

**Self-Assessment Questionnaire (SAQ) on Social and Environmental
Sustainability Floriculture sector
For Suppliers that comply with the FSI Basket of standards
Van Hulsen Consulting, September 2021**

In this Self Assessment Questionnaire (SAQ) information is requested, after the general data, on four areas: General management (A), Social sustainability (B), Environmental sustainability (C), and Business ethics and compliance (D).

The issues that are already addressed in the FSI basket of standards are not repeated over here, instead additional questions are asked to complete the inventory of sustainability issues and to give an impression of your efforts in these areas.

Based on your information, we may want to discuss with you how possible remaining effects/impacts of the issues mentioned can be prevented or solved, possibly through collaborative efforts.

General information	
1. Company Name	
2. Address	
3. Number of Employees (FTE)	
4. Site name (nursery, production location, distribution centre, warehouse, office) (if differs from A)	
5. Address site	
6. Kind of flowers, plants and/or other products in assortment	
7. Type of business	<input type="checkbox"/> Nursery <input type="checkbox"/> Production location/farm <input type="checkbox"/> Distribution centre <input type="checkbox"/> Warehouse <input type="checkbox"/> Office <input type="checkbox"/>
8. Supplier ID (GLN number, GGN-number, MPS-number, DUNS number, other)	
9. Filled in by (if several people complete this SAQ, please indicate the coordinating person):	
10. Name	
11. Position	
12. Email	
13. Tel.	
14. Date	

A. General management	No	Yes	Clarification / additional information	Background
<ul style="list-style-type: none"> ● A1: Does your company have a management person responsible for: <ul style="list-style-type: none"> ○ Social sustainability ○ Environmental sustainability ○ Business ethics and compliance <p><i>If your answer is 'yes', please provide name and e-mail of these persons, even if the person is the same as mentioned in the 'general information' table.</i></p> <p><i>The contact details that you provide in response to this question will not be contacted without prior notice. In the first instance, enquiries will be directed to the person that completes this self-assessment questionnaire.</i></p>	 0 0 0	 0 0 0		<p>Social sustainability relates to practices that contribute to the quality of life of both employees and communities that could be impacted by the company's operations. Examples of social topics to address include working conditions, non-discrimination, freedom of association and collective bargaining, health and safety at work, etc. (See Section B).</p> <p>Environmental sustainability relates to practices that contribute to the quality of the environment on a long-term basis. Examples of company practices include recycling programmes, carbon emissions reduction programmes, programmes for waste management, etc. (See Section C).</p> <p>Business Ethics and Compliance relate to the principles that guide business conduct in its relations towards its business partners and customers. Examples of ethical business practice include no-corruption, no-extortion, no-bribery and no illegal anti-competitive practices. (See Section D).</p> <p>Companies are expected to appoint a senior management representative, who irrespective of other responsibilities, serves as a management person responsible to ensure that the company meets its commitment related to social sustainability, business ethics and compliance and environmental sustainability.</p>
<ul style="list-style-type: none"> ● A2: Is your company certified with one or more certificates related to social or environmental sustainability <u>not included</u> in the 'FSI basket of standards' (of the Floriculture Sustainable Initiative (FSI))? 	0	0	0 Florecuador 0 Florimark GTP 0 Veriflora 0 GRASP 0 ... 0 ...	

