

## Version 1.0 Supplier evaluation checklist Palm oil from Ghana



This tool has been developed by NEPCon under the project "Responsible Sourcing of Soy, Palm Oil and Cattle" with support from DANIDA, Ministry of Foreign Affairs of Denmark.

www.nepcon.org/sourcinghub



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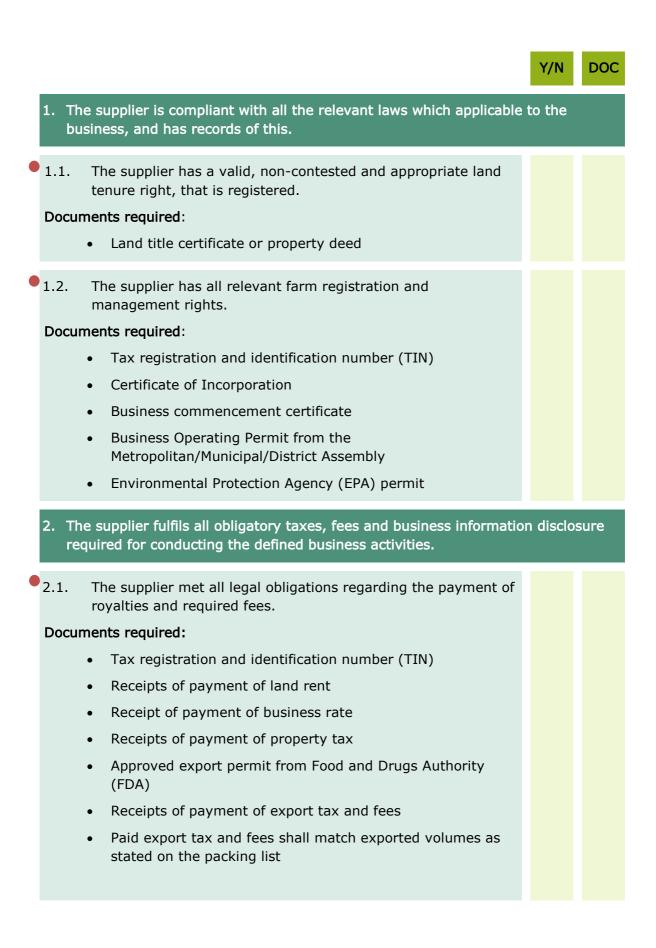


Supplier Name:	
Address:	
Material Type:	
Material Certification:	
Date of evaluation:	
Description of evaluation	

## **Document Guidance**

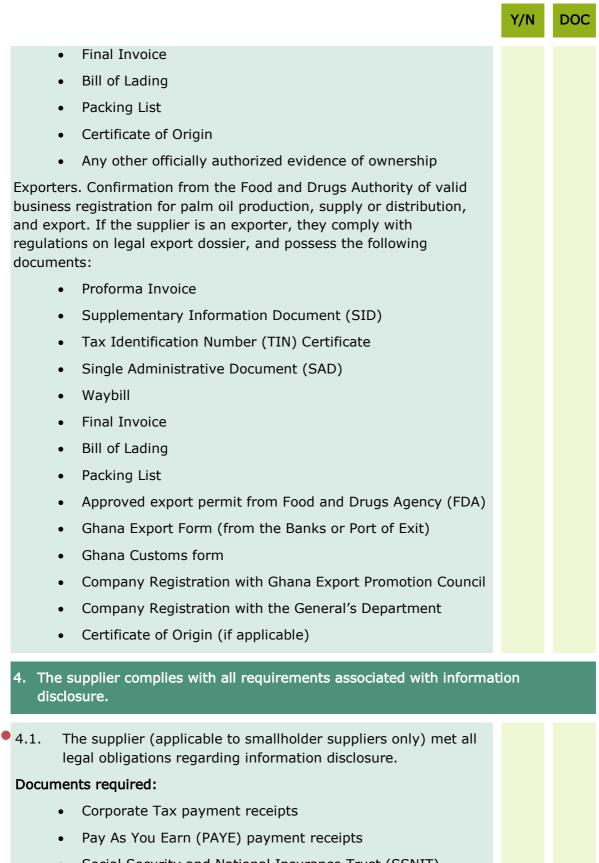
Please fill out this form by indicating 'Y' for Yes or 'N' for No or 'N/A' for not applicable for each numbered indicator if the supplier is compliant with the indicator. If 'Y' is indicated, please also tick the 'DOC' column if a copy of the require document has been submitted with this form. For all 'N/A' answers please provide an explanation for why the indicator is not applicable.

