

Topic	Sub-Topic	Question	Additional guidance	Validity self-assessment	Validity audit	Answer (Supplier to fill in)	Evidence / supporting documents (Supplier to fill in) Please provide the supporting document name and the specific page number(s) you are referring to in your answer.	Outokumpu's evaluation dd.mm.yyyy	Open (yes/no)	Non-conformity (yes/no)	Improvement opportunity (yes/no)	Good practice (yes/no)	
0. Outokumpu Supplier Requirements		0.1	Is your company familiar with Outokumpu' Supplier Requirements, and do you comply with the requirements?										
1. Sustainability and Ethical Standards		1.1	Is your company familiar with Outokumpu's Code of Conduct, and do you comply with its requirements?										
		1.2	Is your company aware of and does it fully comply with all applicable laws and regulations of the countries you operate in?										
		1.3	Has your company been involved in any legal case regarding corruption, bribery and/or anti-trust during the last five years?										
		1.4	Has your company been involved in any legal cases regarding discrimination in hiring, compensation, training opportunities, promotion, termination of employment, or retirement based on race, caste, national origin, religion, disability, gender, sexual orientation, union membership, political affiliation, or other comparable reasons during the last five years?										
		1.5	Does your company have a formal policy in place regarding ethical business conduct and compliance? (e.g. Code of Conduct, Ethics Statement, Corporate Responsibility Policy)	e.g. Does your company have a statement, policy or instruction in place that bans child labour, forced labour, discrimination and harassment and sets for requirement for freedom of association and collective bargaining? If yes, please provide evidence.									
		1.6	Does your company accept the ten principles of the UN Global Compact?	<a href="#">LINK</a>									
		1.7	Does your company accept and support the basic labor rights stated by the International Labour Organization (ILO)?	<a href="#">LINK</a>									
		1.8	How does your company assure the fair treatment of your employees irrespective of ethnic origin, nationality, religion, political views, gender, sexual orientation or age?	e.g. What measures you have established to prevent discrimination (e.g. by age, gender, religion) in different aspects of employment (e.g. recruitment, promotion, remuneration). Please, provide evidence.									
		1.9	Does your company allow your workers freedom of association (e.g. participation in unions, or collective bargaining)?	e.g. What kind of means you has established to facilitate freedom of association and collective bargaining. Please, provide evidence.									
		1.10	Does your company keep record of your employees' salary payments?	e.g. Do your employees get a pay receipt in a proof that he/she given the decided amount of salary?									
		1.11	Does your company use any kind of forced, prison, or bonded labor (incl. debt bondage)?										
		1.12	Does your company require employees to give their original identification documents/passports to the company?										
		1.13	Does your company have any restrictions on the movement of workers and their access to basic liberties?										
		1.14	Are the employees of your company free to leave their employment upon giving reasonable notice, with no penalty?										
		1.15	Are the employees of your company required to pay fees, deposits or debt repayments for their employment?										
		1.16	Does your company employ children under the age of 15?										
		1.17	Does your company employ children between 15-17 years of age?	If yes, how have you organized special conditions for the young employees (e.g. no night shifts etc.) Please, provide evidence.									
		1.18	How does your company make sure that workers below the legal minimum age are not hired both directly or via agencies or contractors?	Please provide details of how you check and verify the age stated by your employees during the hiring process.									
		1.19	How has your company organized reporting of potential violations (for example discriminating behaviour)? Can feedback be given anonymously?	(E.g. a "whistleblowing helpline")									

2. Health and Safety	2.1	Does your company have a formalized occupational health and safety related policy or similar operating principles?												
	2.2	Does your company have an occupational health and safety management system, such as the OHSAS 18001 or ISO 45001?	If yes, please share a copy of the certification incl. expiry date, certifying body and the last audit report.											
	2.3	How occupational health and safety is organized?												
	2.4	How are occupational health and safety practices managed and improved?												
	2.5	How does your company manage accidents and hazardous situations?												
	2.6	What was the incident frequency of accidents that caused at least 1 day of absence (LTA) per million work hours, total number of recorded incidents (TRI) and their total frequency (TRIF) per million work hours during the past three years?	Year 1: Year 2: Year 3:											
	2.7	How is the occupational safety of the work environment incl. facilities, tools and equipment ensured and improved further?												
	2.8	What kind of safety practices your company has?	E.g. Use of personal protective equipment, identification of hazardous tasks/roles/work environments, training, safety observations etc.											
	2.9	How do you ensure that foremen have received adequate occupational safety training?												
	2.10	How is occupational health care organized?												
	2.11	How is work time controlled and managed? (including overtime)												
	2.12	How has your company organized the access to food, drinking water and sanitary facilities?												
	2.13	How has your company organized employee accommodation such as dormitories, if any?												