<p><i>Please specify if your answers of these questions are 'yes'.</i></p> <ul style="list-style-type: none"> A3: Are you a member of or involved in any other initiatives addressing sustainability challenges in the floriculture supply chains? <i>Please tick the options and/or specify if your answers to these questions is 'yes'.</i> 	0	0	<ul style="list-style-type: none"> Member of FSI (Floriculture Sustainability Initiative) Member of BSCI Filled out SEDEX checklist Filled out Ecovadis checklist Participate in the following project(s) of Fairtrade International:..... Use other CSR guideline/ initiative: Involved in the following important sustainability initiatives: 	<p>Information on: Floriculture Sustainable Initiative (FSI) and FSI basket: these certificates are recognized to fulfil (part of) the requirements of FSI Information on: BSCI Information on: SEDEX Information on: Ecovadis Information on projects of Fairtrade International: Fairtrade Human Rights Environmental Due Diligence and SDGs</p>
<ul style="list-style-type: none"> A4: Do national laws and regulations related to sustainability (both social and environmental) currently pose a challenge to your company and production process? (*) <i>If your answer is 'yes', please specify.</i> 	0	0		<p>Compliance with social and environmental national laws and regulations relates to legal standards with regard to, among others, human rights, working conditions, health & safety, environmental protection, corruption, bribery, taxation, anti-competitive practices, violation of privacy or others.</p>
<ul style="list-style-type: none"> A5: Does your company publish information on sustainability? (*III3) A6: If so, how? <i>Please tick the options and/or specify if your answer is 'yes'; and insert web link or share report</i> A7: If so, are the operations of all your company sites (nurseries, production locations, distribution centres, warehouses and offices) included in this published information? 	0	0		<p>A Sustainability report is an organisational report that gives information about environmental, social and ethical performance.</p>
	0	0	<ul style="list-style-type: none"> Company website Annual report Separate Sustainability report Other (please specify): ... 	<p>An Environmental report is a systematic document published by companies with the aim of communicating with stakeholders on the most relevant environmental issues.</p>
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<p><i>If your answer is no, please indicate which company sites are not included.</i></p> <ul style="list-style-type: none"> • A8: If so, is your most recent report formally assured by a third party (e.g., an accountant)? (*III4) <i>If your answer is yes, please provide the name of the third party.</i> • A9: Is your company publicly traded? (*III1,2) • A10: If so, did your company publish information on the following aspects? (*III1,2) <i>Please tick the options on which your company published information.'</i> 	<p>0</p> <p>0</p>	<p>0</p> <p>0</p>	<ul style="list-style-type: none"> ○ Financial and operational results ○ Objectives ○ Ownership and voting rights ○ Remuneration policy for and information on members of the board and senior management ○ Related party transactions ○ Foreseeable risk factors ○ Issues regarding workers and stakeholders ○ Governance structure and policies 	
<ul style="list-style-type: none"> • A11: Has your company signed the Code of Conduct for the Dutch floriculture sector? • A12: Does your company have its own Code of Conduct on sustainability issues in place? <i>If your answer is yes, please insert web link or share document.</i> 	<p>0</p> <p>0</p>	<p>0</p> <p>0</p>		<p>A Code of Conduct on Sustainability (sometime also called '(International) Responsible Business Conduct') is a set of rules outlining the responsibilities or proper practice for an individual (employee) and organisation. It covers social, ethical and environmental aspects and are beyond minimum legal requirements.</p>

<ul style="list-style-type: none"> ● A13: Does your <u>company</u> organise training sessions to enhance the understanding of social and/or environmental sustainability? <i>If your answer is yes, please specify if these training sessions are implemented on a regular basis and on which topics they are organised (e.g., Code of Conduct, Social issues, Anti-corruption and ethics, Health & safety, Environmental management).</i> ● A18: If so, did employees working on the site (nursery, production location, distribution centre, warehouse, office) from where our flowers, plants and/or other products are supplied also participate in this social and/or environmental sustainability training? <i>Please specify if your answer is yes.</i> 	0	0		<p>Training sessions to enhance the understanding of social and/or environmental sustainability refers to companies training their employees on the expectations, policies and procedures within the company context. Training is intended to raise awareness on sustainability topics, so that specific functions are able to identify and act on issues they encounter in their day-to-day activities. Training could be function-specific (e.g., trainings for buyers, managers, etc.), or topic-specific (e.g., on anticorruption, Health & Safety, etc.)</p> <p>Sustainability within the company context is a process for companies to integrate social, environmental, ethical and human rights concerns into their operations and core strategy, in close collaboration with their stakeholders. In general, it concerns measures going beyond minimum legal requirements. Examples of social issues that companies could conduct training sessions on include non-discrimination, human rights, etc. (See Section B)</p>
<ul style="list-style-type: none"> ● A14: Does your company have a complaints procedure/grievance mechanism open for complaints related to social and environmental sustainability issues, for workers, suppliers, local communities and/or other people? (*IV6) ● A15: Do you join in a collective complaints procedure/grievance mechanism (for example via an industry association, governmental organization or multi-stakeholder initiative)? (*IV6) <i>Please specify if your answers are yes and provide a link to publicly available information.</i> 	0	0		<p>Complaint procedures/grievance mechanisms for social or environmental sustainability issues can refer to labour, ethical, human rights and environmental issues concerning the operations of the company of its partners. Examples of issues are discrimination, water availability, noise, etc. (See Section B, C and D). Procedures could include for example: availability of a telephone number of the company for complaints/grievances published in different ways, a person assigned for complaints/grievances in combination with a follow-up of a complaint/grievance to find and implement solutions.</p> <p>If your company engages directly with farmers, it is important to make an effort to inform them about the existence of the grievance mechanism and to tailor communication to the culture and capacities of the local communities.</p>

