

Version 1.0 Supplier evaluation checklist Soy from Bolivia



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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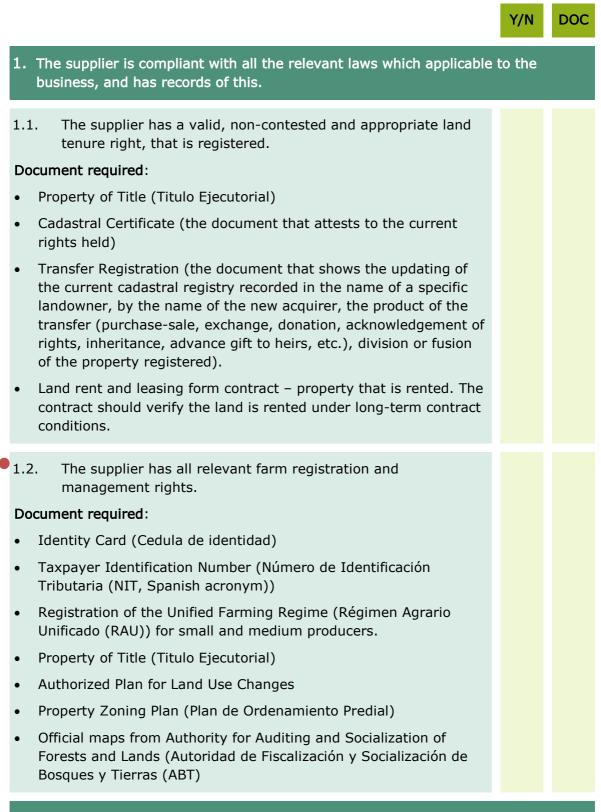


| Supplier Name: | |
|---------------------------|--|
| Address: | |
| Material Type: | |
| Material Certification: | |
| Date of evaluation: | |
| Description of evaluation | |

Document Guidance

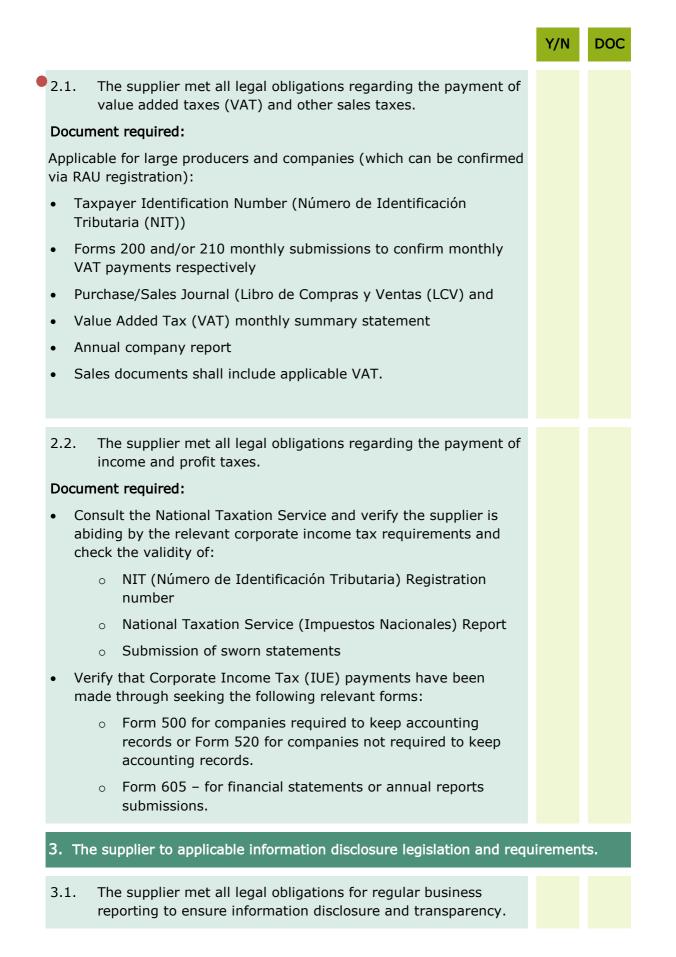
Please fill out this form by indicating 'Y' for Yes or 'N' for No or 'N/A' for not applicable for each numbered indicator if the supplier is compliant with the indicator. If 'Y' is indicated, please also tick the 'DOC' column if a copy of the require document has been submitted with this form. For all '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 soy in Bolivia and thus it is obligatory to fill out and provide more information on the red dotted indicators.



2. The supplier fulfils all obligatory taxes, fees and business information disclosure required for conducting the defined business activities.





