specified in the other options to properly manage waste and hazardous materials generated by your company.

Please specify _____

No actions yet/ Do not know

 Reporting indicator has a **medium** impact on the **Environment** theme score

Indicator: **Reporting**

Reporting is based on **quantitative KPIs that measure your implementation of sustainability practices.**

We'll ask you to attach documents that include your sustainability metrics. A valid **reporting document** includes the reporting **year** and the reporting **unit** (such as kWh or liters).

Make sure the latest reporting period is within the **last 2 calendar years.**

[Learn more about the document requirements](#) 

On which of the following topics does your company report Key Performance Indicators (KPIs)?

Energy Consumption & GHGs

Examples of documents to attach

- Internal excel database
- Annual energy consumption report
- Annual greenhouse gas emissions report
- Management presentation that includes relevant energy and GHGs (greenhouse gases) related KPIs
- Reporting section in your Sustainability Report

Document guidelines Your document should demonstrate KPIs (Key Performance Indicators) on energy consumption and GHGs, or continuous monitoring of actions related to energy conservation and GHG emissions reduction by your company.

Here are some examples of KPIs: annual electricity consumption, renewable energy consumption, fuel consumption, total GHG and CO2 emissions, number of trainings conducted on energy conservation among employees.

Attached document

Famatel Commitment Energy...

Policy / Code of Conduct

[Replace document](#)

Indicated pages:

1

Comment:

Water

Select this option if you have additional reporting KPIs on Water, on top of the KPIs declared in the previous Environmental Reporting question.

Examples of documents to attach

- Water consumption report
- Wastewater discharge report
- Reporting section in your Annual or Sustainability Report

Document guidelines Your document should demonstrate KPIs (Key Performance Indicators) on water consumption, volume and weight of pollutants in wastewater discharges from company operations.

Attached document

Famatel UK LTD Sustainabilit...

Supplier code of conduct

[Replace document](#)

Indicated pages:

1-3

Comment:

Materials, Chemicals & Waste

Examples of documents to attach

- Internal excel database
- Annual raw material consumption report
- Annual chemicals consumption report
- Annual waste management report
- Management presentation that includes annual waste production figures
- Reporting section in your Sustainability Report

Document guidelines Your document should demonstrate KPIs (Key Performance Indicators) on the consumption of raw materials and chemicals (hazardous and non-hazardous), and the production of non-hazardous and hazardous waste, and accidental pollution events (e.g. spills, leakages) from company operations, or the continuous monitoring of actions by your company related to materials, chemicals, and waste management.

Here are some examples of KPIs: annual waste produced, total waste sent for recycling, total waste recovered, total consumption of raw materials and chemicals, emission of non-hazardous and hazardous waste, number of trainings conducted on waste management among employees.

Attached document

 **Famatel UK Sustainability Ch...** 
Policy / Code of Conduct **Replace document**

Indicated pages:

1-3

Comment:

Not yet monitored/I don't know

Complete ENV604xs  **Medium** impact on theme score

Please report on the following environmental KPI:

Total gross Scope 1 GHG emissions

Examples of documents to attach

- Internal excel database
- Energy report
- Energy audit report
- GHG emissions report
- Reporting section in your Sustainability Report

Document guidelines Your document should demonstrate KPIs (Key Performance Indicators) on total gross scope 1 GHG emissions from company operations in tons of CO2 equivalent.

Scope 1 emissions are the GHG emissions from sources your company owns or controls, including the generation of heat, steam or electricity, physical or chemical processing, etc.

Not yet monitored/I don't know

🔗 This theme has a **high** impact on your overall score. The impact is calculated based on the sustainability issues relevant for your company.

Theme: 👤 **Labor & Human Rights**

This theme focuses on two areas:

- **Labor rights**, such as health and safety, working conditions, structured social dialogue, career management and training.
- **Human rights**, such as prevention of human trafficking, child and forced labor, as well as support of diversity, equity and inclusion.

Sustainability issues relevant for your company:

Employee Health & Safety Working Conditions Career Management & Training
Diversity, Equity and Inclusion

- Based on your company's **industry, size** and **location**, we selected the most relevant sustainability issues.
- Selected sustainability issues define **what questions you receive** and the impact of this theme on your **overall score**.