The red dot • next the indicator highlights where there has been an elevated risk detected at the national level for palm oil in Ghana and thus it is obligatory to fill out and provide more information on the red dotted indicators.





		Y/N	DOC
• 2.2.	The supplier met all legal obligations regarding the payment of taxes, including value added taxes and other sales taxes.		
Docu	ments required:		
	Receipts of payment of VAT (Value Added Tax)		
	<ul> <li>Receipts of payment of National Health Insurance Levy (NHIL)</li> </ul>		
	<ul> <li>Sales documents shall include applicable sales taxes like VAT and NHIL</li> </ul>		
	<ul> <li>Quantities and qualities given in sales and transport documents shall match the fees paid</li> </ul>		
	Sales prices shall be in line with market prices		
	Quantities and qualities shall match the sales documents		
•2.3.	The supplier met all legal obligations regarding income taxes and profit taxes. ments required:		
	Corporate Tax payment receipts		
	Day as You Fam (DAYE) as meant respirate		
	Pay as You Earn (PAYE) payment receipts		
	• Pay as You Earn (PAYE) payment receipts ne supplier adheres to applicable transport, trade, import or export rocedures and restrictions.	t regulat	tions,
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• Social Security and National Insurance Trust (SSNIT) contribution receipts

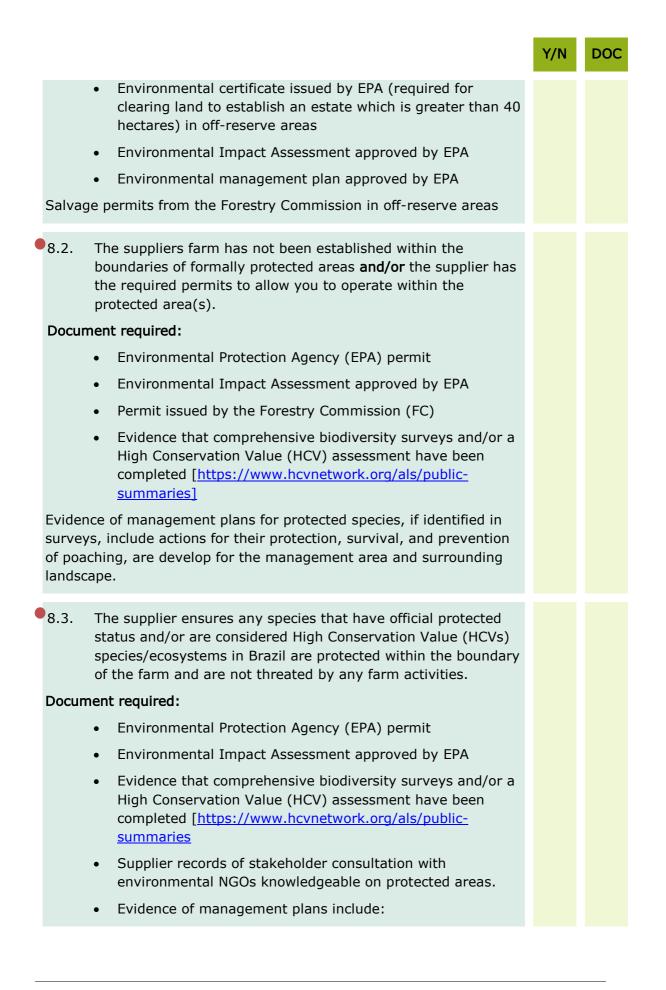


		Y/N	DOC	
	Environmental Protection Agency (EPA) permit			
	Environmental certificate issued by EPA			
	Environmental management plan approved by EPA			
5. Th	5. The supplier complies with all requirements associated with legal employment.			
• 5.1.	Labour contracts exist for all employees and the names of all employees are included on the supplier's payroll (This indicator is applicable for smallholders suppliers only).			
Docur	nents required:			
•	Workers Employment Contract are in place			
•	Seek evidence of SSNIT Registration numbers of staff and cross reference with samples of SSNIT Contribution payment receipts			
•	Company records shall confirm that all workers are covered by the National Health Insurance Levy (NHIS) as required by law			
• 5.2.	The supplier has the required social insurance registrations/books and pays the relevant social security fees for worker employment contracted employees.			