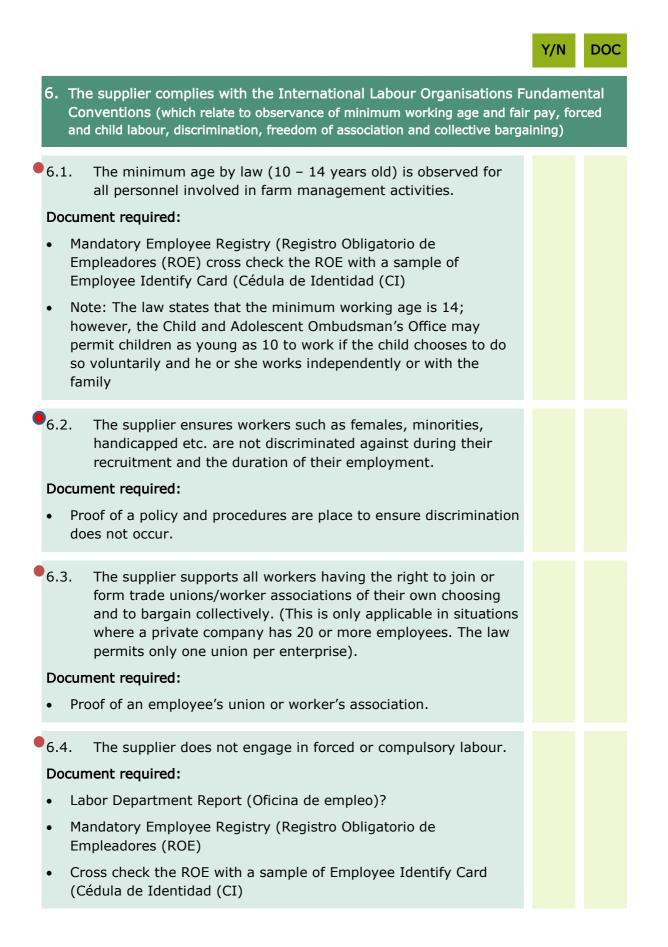




Y/N DOC Bill of Lading • **Commercial Invoice** Packing List Customs Transit Document Single Port Document - Documento Unico Portuario (DUP) Customs import declaration Road transport document Exporters. If the supplier is an exporter, they comply with regulations on legal export dossier, and possess the following documents: Export permit Customs export declaration • Customs transit document Commercial invoice Packing list Inspection Report (Fuerza Especial de Lucha Contra el Narcotráfico) Bill of Lading Collection order 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. Document required: Mandatory Employee Registry (Registro Obligatorio de Empleadores (ROE) Cross check the ROE with a sample of Employee Identify Card (Cédula de Identidad (CI) 5.2. The supplier pays employees at least the minimum wage (2000 BOB/Month (as of 2017)) and the employees do no work more hours than the maximum of 6 days/week.

Document required:

- Verify a sample of employee payslips
- Bank certification of assets





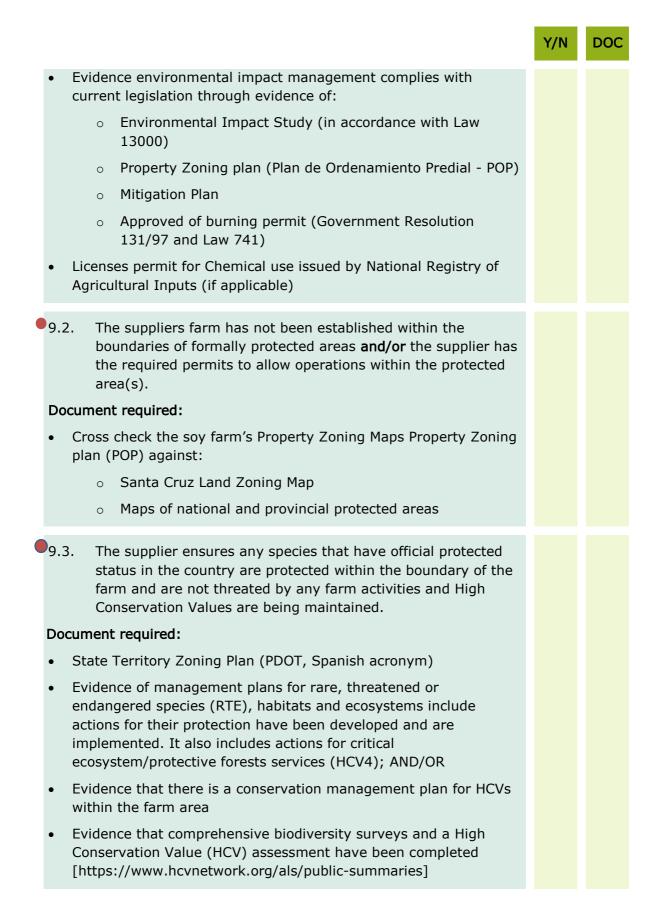
| | Y/N DOO |
|---|---------|
| 7. The supplier complies with all occupational health and safety require | ements. |
| 7.1. The supplier has a designated health and safety (H&S) manager, or someone in senior management is responsible for overseeing health and safety management. (Note: this is elevated risk for for non-registered RAU companies only) | |
| Document required: | |
| Proof of required employee contract and/or organisational structure/organigram. | |
| Evidence of mandatory social security registration with the Institute of National Occupational Health (Instituto Nacional de Salud Ocupacional (INSO)) | |
| Proof H&S (combined occupational hygiene, safety and wellbeing) committees have been established | |
| 7.2. The supplier organises regular health and safety training for all permanent and temporary workers. Document required: Occupational health, hygiene and safety plan | |
| | |
| Evidence of listed H&S events and training | |
| 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: | |
| the workplaces, machinery, equipment and processes are safe; | |
| any chemical, physical and biological substances/agents are without risk to workers' health and application levels are in accordance with the law; | |
| \circ adequate clothing and protective equipment are provided. | |
| Document required: | |
| Verify that the general occupational risk survey was conducted with the Santa Cruz office of the Ministry of Labor, Employment and Wellbeing (Ministerio de Trabajo, Empleo y Previsión Social) | |
| First Aid Manual | |
| Evidence of personal safety equipment being delivered | |
| Records of pre-employment and annual medical exams | |
| Records of workplace accidents | |