3. Environmental Considerations	3.1	Does your company have a formalized environmental policy or similar operating principles?												
	3.2	Does your company have an environmental management system, such as ISO14001 or equivalent?	If yes, please share a copy of the certification incl. expiry date, certifying body and the last audit report.											
	3.3	How has your company organized environmental management?	Please, share your organisational chart.											
	3.4	How does your company assess the environmental impact of its operations and minimize harmful environmental effects?												
	3.5	What kind of environmental targets your company has in place and how environmental performance is improved?												
	3.6	How does your company manage chemical safety?												
	3.7	How does your company manage environmental incidents and deviations?	E.g. Are the deviations being followed up?											
	3.8	How are your company's stakeholders taken into consideration in environmental matters?												
	3.9	Does your company have an environmental permit?	If yes, has there been any deviations											
	3.10	How does your company ensure that waste is appropriately sorted and forwarded, according to local legislation, to be utilized or recycled to minimize environmental impacts and risks?												
	3.11	What kind of practices your company has adopted to promote environmental responsibility and energy efficiency?												

4. Quality Management		4.1	Does your company have a formalized quality policy or similar operating principles?												
		4.2	Does your company have a certified quality management system such as the ISO9001 or equivalent?	If yes, please share a copy of the certification incl. expiry date, certifying body and the last audit report.											
		4.3	Does your company have any additional industry appropriate quality management standards?	Please list all standards and share a copy of the certification incl. expiry date, certifying body and the last audit report.											
		4.4	How has your company organized quality management?	Please, share your organisational chart.											
		4.5	What is the internal audit practice of your company?	Please explain your practice incl. how you follow up the findings and ensure continuous improvement.											
		4.6	How does the management of your company support the quality management system?												
		4.7	How the of non-conformances related to operational processes are being managed?	E.g. Is there defined practices for handling of non-conformances, are the root causes being analysed and preventive actions taken?											
		4.8	What kind of quality targets are in place, how those are communicated and how quality performance is being measured and improved?												
5. Supply and Production Control	5.1 Demand / Supply chain	5.1.1	Please describe your company's supply chain.	Please include also the means of transportation and global hubs for normal and urgent deliveries.											
		5.1.2	Please describe the key materials, components and services required for your company's deliveries.	Please describe also the origin of the key materials, components, and services.											
		5.1.3	How does your company measure customer satisfaction?												
		5.1.4	How does your company manage customer feedback including claims?												
		5.1.5	What kind of key performance indicators and targets your company has set for customer deliveries?												
	5.2 Material Control	5.2.1	How does your company control incoming materials?												
		5.2.2	How does your company ensure traceability of the key materials and components?												
		5.2.3	What is your company's process for releasing material for production?												
		5.2.4	How does your company warrant that the material(s) purchased by Outokumpu are compliant with and registered under the REACH regulation?												

5.3 Production Process Control	5.3.1	Please describe your company's main operational processes, the order of the work phases, responsibilities, information flows, material flows and decision points.																				
	5.3.2	Have some of the main operational process steps been outsourced or subcontracted?																				
	5.3.3	How does your company assure the fulfilment of the requirements for products and services?	E.g. How the legal and customer specific requirements are being recognized and defined?																			
	5.3.4	How does your company design and develop products and services?	E.g. How the design validity, traceability and plans are assured?																			
	5.3.5	How does your company manage product changes?	E.g. Is there an instruction for management of changes including approval of changes. How the effect of changes is reviewed? Are changes traceable?																			
	5.3.6	How does your company handle customer orders?																				
	5.3.7	How does your company manage customer order changes?																				
	5.3.8	How does your company inform its customers about potential short and longer term delivery problems, e.g. capacity shortages or transportation delays?																				
	5.3.9	How production control and resource management is done?	How are the resources allocated and total capacity, need for capacity and the degree of utilization being followed up in order to ensure on time deliveries?																			
	5.3.10	Are your company's operations performed according to documented work instructions?																				
	5.3.11	How quality control is performed during work?	E.g. Is there a quality control plan defining necessary quality assurance activities?																			
	5.3.12	How does your company manage out-of-control situations?	Please explain including who has the authority to accept the product or stop the production.																			
	5.3.13	How quality assurance of delivery (finished product) is performed?																				
	5.3.14	What is your company's process for control, handling and disposition of non-conforming products?	E.g. Is there an instruction for detecting non-conformances, how non-conformances are reported, analysed and are corrective actions taken?																			
	5.3.15	How is the quality data being collected, maintained and utilized?	E.g. Production inspection and test records																			
	5.3.16	How does your company ensure traceability of semi-finished and finished products?																				
	5.3.17	How does your company assure the material safety of the outgoing materials?																				