🔗 Policies indicator has a **high** impact on the **Labor & Human Rights** theme score

Indicator: **Policies**

A policy is a set of objectives that addresses specific sustainability issues. It shows your **company's intention** to reduce impact, mitigate risk, or improve performance.

Examples of policies:

- General **principles, statements** and **qualitative objectives** to improve sustainability.
- Specific **quantitative targets** with a defined deadline in the future. You can submit both absolute and relative targets. A conclusive target should meet the following conditions:
 - Be time-bound: include a baseline and target year.
 - Be measurable: include a quantitative goal to be achieved.
 - Be achievable: realistic and relevant to the company's activities.

[Get more examples and best practices for developing policies](#) 🔗

✓ Complete

LAB100xs

🔄 High impact on theme score

Does your company have a policy with qualitative objectives and quantitative targets for:

 **Employee Health & Safety**

Examples of documents to attach

- Employee Health and Safety Policy
- Employee Health and Safety Manual
- CEO letter with health and safety commitments
- Employee Handbook with a dedicated policy section
- Sustainability report, document or charter with commitments related to employee health and safety
- Code of Conduct covering employee health and safety issues


Document guidelines

Your document should demonstrate your company's commitments to address health and safety issues encountered by employees at work. This may include safety at work, physical health at work, psychological health at work and stress prevention. Your policy can include either qualitative objectives or quantitative targets or both.

Here are some examples:

- **Qualitative objective:** Commit to providing all employees with a safe working environment by conducting frequent health and safety risk assessments and providing adequate personal protective equipment.
- **Quantitative target:** Achieve a 20% reduction of the number of work accidents by 2030 compared to 2020.

Attached document

 [HSE Policy Farnatek UK](#) 
Policy / Code of Conduct


[Replace document](#)

Indicated pages:

1-14

Comment:

Attached document

 [Health and Safety Letter](#) 
Policy / Code of Conduct



[Replace document](#)

Indicated pages:

1

Comment:

Attached document

 [Health and safety presentation](#) 
Policy / Code of Conduct



[Replace document](#)

Indicated pages:

1-25

Comment:

Attached document

 [Employee Handbook](#) 
Other

[Replace document](#)

Indicated pages:

17,26,30,62,64,66,69

Comment:

 **Working Conditions**

Examples of documents to attach

- Working Conditions Policy
- Minimum Wage Policy
- Adequate Remuneration Policy
- Policy on improving employee benefits
- CEO letter with commitment on working conditons
- Employee Handbook with a dedicated policy section
- Sustainability report, document or charter with commitments related to working conditions
- Code of Conduct covering issues related to working conditions

Document guidelines

Your document should demonstrate your company's commitment to address various issues related to working conditions, such as adequate working hours, flexible work and other social benefits granted to employees. Your policy can include either qualitative objectives or quantitative targets or both.

Here are some examples:

- **Qualitative objective:** Commit to providing all employees with good working conditions by ensuring that they have adequate wages, working hours, and benefits.
- **Quantitative target:** Increase the number of employees covered by health care coverage to 50% by 2030 compared to 2020.



Attached document

 [Employee Hanbook](#)  [Replace document](#)
Other

Indicated pages:
62,8,64,67

Comment:


Attached document

 [Famatel UK Ltd Min Wage Pol...](#)  [Replace document](#)
Policy / Code of Conduct

Indicated pages:
1-2

Comment:

Attached document

 [Famatel UK Working_Condtions](#)  [Replace document](#)
Policy / Code of Conduct

Indicated pages:
1-2

Comment:

✔ Career Management & Training

Examples of documents to attach

- Career Development Policy
- Training Policy
- Skills Development Policy
- CEO letter with commitments on employee skill development
- Employee Handbook with a dedicated policy section
- Sustainability report, document or charter with commitments related to career management and training
- Code of Conduct covering issues related to career management and training



Document guidelines

Your document should demonstrate your company's commitments to address main career stages, including recruitment, evaluation, training, and professional development in all stages. Your policy can include either qualitative objectives or quantitative targets or both.

Here are some examples:

- **Qualitative objective:** Commit to supporting employees' career development by providing adequate training.
- **Quantitative target:** Increase the average training hours per employee to 20% by 2030 compared to 2020.