| | | Y/N | DOC |
|-----|---|--------|-----|
| •7. | 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. | | |
| D | ocument required: | | |
| • | Occupational health, hygiene and safety plan | | |
| •7. | 5. The organisation conducts regular health & safety inspections and keep management systems documents up to date. | | |
| Do | ocument required: | | |
| • | Occupational health, hygiene and safety plan | | |
| • | Records of workplace accidents | | |
| 8. | The supplier respects and upholds the rights of indigenous and tradi- peoples. | tional | |
| •8. | 1. The supplier respects and upholds the rights of indigenous and traditional peoples and the business is not involved in any outstanding disputes of substantial magnitude with indigenous or traditional communities. | | |
| Do | ocument required: | | |
| • | Verify land tenure in compliance with 1.1 and evidence of the absence of significant disputes over land use rights. | | |
| • | Obtain a map (if available a GIS map) identifying the location and borders of indigenous peoples' territories and/or traditional local communities. | | |
| • | Verify whether a conflict management mechanism has been established and there are Copies of negotiated agreements detailing the process of free, prior and informed consent are available (if applicable). | | |
| • | Evidence of a mutually agreed upon and documented system for dealing with complaints and grievances and that it is accessible and agreed upon by all affected parties. | | |
| 9. | The supplier is compliant with all the relevant environmental and pro areas/species laws and High conservation values have been maintain | | |
| • • | 1 The supplier complies with all the relevant environment laws | | |

• 9.1. The supplier complies with all the relevant environment laws and regulations.

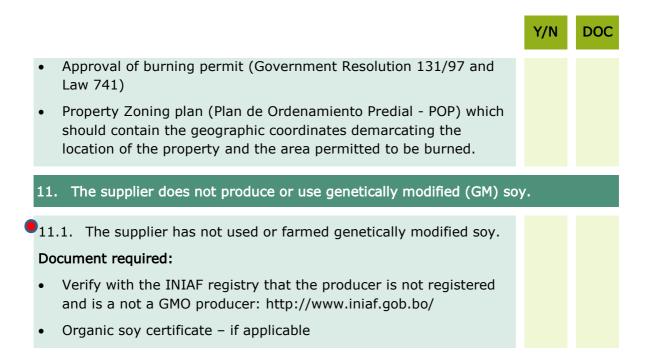
Document required:





| | | Y/N DC |
|-----|--|------------|
| • | Evidence of listed activities that are restricted or controlled on the establishment (hunting, fishing, use of fire, disposing of garbage, etc.) | |
| • | Restoration and/or monitoring plan for HCV areas | |
| | . The supplier has not been responsible for converting natural forest o | or natural |
| eco | osystems to soy farms since 2005. | |
| 10 | The supplier has not been not apprehended for illegal conversion of natural forests/ecosystems. | |
| Do | cument required: | |
| • | Verify that native forests are managed in accordance with Law 1333, Law 1700 and its regulation DS 24453 on conservation, management and conversion of forests through: | |
| | Property of Title (see 1.1) | |
| | • Property Zoning Plan (Plan de Ordenamiento Predial) | |
| | Official ATB maps | |
| • | Authorized Plan for Land Use Changes (ATB) | |
| 10 | .2. The supplier has not been responsible for converting natural forest or natural ecosystems into soy plantations after 2005. | |
| Do | cument required | |
| • | Official ATB data and maps | |
| • | Authorized Plan for Land Use Changes (ATB) before 2005 | |
| • | Property Zoning Plan | |
| 10 | .3. The supplier has not used fire to convert natural forest or natural ecosystems into soy plantations after 2005. | |
| Do | cument required | |
| • | Verify whether burning takes place on the soy farm and if land is prepared by burning. | |
| • | ABT Hotspot Monitoring (Monitoreo de focos de calor) | |
| • | If burning is used, then demonstrate that legal authorization has been obtained before conducting the burn evidence shall be presented that good management practices are used to control and prevent fires through an existence of a manual for the use of | |





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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