<ul style="list-style-type: none"> A16: Does your company communicate actively with other groups or organisations on social and/or environmental sustainability issues and possible negative impacts of the operation of the organization (for example with local community, employees, suppliers, industry association, governmental agencies)? (*) <p><i>Please tick the options and specify which groups or organisations, if your answer is yes.</i></p> <ul style="list-style-type: none"> A17: If so, how? (*) <p><i>Please tick the options.</i></p>	0	0	<ul style="list-style-type: none"> Local communities of... Employees Suppliers:... Industry association:... Multistakeholder initiative:... Governmental organisation: NGO:... Other (please specify):... <ul style="list-style-type: none"> Meetings Trainings/workshop Topic during visits Annual report Company website Annual report Bulletin board Other (please specify):... 	<p>Note that if you communicate with indigenous peoples you may want to consider specific guidelines (see annex B of OECD-FAO Guidance for Responsible Agricultural Supply Chains).</p>
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B. Social sustainability	No	Yes	Clarification / additional information	Background
<ul style="list-style-type: none"> B1: Is your company certified with one or more of the following social certificates? (these certificates are part of the social pillar of the 'FSI basket' of the Floriculture Sustainable Initiative (FSI))? <p><i>Please share relevant documents if your answer is yes.</i></p> <p><i>Please continue to fill out a SEPARATE ANNEX ON SOCIAL ISSUES if your answer is no.</i></p>	0	0	<ul style="list-style-type: none"> Amfori Code of Conduct EHPEA Code of Practice ETI Base Code/SMETA Fairtrade Standard for Hired Labour & Fairtrade Standard for Flowers and Plants Florverde Sustainable Flowers Standard Kenya Flower Council Silver Standard MPS-SQ Rainforest Alliance Certificate 	<p>A social company policy refers to a business approach to a given issue and contains general principles and/ or practical how-to-do items. A policy may include components such as prohibited behaviours, rights, and grievance procedures. Social issues could be contained in the company HR policy, CSR policy, Human Rights policy, etc.</p> <p>Human rights are the rights we are entitled to simply because we are human beings. They represent the universally agreed minimum conditions that enable all people to maintain their dignity. Human rights are inherent to all of us, whatever our nationality, place of</p>