Attached document

 [Famatel Sustainability charte...](#) 
Policy / Code of Conduct

[Replace document](#)

Indicated pages:

1-2

Comment:

Attached document

 [Famatel UK Career and devel...](#) 
Policy / Code of Conduct

[Replace document](#)

Indicated pages:

1-3

Comment:

Diversity, Equity & Inclusion

Examples of documents to attach

- Diversity and Inclusion Policy
- Anti-discrimination Policy
- Anti-harassment Policy
- CEO letter with employee diversity and equality commitments
- Diversity and Inclusion Charter
- Code of Conduct with commitments related to diversity, equity & inclusion
- Employee Handbook with a dedicated policy section
- Sustainability report, document or charter with commitments related to diversity, equity & inclusion

Document guidelines

Your document should demonstrate your company's commitments to prevent discrimination, harassment, physical, psychological, and verbal abuse for all employees in the work environment and promote equal treatment of people from different backgrounds. Your policy can include either qualitative objectives or quantitative targets or both.

Here are some examples:

- **Qualitative objective:** Commit to provide equal treatment, fairness and respect for all employees, whether temporary, part-time or full-time.
- **Quantitative target:** 100% of employees are trained on diversity, equity, and inclusion issues by 2025.

Attached document


 **Employee Hanbook** 
Other **Replace document**

Indicated pages:

10-14,14,58,60,69,71

Comment:

No policy yet/I don't know

 Measures indicator has a **high** impact on the **Labor & Human Rights** theme score

Indicator: **Measures**

This indicator is about your company's **actions to support your sustainability policies and commitments**.

The answer options in each question represent best practices for your company's size and industry. Select options that your company **has already implemented** and provide the documented proof of your actions.


[Learn more about the document requirements](#) 

What actions are in place regarding labor and human right issues?

Provision of protective equipment to impacted employees

Examples of documents to attach: protective equipment delivery records, employee health and safety handbook/booklet, invoice showing the purchase of protective equipment, sustainability report. The document(s) should demonstrate the following: your company provides protective equipment such as gloves, masks, protective eyewear, safety shoes amongst others to protect employees from work-related health and safety hazards with a particular focus on specific, potentially harmful processes.

Attached document

 [HSE Invoice](#) ⓘ
Other

[Replace document](#)

Indicated pages:

1

Comment:

Attached document

 [HSE Policy Famatel UK](#) ⓘ
Policy / Code of Conduct


[Replace document](#)

Indicated pages:

1-14

Comment:

Attached document

 [Invoice](#) ⓘ
Other


[Replace document](#)

Indicated pages:

1

Comment:

Attached document

 [Invoice HSE](#) ⓘ
Other

[Replace document](#)

Indicated pages:

1

Comment:

✔ Employee health and safety risk assessment

Examples of documents to attach: internal health and safety risk assessments, hazard analysis documents, safety analysis documents. The document(s) should demonstrate the following: regular health and safety risk assessments take place to systematically identify and evaluate potential impacts of operational tasks or conditions on employees' health and safety. Elements of risk assessment to be credited include 1) description of hazards or risk factors identified to have the potential to cause harm, determining risk significance, 2) periodic review of risks to reflect the latest risks and health and safety environment of the business, and 3) presence of a preventive and corrective action plan in the form of steps and/or recommendations that an organization needs to take to effectively prevent and address the risks identified, mapped & evaluated in risk assessments.

Attached document

 [Risk Assesment doc](#) 
Other [Replace document](#)

Indicated pages:

1-3

Comment:

Attached document

 [RISK Assesment](#) 
Other [Replace document](#)

Indicated pages:

1-3

Comment:

✓ Training of all employees on health & safety risks and good working practices

Examples of supporting documents: training communication email to employees, training plan, training materials (slide decks, training content summaries, etc.), evidence of training execution (progress reports, certificates of completion, etc.). The document(s) should demonstrate the following: training programs provided to employees to strengthen their knowledge on health and safety related to their job and/or to enhance the skills needed to perform their tasks safely.

