

Self-Assessment Questionnaire

Our team is asking you to complete this self-assessment questionnaire to learn more about your corporate policies and practices. Please provide responses to each question below and provide supplemental documentation as necessary.

Company _____

Contact Name and Title _____

Date _____

Product Name and SKU Number _____

Does this product contain any of the following high-risk materials as outlined in the [Design for Freedom International Guidance & Toolkit](#)? (check all that apply)

- Bricks Concrete Glass Metals (Aluminum, Cobalt, Copper, Steel & Iron)
 Minerals (Gypsum, Mica & Silica) Paints & Dyes Polysilicon & Solar Panels
 PVC Rubber Stone Textiles Timber

Corporate Structure*

- 1. Is employment freely chosen by workers?** There is no forced, bonded or involuntary prison labor. Workers are not required to lodge "deposits" or their identity papers with their employer and are free to leave their employer after reasonable notice.
 Yes No
- 2. Is freedom of association and the right to collective bargaining respected?** Workers, without distinction, have the right to join or form trade unions of their own choosing and to bargain collectively. Where the right to freedom of association and collective bargaining is restricted under law, the employer facilitates, and does not hinder, the development of parallel means for independent and free association and bargaining.
 Yes No
- 3. Are working conditions safe and hygienic?** Adequate steps shall be taken to prevent accidents and injury to health arising out of, associated with, or occurring in the course of work, by minimizing, so far as is reasonably practicable, the causes of hazards inherent in the working environment. Accommodation, where provided, shall be clean, safe, and meet the basic needs of the workers.
 Yes No

4. **Is child labor forbidden?** There will be no new recruitment of child labor. Companies shall develop or participate in and contribute to policies and programs which provide for the transition of any child found to be performing child labor to enable her or him to attend and remain in quality education until no longer a child.
 Yes No
5. **Are living wages paid?** Wages and benefits paid for a standard working week meet, at a minimum, national legal standards or industry benchmark standards, whichever is higher. All workers shall be provided with written and understandable information about their employment conditions in respect to wages before they enter employment.
 Yes No

Use the [Living Wage Calculator](#) specific to your geography to assist in understanding the level of income required to meet minimum standards of living.

[U.S. Living Wage](#) | [Global Living Wage](#) | [U.K. Living Wage](#)

6. **Are Working hours are excessive?** Working hours must comply with national laws and collective agreements. Working hours, excluding overtime, shall be defined by contract, and shall not exceed 48 hours per week. All overtime shall be voluntary. Workers shall be provided with at least one day off in every seven-day period or, where allowed by national law, two days off in every 14-day period.
 Yes No
7. **Is harsh or inhumane treatment forbidden?** Physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation shall be prohibited.
 Yes No
8. **Do you employ seasonal, transient, or migrant workers?** The International Labour Organization defines seasonal and migrant workers [here](#) and transient workers [here](#).
 Yes No
9. **Does your auditing and/or other due diligence program include auditing labor providers (including overseas labor brokers) or employment agencies providing migrant labor?**
 Yes No
10. **Are workers subject to paying recruitment fees?**
 Yes No

Risk Mitigation

1. **Do you have any certifications or audit/due diligence programs that address human rights within your supply chain as referenced in the Design for Freedom Responsible Certifications, International Frameworks, and Standards?**

2. **What grievance and whistle-blowing mechanisms do you have in place for employees?**
Please describe the management system for listening to and addressing worker complaints.

Ethical Decarbonization

1. **Does your organization have a decarbonization plan?** Addressing inequalities and ensuring that the benefits of decarbonization are shared equitably. Promoting decent work opportunities throughout the transition, skills development, and protection of workers' rights.
 Yes No
2. **Is the use of biodegradable and biobased materials prioritized?** The United Nations Environment Programme (UNEP) reports the shift towards properly managed bio-based materials could lead to compounded emissions savings in many regions of up to 40 per cent in the sector by 2050.
 Yes No

Circularity

1. **Does your organization prioritize circular practices throughout the manufacturing process and facility operations?** Circularity is the practice of applying these principles long lasting design, maintenance, repair, reuse, remanufacturing, refurbishing, and recycling within the design and construction process.
 Yes No
2. **Do you know where informality exists within your high-risk supply chain?** The ILO reports the informal economy is estimated to employ 60% of the world's population, yet most studies and policy approaches assume that the economy is part of a regulated formal economy. This is especially significant in the Global South, where the reuse, repair, waste collection and recycling sectors provide ample employment to low-income workers. Yet, the informal economy is not sufficiently included in the Global North's circular economy agenda and existing research does not adequately consider the wide-ranging circular activities operating informally in the Global South.
 Yes No

*Framed by [Ethical Trading Initiative \(ETI\) Base Code](#)