<ul style="list-style-type: none"> ● B2: Does your company have a formal social policy, which includes a commitment to legal compliance, continuous measurement and continuous improvements in social performance? (*) <i>Please specify if your answer is yes and share relevant documents.</i> ● B3 If so, are the following areas covered by this policy or the related processes and procedures? (*IV1,2,3,4,5,6; V5,6; IX) <i>Please tick the options.</i> 	0	0	<ul style="list-style-type: none"> ○ SIZA ○ SA 8000 Standard ○ Respect Human Rights in general ○ Carrying out an assessment on actual and potential human rights impact, including in supply chain ○ Commitment management to support relevant Human rights for employees, suppliers and other stakeholders ○ Avoid causing or contributing to Human Rights abuses and address impact when they occur, also in suppliers and other stakeholders ○ Provide for or co-operate in legitimate processes in remediation of human rights impacts ○ Payment of living Wages & benefits, including seasonal workers (e.g., no unpaid overtime, etc.) ○ Cultural heritage (tangible and intangible) ○ Land tenure rights 	<p>residence, sex, national or ethnic origin, colour, religion, or any other status.</p> <p>Addressing impacts An assessment on actual and potential human rights issues in the company, supply chain and other business relations provides insight in relevant issues. Based on this, and commitment of senior management, a company can avoid causing or contributing to these human rights issues or make an effort to address impacts. If a company causes a negative human rights impact by its own activities, mechanisms to find a solution for those affected should be applied.</p> <p>A living wage is the remuneration received for a standard workweek by a worker in a particular place sufficient to afford a decent standard of living for the worker and his or her family. Elements of a decent standard of living include food, water, housing, education, health care, transportation, clothing, and other essential needs including provision for unexpected events.</p> <p>Cultural heritage is the legacy of physical artifacts and intangible attributes of a group or society that is inherited from past generations. Cultural heritage includes tangible culture, intangible culture, and natural heritage.</p> <p>Land tenure rights concern efforts to avoid or, when avoidance is not possible, minimise the physical and/or economic displacement of legitimate tenure right holders, while balancing environmental, social, and financial costs and benefits, paying particular attention to adverse impacts on the poor and vulnerable. When holders of legitimate tenure rights are negatively affected, it is important to ensure that they receive a prompt, adequate and effective compensation of their tenure rights being negatively impacted by a company's operations.</p> <p>Socio-economic development of (surrounding) communities is a process where community members take collective action and generate solutions to common</p>
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C. Environmental sustainability	No	Yes	Clarification / additional information	Background
<ul style="list-style-type: none"> ● C1: Does your company have a formal environmental policy, which includes a commitment to legal compliance, continuous measurement and continuous improvements in environmental performance? <i>Please share web link or relevant document if your answer is yes.</i> 	0	0		<p>An environmental policy shows the company's overall intentions and direction related to its environmental performance. It reflects the company's commitment and is formally expressed by top management. It provides a framework for action, setting environmental objectives which takes into account applicable legal and other requirements and the company's environmental impact of its operations, products and services, with the purpose of decreasing the environmental impact, saving resources and costs.</p>
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<ul style="list-style-type: none"> ● C2: Does your company communicate on environmental sustainability including emergencies, for the public and workers? (*VI 2,5) <i>Please tick the options of means of communication.</i> ● C3: Did your company train workers, (including temporal and seasonal workers) on potential environmental effects and emergencies? (*VI 7) ● C4: Do you have insight in environmental, health and/or safety-related effects of the materials that you use at the suppliers' place? (*VI 3,4) <i>Please tick the options for type of effects that you have insight into.</i> 	<p>0</p> <p>0</p>	<p>0</p> <p>0</p>	<ul style="list-style-type: none"> ○ Meetings with (representatives of) communities ○ Meetings with te local government ○ Meetings with workers ○ Notification to workers on what to do in case of emergencies (e.g., call/email) ○ Information on website ○ Flyer ○ Information board ○ Procedures ○ Other... ○ Use of approved plant propagation products (PPP) ○ Residues of PPP ○ Leaching of hazardous substances (PPP) and waste and its impact on health of workers and the environment (especially in case of persistent organic pollutants) ○ Leaching of fuel ○ How is dealt with (organic) waste ○ Water availability ○ Waste water ○ Energy use and greenhouse gas emissions ○ Other emissions to air ○ Soil degradation ○ Conservation of biodiversity (including flora and fauna) ○ Conversion of natural areas with high level of organic carbon into production systems (in e.g., soil or forest) 	<p>A communication strategy on environmental issues and emergencies is focussed on informing and involving the public -especially communities in the neighbourhood of the premises, local government and workers of the company on relevant environmental issues and emergencies. This strategy also indicates to workers and the public what they should and can do, especially in case of emergencies. Relevant environmental effects and emergencies are for example:</p> <ul style="list-style-type: none"> ● Use of approved plant propagation products (PPP) ● Residues of PPP ● Leaching of hazardous substances (PPP) and waste and its impact on health of workers and the environment (especially in case of persistent organic pollutants) ● Leaching of fuel ● How is dealt with (organic) waste ● Water availability ● Waste water ● Energy use and greenhouse gas emissions ● Other emissions to air ● Soil degradation ● Conservation of biodiversity (including flora and fauna) ● Conversion of natural areas with high level of organic carbon into production systems (in e.g., soil or forest) (e.g., forest, mangrove, wetland and peatland) <p>This communication strategy is also an opportunity to profile yourself as an environmental conscious company.</p> <p>Training on potential environmental emergencies for workers (including temporal and seasonal workers) typically includes leaching of hazardous substances (pesticides including persistent organic pollutants), fertilizers), waste and fuel. This might be combined with training on occupational health and</p>
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<ul style="list-style-type: none"> ● C5: If it is know environmental, health and/or safety-related effects of materials that you use occurred, did you take measures? (*VI 6) <i>Please specify if your answer is yes and share relevant documents.</i> 	0	0		<p>safety.</p> <p>Effects of materials at the suppliers' locations on environmental, health and safety-related effects. These effects can be residues of pesticides, but also other environmental effects, like mentioned before for the own company.</p>
<ul style="list-style-type: none"> ● C6: Did your company contribute to the development of public policies on the environment to enhance environmental awareness and protection? (*VI 8) 	0	0		<p>Contribution to development of public policies In some countries environmental policies and standards might be lower than internationally desirable and needed for the circumstances. In those cases, you could contribute to raising the standard to have a meaningful and economically efficient public policy to enhance environmental awareness and protection, focussed on companies and population in the country. This could be done by means of partnerships or collective initiatives in cooperation with other companies, NGOs or other stakeholders.</p>