Attached document

 [Training Matrix](#) ⓘ
Other [Replace document](#)

Indicated pages:
1-2

Comment:

Attached document

 [HSE Certificate](#) ⓘ
Other [Replace document](#)

Indicated pages:
1

Comment:

Attached document

 [Certificate](#) ⓘ
Other [Replace document](#)

Indicated pages:
1

Comment:

Attached document

 [Accident report Record](#) ⓘ
Other [Replace document](#)


Indicated pages:
1

Comment:

✓ Health and safety emergency action plan

Examples of documents to attach: procedures communicated to employees in case of an accident or injury, standard operating procedures for the provision of emergency equipment, emergency evacuation procedures, first aid processes, fire drills. The document(s) should demonstrate the following: your company has a health and safety plan in place that will guide all employees in emergency situations. The type of emergency situations depend on your company's operations and workforce, but may include incidents such as accidents related to operation of heavy equipment, injuries, fires, chemical spills, explosions, falls, etc.

Attached document

 [Emergency Response](#) ⓘ
Policy / Code of Conduct


[Replace document](#)

Indicated pages:

1-3

Comment:

Attached document

 [Emergency EVAC procedure](#) ⓘ
Policy / Code of Conduct


[Replace document](#)

Indicated pages:

1-2

Comment:

Attached document

 [Fire EVAC log](#) ⓘ
Other

[Replace document](#)

Indicated pages:

1

Comment:

✓ Health care coverage of employees

Examples of documents to attach: detailed health care plan with company name, health insurance program implementation records, employee handbook, communication materials, presentations, sustainability report. The document(s) should demonstrate the following: your company has a specific health care plan for employees. The scheme provided can cover employees for medical care, dental care, vision care, etc. Coverage can be specific for employees or their dependents and operate via insurance, reimbursement, or otherwise.

Attached document

 [Employee Hanbook](#) 
Other **Replace document**

Indicated pages:
69

Comment:

Attached document

 [Employee contracts](#) 
Other **Replace document**

Indicated pages:
1-17

Comment:

✓ Compensation for extra or atypical working hours

Examples of documents to attach: pay slips, standard operating procedures, employee handbook, communication emails, contracts, sustainability report. The document(s) should demonstrate the following: your company provides additional compensation to employees for overtime and/or all other forms of hours worked in excess of normal hours.

Attached document

 [Employee Hanbook](#)  *Other* [**Replace document**](#)

Indicated pages:
1-79

Comment:

Attached document

 [Payslip](#)  *Other* [**Replace document**](#)

Indicated pages:
1

Comment:

Attached document

 [Employee contracts](#)  *Other* [**Replace document**](#)

Indicated pages:
1-17

Comment:

✓ Flexible organization of work (eg. remote work, flexi-time)

Examples of documents to attach: employee handbook, communication emails, contracts, sustainability report, etc. The document(s) should demonstrate the following: your company provides employees with facilities to balance their work and family lives. Such actions could be in the form of flexible working hours, remote working options, paid parental and other care leaves, breastfeeding support (e.g. paid breastfeeding breaks during working hours), etc.

Attached document

 [Employee Hanbook](#)  *Other* [**Replace document**](#)

Indicated pages:
32-46

Comment:

✔ **Family-friendly programs (FFPs) implemented (e.g. parental or care leaves, childcare services or allowances)**

Examples of documents to attach: employee handbook, communication emails, contracts, sustainability report, etc. The document(s) should demonstrate the following: your company provides employees with facilities to balance their work and family lives. Such actions could be in the form of paid parental and other care leaves, breastfeeding support (e.g. paid breastfeeding breaks during working hours), childcare services and/or allowances, flexible work arrangements, etc.

Attached document

 Employee Handbook ⓘ
Other [Replace document](#)

Indicated pages:
30-31,38-42

Comment:

✔ **Skills development training**

Examples of documents to attach:

- Training materials such as training slides
- Training progress or completion reports
- Course evaluation forms with course name, description, and list of participants

Your supporting document should demonstrate the following: Trainings provided to employees to strengthen their knowledge and skills specific for their work and/or for their career advancement. Trainings can be on industry or role specific subjects and can be provided to your employees in-person (classroom or on the job) or online.

Attached document

 Training Matrix ⓘ
Policy / Code of Conduct [Replace document](#)

Indicated pages:
1

Comment:

Attached document

 Time Management Cert ⓘ
Policy / Code of Conduct [Replace document](#)

Indicated pages:
1

Comment:

✓ Regular assessment of individual performance

Examples of documents to attach:

- Completed employee performance evaluation forms
- Management guidelines on how to perform an annual assessment
- Performance review invitations sent to employees

Your supporting document should demonstrate the following: Instructions or operational process to quantitatively and/or qualitatively assess and review employees' job performance on a regular basis. Conducting regular assessments of individual performance allows your company to identify areas for improvement, provide support and guidance to employees, and recognize and reward top performers.