Docun	nent required:			
	SSNIT Registration numbers of staff			
	SSNIT Contribution payment receipts			
• 5.3.	The supplier pays employees at least the minimum wage (GH8.80 as of 01-01-17)			
Docur	nent required:			
	Workers Employment Contract are in place			
• 5.4.	The supplier's employees do no work more hours than the maximum daily (8 hours/day) /weekly hours (40 hours/week).			
Docur	nent required:			
	Workers Employment Contract are in place			
<ol> <li>The supplier complies with the International Labour Organisations Fundamental Conventions (which relate to observance of minimum working age and fair pay, forced and child labour, discrimination, freedom of association and collective bargaining)</li> </ol>				

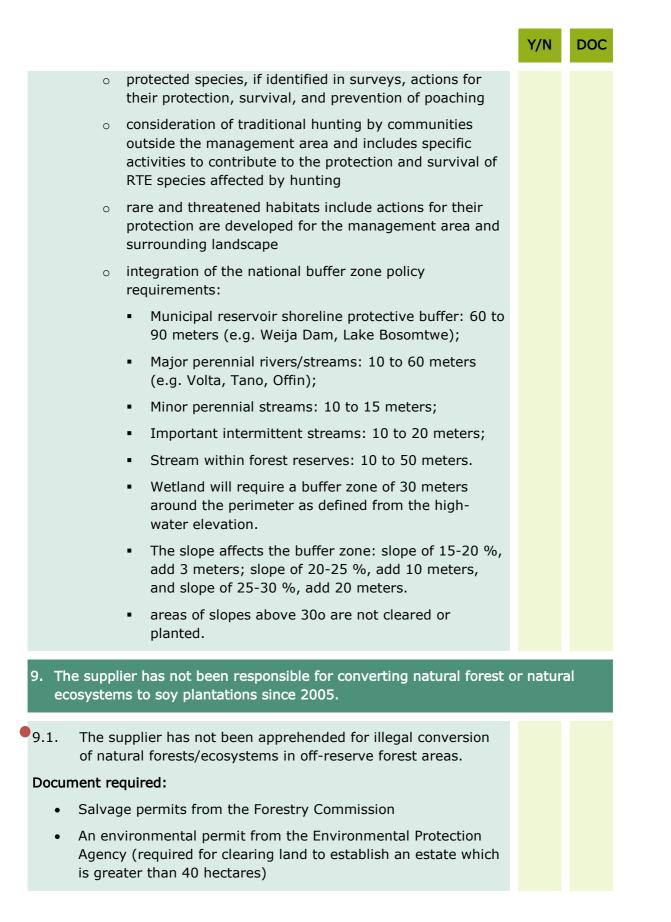
		Y/N	DOC
•6.1.	The minimum age by law (15 years old and 18 years old for hazardous work) is observed for all personnel involved in farm management activities.		
Docur	nent required:		
Worke	rs Employment Contract are in place		
<b>6</b> .2.	The supplier ensures workers such as females, minorities, handicapped etc. are not discriminated against during their recruitment and the duration of their employment.		
Docur	nent required:		
	• Proof of policy and procedures in place to ensure discrimination does not occur.		
•6.3.	The supplier supports all workers having the right to join or form trade unions/worker associations of their own choosing and to bargain collectively?		
Docur	nent required:		
Signed	Collective Bargaining Agreement (CBA)		
6.4.	The supplier does not engage in forced or compulsory labour.		
Docur	nent required:		
SSNIT	Registration numbers of staff		
7. Th	e supplier complies with all occupational health and safety require	ements.	
•7.1.	The supplier has a designated health and safety (H&S) manager, or someone in senior management is responsible for overseeing health and safety management.		
Docur	nent required:		
	<ul> <li>Proof of a H&amp;S position (company organisational structure/organigram)</li> </ul>		
	• Workers are registered with the National Health Insurance Scheme (NHIS)		
•7.2.	The supplier organises regular health and safety training for all permanent and temporary workers.		
Docur	nent required:		
	Records of Health and Safety Training		