5.4 Risk Management	5.4.1	Has your company identified and documented risks threatening the continuity of your operations?	For example financial, operational, commercial, technical etc.											
	5.4.2	How has your company defined actions to mitigate the identified risks?												
	5.4.3	Does your company have a documented Disaster Recovery Plan?	E.g. Does your company have documented procedures and responsibilities to be used by the management to guarantee the continuity of operations and customer services following a disastrous event which may damage or destroy processes, facilities etc.											
5.5 Supplier Selection and Management	5.5.1	How does your company select and qualify suppliers and subcontractors?												
	5.5.2	Does your company have a Supplier Standard / Supplier Code of conduct?	Please, share your supplier requirements.											
	5.5.3	How does your company ensure that suppliers and subcontractors are compliant with the Supplier Standard / Supplier Code of Conduct?	Please, provide evidence.											
	5.5.4	Does your company require its suppliers and subcontractors to extend the Supplier Standard further down in the supply chain?												
	5.5.5	How does your company ensure the corporate social responsibility and environmental responsibility of suppliers?												
	5.5.6	What kind of process does your company have in place for evaluating the performance of suppliers and subcontractors?												
	5.5.7	How do you ensure that all minerals purchased are sourced from conflict-free sources?												

6. Product Liability		6.1	Does your company have a documented Product Liability Management process including recall procedure with clearly defined responsibilities?	Please, provide evidence.											
		6.2	Does your company have a preventive Product Safety and Liability process?	Please, provide evidence.											
		6.3	Does your company have a global liability insurance and what is its coverage in EUR?												
7. Intellectual Property Rights, Confidentiality and Security	7.1 Intellectual Property Rights	7.1.1	Does your company have an Intellectual Property Rights (IPR) policy or similar in place?	Please, provide evidence.											
	7.2 Confidentiality and Security	7.2.1	How does your company manage confidential information of its customers?	'Confidential Information' means all information – including but not limited to technical, practical and commercial information as well as physical objects – whether in written, oral, visual or other tangible or intangible form and all other information and materials relating to business.											
		7.2.2	How does your company assure that all confidential information provided by its customers has been returned or destroyed?												
		7.2.3	How does your company assure that only the approved people can access confidential information provided by its customers?												
	7.2.4	How does your company prevent any virus to infect or attack any data systems of its customers, and any unauthorized third party from obtaining access to any customer data?													

8. Company Management and Financial Statement	8.1	How has your company organized its operations?	E.g. How have you outlined the the organization and the responsibilities? Please share your company's operative management.																	
	8.2	Has your company defined operational principles?	E.g. Code of Conduct, Quality, Environmental and Health and Safety policies, etc.																	
	8.3	How are your company's operations managed?	E.g. How often does the management team meet, is there a standard agenda, is the effectiveness of the made decisions being followed up, how are the leadership skills being developed?																	
	8.4	What kind of business performance indicators are in use?																		
	8.5	How does the management follow up and use key performance indicators?	E.g. Which key performance indicators are being followed up? How those are communicated to the personnel? What is the follow up frequency? Is there evidence of the effectiveness of corrective actions?																	
	8.6	How does your company make long term planning?	E.g. What is the planning practice? How have different stakeholders been involved in the planning?																	
	8.7	How are the work methods and used technologies improved?																		
	8.8	How does your company follow up the development of relevant legislation, technologies, materials etc.?																		
	8.9	How does your company identify improvement possibilities to assure that the products and services remain up-to-date and competitive?																		
	8.10	How is the induction of new employees managed?																		
	8.11	How does your company ensure that employees have the right skills and competences for the work?																		
	8.12	How does your company develop skills and competences?	E.g. How many days per year employees receive training?																	
	8.13	How does your company develop professional skills?	E.g. Are required skills and competences identified and information about employee's skills and competencies is being managed?																	
	8.14	How is personnel motivated and rewarded?																		
	8.15	How is employees' work satisfaction measured?																		
	8.16	Please share your company's latest financial statements from the previous three years.																		
9. Audits	9.1	Outokumpu or its duly authorized representative shall have the right to audit your company and its facility/facilities and your compliance with Outokumpu Supplier Requirements.	The degree and frequency of such audits will depend on the criticality of the product or service being supplied.																	