Attached document

 Performance Step by Step Gu... ⓘ
Policy / Code of Conduct [Replace document](#)

Indicated pages:
1-3

Comment:

Attached document

 Performance Doc ⓘ
Other [Replace document](#)

Indicated pages:
1-8

Comment:

✔ Awareness training on diversity, discrimination and/or harassment issues

Examples of supporting documents: training communication email to employees, training plan, training materials (slide decks, training content summaries, etc.), evidence of training execution (progress reports, certificates of completion, etc.). The document(s) should demonstrate the following: training programs provided to employees to strengthen their knowledge on diversity, equity and inclusion topics as well as discrimination and harassment to enable all employees to thrive in the workplace and prevent a hostile work environment.

Attached document

 [Employee Hanbook](#)  [Replace document](#)
Other

Indicated pages:

10

Comment:

Attached document



 [Training Matrix](#)  [Replace document](#)
Policy / Code of Conduct

Indicated pages:

1

Comment:

Attached document

 [Neuro Diversity Certificate](#)  [Replace document](#)
Other

Indicated pages:

1

Comment:

Actions to promote the inclusion of minority/vulnerable groups in the workplace

Examples of documents to attach: operational procedures, program implementation records, communication materials, employee handbook, CSR/Sustainability Report etc. The document(s) should demonstrate the following: operational process, specific program or any other actions to promote an inclusive workplace, such as networking groups, mentoring programs, and/or specific initiatives to ensure gender or minority under-represented groups (veterans, ethnic minorities, gender minorities, etc.) are provided support.

Attached document

 [Employee Hanbook](#)  [Replace document](#)
Other

Indicated pages:
10,12-13,44

Comment:

Attached document

 [CEO Comitment to DIV & Equ...](#)  [Replace document](#)
Policy / Code of Conduct

Indicated pages:
1-2


Comment:

Other actions on labor & human rights issues not included elsewhere in this question

Please select this option only if the rest of the options listed do not apply. The document(s) should demonstrate the following: actions taken by your company to ensure the well-being of employees.

Please specify

No actions yet/I don't know

 Reporting indicator has a **medium** impact on the **Labor & Human Rights** theme score

Indicator: **Reporting**

Reporting is based on **quantitative KPIs that measure your implementation of sustainability practices**.

We'll ask you to attach documents that include your sustainability metrics. A valid **reporting document** includes the reporting **year** and the reporting **unit** (such as kWh or liters).

Make sure the latest reporting period is within the **last 2 calendar years**.

[Learn more about the document requirements](#) 

On which of the following topics does your company report Key Performance Indicators (KPIs)?

Employee Health & Safety

Select this option if you have additional reporting KPIs on Employee Health & Safety, on top of the KPIs declared in the previous Labor Reporting question.

Examples of documents to attach

- Annual safety incident report
- Health and safety training summary report
- Reporting section in your Annual or Sustainability Report

Document guidelines Your document should demonstrate KPIs (Key Performance Indicators) on employee health and safety at work, such as absenteeism rate, number of employees trained on health and safety issues, number of employee health and safety risk assessments conducted, etc.

Working Conditions

Select this option if you have additional reporting KPIs on Working Conditions, on top of the KPIs declared in the previous Labor Reporting question.

Examples of documents to attach

- Annual employee benefits report
- Reporting section in your Annual or Sustainability Report

Document guidelines Your document should demonstrate KPIs (Key Performance Indicators) on remuneration and social benefits granted to employees, such as number of employees covered with healthcare, employees satisfaction rate, etc.

Career Management & Training

Select this option if you have additional reporting KPIs on Career Management & Training, on top of the KPIs declared in the previous Labor Reporting question.

Examples of documents to attach

- Annual training report
- Annual employee development report
- Reporting section in your Annual or Sustainability Report

Document guidelines Your document should demonstrate KPIs (Key Performance Indicators) on employee career development and training, such as number of skills trainings provided, number of employees with personal development plans, number of internal mobility cases, etc.