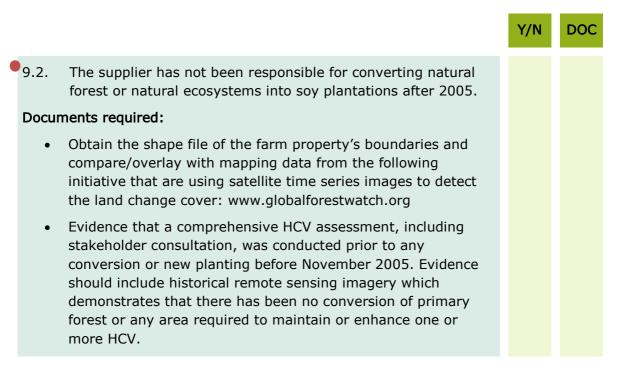


		Y/N	DOC
•7.3.	The supplier has identified health and safety risks posed to all workers and has taken actions to prevent accidents, injuries or health issues by ensuring:		
	<ul> <li>the workplaces, machinery, equipment and processes are safe;</li> </ul>		
	<ul> <li>any chemical, physical and biological substances/agents are without risk to workers' health and application levels are in accordance with the law;</li> </ul>		
	• adequate clothing and protective equipment are provided.		
Doci	ument required:		
	Health and Safety policy and procedures		
	Records of Purchase and Provision of Personal protective equipment		
	Records of Payment of work related injury compensation		
•7.4.	The supplier ensures workers have access to clean toilet facilities and to safe drinking water, and, if applicable, clean and safe accommodations and cooking facilities.		
Doc	ument required:		
	Health and Safety policy and procedures		
	<ul> <li>Records of monitoring that ensures access to clean and safe water and accommodations.</li> </ul>		
•7.5.	The organisation conducts regular health & safety inspections and keep management systems documents up to date.		
Doci	ument required:		
	Health and Safety policy and procedures		
	Records of inspections		
	The supplier is compliant with all the relevant environmental and pro areas/species laws and does not threaten High Conservation Values.		
• 8.1.	The supplier complies with the main environmental protection regulations.		
Doci	uments required:		
	Environmental Protection Agency (EPA) permit		









## About

## Responsible Sourcing of Soy, Cattle and Palm Oil

Responsible Sourcing of Soy, Cattle and Palm Oil is a project aimed at creating awareness and capacity among Danish companies to minimise risks of social and environmental problems connected to sourcing palm oil, soy and cattle from developing countries. The project is run by NEPCon and SEGES and funded by DANIDA, Ministry of Foreign Affairs of Denmark.



NEPCon (Nature Economy and People Connected) is an international, non-profit organisation that builds commitment and capacity for mainstreaming sustainability. Together with our partners, we foster solutions for safeguarding our natural resources and protecting our climate.

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