D. Business ethics and compliance	No	Yes	Clarification / additional information	Background
<ul style="list-style-type: none"> ● D1: Does your company have a formal policy, processes or procedures in place regarding business ethics and compliance? (*VII 1, XI 1) ● D2: If yes, are the following areas covered by this policy or the related processes and procedures? (*VII1, XI1) <i>Please tick the options if your answer is yes and share relevant documents if available.</i> ● D3: If so, are the policy, processes and procedures also implemented at the <u>site</u> (nursery, production location, 	0	0	<ul style="list-style-type: none"> ○ No bribery ○ No corruption, including extortion ○ No anti-competitive practices ○ No tax evasion or avoidance ○ Other... 	<p>Bribery is an offer or receipt of any gift, loan, fee, reward or other advantage to or from any person as an inducement to do something which is dishonest, illegal or a breach of trust, in the conduct of the enterprise's business.</p> <p>Corruption can take many forms that vary in degree from the minor use of influence to institutionalised bribery. It is defined as the abuse of entrusted power for private gain. This can mean not only financial gain but also non-financial advantages.</p> <p>Extortion: The solicitation of bribes is the act of asking or enticing another to commit bribery. It becomes extortion when this demand is accompanied</p>

<p>distribution centre, warehouse, office) from where you supply our flowers, plants and/or other products? <i>Please specify if your answer is yes and share relevant documents.</i></p> <ul style="list-style-type: none"> ● D4: Are internal controls, ethics and compliance procedures, or a system of financial and accounting procedures in place? (*VII 2) ● D5: If so, is this regularly monitored and re-assessed? (*VII 2) ● D6: Are small facilitation payments discouraged? (*VII 3) ● D7: (VII 3) Do small facilitation payments occur? (*VII 3) ● D8: (VII 3) If so, are these small facilitation payments recorded in a file? ● D9: (VII 4) Does your company use agents? ● D10: (VII 4) If so, is a risk assessment in place to make sure these agents receive a remuneration is appropriate and for legitimate services only? ● D11: (VII 6) Do you train appropriate workers on business ethics and compliance? 	<p>0</p> <p>0</p> <p>0</p> <p>0</p> <p>0</p> <p>0</p> <p>0</p> <p>0</p>	<p>0</p> <p>0</p> <p>0</p> <p>0</p> <p>0</p> <p>0</p> <p>0</p>		<p>by threats that endanger the personal integrity or the life of the private actors involved.</p> <p>Anti-competitive practices relate to unfair business practices that are likely to reduce competition and lead to higher prices, reduced quality or levels of service, or less innovation. Anti-competitive practices include activities like price fixing, group boycotts, and exclusionary exclusive dealing contracts or trade association rules, and are generally grouped into two types:</p> <ul style="list-style-type: none"> ● agreements between competitors, also referred to as horizontal conduct ● monopolization, also referred to as single firm conduct <p>Taxation concerns compliance with both the letter and spirit of tax laws and regulations.</p> <p>Internal controls may include procedures focussed on ethics, compliance with laws and regulations and financial and accounting issues. An example of a procedure is the application of the ‘four eyes’ principle, where (above a certain maximum amount) always an approval of another, mostly more senior person, in the company is needed before a financial transfer is allowed.</p> <p>Small facilitation payments are in some countries part of a usual way of doing business. It is required to discourage this route. In case it is not possible to go around these small facilitation payments for realising operational issues for the company, it is required to record these in a file.</p> <p>Remuneration agents: in case you use agents to search and be in contact with suppliers, to arrange licences or other services, ensure by a documented risk assessment that payments are only made for normal remuneration of the agents and for legitimate services only.</p>
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<ul style="list-style-type: none"> • D12: (VII 6) If yes, does this training include the following subjects? <i>Please tick the options if your answer is yes.</i> • D13: (VII 5) Have you made a public statement on bribery? • D14: (VII 7) Do you support candidates for public office or to political parties? 	<p>0</p> <p>0</p>	<p>0</p> <p>0</p>	<ul style="list-style-type: none"> ○ No bribery ○ No corruption, including extortion ○ No anti-competitive practices ○ No tax evasion or avoidance ○ Other... 	<p>Training program on ethics for employees Usually, such a training on bribery, corruption, extortion and anti-competitive practices is mandatory to employees who have external contacts and managers to participate. Other employees might be included as well.</p> <p>A public statement against bribery, including disclosure of management systems and internal controls used help to promote public dialogue and support the fight against bribery.</p> <p>Support candidates for public office or political parties: In case the company support these candidates or political parties, it is important to follow public disclosure requirements and it is reported to senior management of the company. This to prevent to make illegal contributions and be involved in bribery or create the appearance that this is the case.</p>
<ul style="list-style-type: none"> • 15: Which subject, related to sustainability did you miss in this SAQ? What would you like to add to your answers? 				

(*)=issues that are part of the OECD guidelines for multinational enterprises (guideline on sustainability for small, medium and large enterprises)

Signature

Supplier hereby confirms that the content and statements in this completed questionnaire give a truthful and accurate description of the current situation.

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Name:.....

Place:.....

Date:.....