Diversity, Equity & Inclusion

Examples of documents to attach

- Internal excel database
- Annual social data report
- Management presentation that includes reporting on employee diversity and inclusion
- Reporting section in your Sustainability Report

Document guidelines Your document should demonstrate KPIs (Key Performance Indicators) on DE&I (diversity, equity and inclusion), or the continuous monitoring of actions by your company to prevent or eliminate workplace discrimination and harassment or to promote DE&I.

Here are some examples of KPIs: number of employees trained on prevention of discrimination and harassment or on promotion of DE&I, percentage of female employees, etc.

Not yet monitored/I don't know

🔗 This theme has a **low** impact on your overall score. The impact is calculated based on the sustainability issues relevant for your company.

Theme: ⚖️ **Ethics**

This theme focuses on managing business ethics issues, such as:

- **Corruption**, including bribery, fraud, conflict of interest and money laundering.
- **Anticompetitive practices**, including cartels, abuse of dominant position, illegal mergers and acquisitions.
- **Poor information management**, including violation of information security.

Sustainability issues relevant for your company:

Corruption Responsible Information Management

- Based on your company's **industry, size** and **location**, we selected the most relevant sustainability issues.
- Selected sustainability issues define **what questions you receive** and the impact of this theme on your **overall score**.

🔗 Policies indicator has a **high** impact on the **Ethics** theme score

Indicator: **Policies**

A policy is a set of objectives that addresses specific sustainability issues. It shows your **company's intention** to reduce impact, mitigate risk, or improve performance.

Examples of policies:

- General **principles, statements** and **qualitative objectives** to improve sustainability.
- Specific **quantitative targets** with a defined deadline in the future. You can submit both absolute and relative targets. A conclusive target should meet the following conditions:
 - Be time-bound: include a baseline and target year.
 - Be measurable: include a quantitative goal to be achieved.
 - Be achievable: realistic and relevant to the company's activities.

[Get more examples and best practices for developing policies](#) 🔗

Does your company have a policy with qualitative objectives and quantitative targets for:

Corruption (Bribery, conflict of interest, money laundering and fraud)

Examples of documents to attach

- Code of Conduct with commitments related to anti-corruption & bribery
- Business Ethics Policy covering issues related to corruption
- CEO letter with anti-corruption commitments
- Employee Handbook
- Fraud Policy
- Conflict of Interest Prevention Policy
- Gifts Policy
- Anti-corruption Policy
- Sustainability report, document or charter with commitments related to corruption


Document guidelines

Your document should demonstrate your company's commitments on prevention of bribery, conflict of interest, fraud, or money laundering. Your policy can include either qualitative objectives or quantitative targets or both.

Here are some examples:

- **Qualitative objective:** Have zero tolerance for any corruption in business activities, bribes or other improper unauthorized payments that are strictly prohibited.
- **Quantitative target:** Increase the number of employees trained on anti-corruption to 50% by 2030 compared to 2020.

Attached document

 Famatel UK Ltd Cpde pf Cond... 
Policy / Code of Conduct [Replace document](#)

Indicated pages:
1-3

Comment:

Attached document

 CEO Comm Anti-Bribery, Mo... 
Policy / Code of Conduct [Replace document](#)

Indicated pages:
1

Comment:

Responsible Information Management

Examples of documents to attach

- Code of Conduct with commitments related to information security
- Business Ethics Policy covering data protection
- CEO letter with data protection or confidentiality commitments
- Employee Handbook
- Data Protection Policy
- Information Security Policy
- Sustainability report, document or charter with commitments related to data protection

Document guidelines

Your document should demonstrate your company's commitments to ensure the secure collection, processing or storage of third-party information for business purposes. Your policy can include either qualitative objectives or quantitative targets or both.

Here are some examples:

- **Qualitative objective:** Commit to ensure the protection of third-party confidential information by implementing adequate data protection measures.
- **Quantitative target:** Increase the number of employees trained on data protection to 50% by 2030 compared to 2020.

Attached document

 Famatel UK Infromation tech ⓘ
Policy / Code of Conduct [Replace document](#)

Indicated pages:
1-3

Comment:

Attached document

 Famatel UK Business Ethics ⓘ
Policy / Code of Conduct [Replace document](#)

Indicated pages:
1-4

Comment:

No policy yet/I don't know

Measures indicator has a **high** impact on the **Ethics** theme score

Indicator: **Measures**

This indicator is about your company's **actions to support your sustainability policies and commitments.**

The answer options in each question represent best practices for your company's size and industry. Select options that your company **has already implemented** and provide the documented proof of your actions.

[Learn more about the document requirements](#) ⓘ

What actions are in place regarding ethics issues?

Specific approval procedure for sensitive transactions (e.g. gifts, travel)

"Examples of documents to attach

- Standard operating procedures
- Work instructions
- Description of a process in a Code of Ethics or Code of Conduct

Document guidelines

Your document should demonstrate instructions or processes in place to report or obtain approval for sensitive transactions which normally involve external stakeholders, and could be perceived or implied as favors. Approval items could include but are not limited to a range of value, types of items accepted, etc."

Attached document

 Famatel UK Ltd Cpde pf Cond... 
Policy / Code of Conduct [Replace document](#)

Indicated pages:
1-3

Comment:

Awareness training performed to prevent corruption and bribery

"Examples of documents to attach

- Training materials (such as slide decks, training content summaries, etc.)
- Evidence of training execution (such as progress reports, certificates of completion, etc.)

Document guidelines

Your document should demonstrate training programs provided to employees to strengthen their knowledge on corruption-related issues (such as slide decks, training content summaries, progress reports, certificates of completion, etc.)"

Whistleblower procedure for stakeholders to report corruption and bribery

Examples of documents to attach


- Standalone whistleblower procedure
- Description of a procedure in an information security policy document
- Description of a procedure in a Code of Ethics or Code of Conduct
- Description of a procedure in an employee handbook or manual

Document guidelines

Your document should demonstrate an established mechanism for different parties to report information security issues. Elements of a whistleblower procedure to be credited should include all of the following:

1. Confidentiality guarantee
2. Non-retaliation guarantee
3. Dedicated reporting channel (i.e. internal or third-party email, phone, hotline, contact person).

Attached document

 Employee Hanbook ⓘ
Other [Replace document](#)

Indicated pages:
54,63

Comment:

Attached document

 Famatel UK Ltd Cpde pf Cond... ⓘ
Policy / Code of Conduct [Replace document](#)

Indicated pages:
1-3

Comment:

Measures to protect third party data from unauthorized access or disclosure

Attached document

 Famatel UK Infromation tech ⓘ
Policy / Code of Conduct [Replace document](#)

Indicated pages:
1-3

Comment:

Awareness training to prevent information security breaches

Examples of documents to attach

- Training materials (such as slide decks, training content summaries, etc.)
- Evidence of training execution (such as progress reports, certificates of completion, etc.)

Document guidelines

Your document should demonstrate training programs provided to employees to strengthen their knowledge on information security-related issues, such as slide decks, training content summaries, progress reports, certificates of completion, etc."

Whistleblower procedure for stakeholders to report information security concerns

"Examples of documents to attach

- Standalone whistleblower procedure
- Description of a procedure in an information security policy document
- Description of a procedure in a Code of Ethics or Code of Conduct
- Description of a procedure in an employee handbook or manual

Document guidelines

Your document should demonstrate an established mechanism for different parties to report information security issues. Elements of a whistleblower procedure to be credited should include all of the following:

1. Confidentiality guarantee
2. Non-retaliation guarantee
3. Dedicated reporting channel (i.e. internal or third-party email, phone, hotline, contact person)."

Attached document

 [Famatel UK Business Ethics](#) ⓘ
Policy / Code of Conduct [Replace document](#)

Indicated pages:

1-4

Comment:

Attached document

 [Famatel UK Information tech](#) ⓘ
Policy / Code of Conduct [Replace document](#)

Indicated pages:

1-3

Comment:

Other actions on ethics issues not included elsewhere in this question

"Please select this option only if the rest of the options listed do not apply.

Document guidelines Your document should demonstrate actions other than those specified in the other options taken by your company to tackle ethics-related problems like corruption, fraud, conflict of interest, money laundering, employee data privacy, protection of third party information, etc.

Examples of documents to attach

- Standard operating procedures
- Work instructions
- Annual or Sustainability report"

Please specify _____

No actions yet/I don't know