





Warning: this export lists all possible questions, while the online version is dynamic and the choice of questions depends on your previous answers. Therefore, some of the questions you see on the pdf won't appear in the online questionnaire. For this reason we recommend only answering the questionnaire online. N.B. This is not a self-assessment questionnaire (SAQ), it is used as a tool by EcoVadis to also collect supporting documents in order to perform the assessment of your company CSR performance. Answers to the questionnaire alone are not sufficient to determine the company performance.

General

In this survey you will be asked questions on 4 separate themes which cover different Corporate Social Responsibility (CSR) issues. The objective is to evaluate the CSR management systems put in place by your company using your answers and supporting documentation. Each theme is analyzed according to 3 key indicators: your policies, your actions and finally, results. After analysis of your responses & supporting documentation, we summarize our findings into an overall as well as theme based scores, and a set of strengths & weaknesses.

*** GEN300 :** Does your company endorse (signed or public adherence) publicly one or more of the following international or industry initiatives, set of principles, charters, frameworks?

- Global Compact (signatory) 
- Science Based Targets initiative (SBTi) 
- Industry specific code of conduct (please specify) *Confederatie bouw - security Charter en Volta security gedragscode ** 
- Others (please specify) *Code of Business Conduct ** 
- No
- Do not know

Document name	Answer Selected	Page
Global Compact - registratie 2019	Global Compact (signatory)	1
Confederatie bouw - Safety Charter	Industry specific code of conduct (please specify)	1
Security Gedragscode - PC 149.01	Industry specific code of conduct (please specify)	0
Code of Business Conduct	Others (please specify)	0

GEN320 : Is there one person in your organization officially responsible for the following issues?

- No person responsible for environmental issues
- No person responsible for environmental issues, but management committee instead
- There are people responsible for environmental issues (please specify name and title) *Frank Caris, Health&Safety Manager **
- Do not know if there are people responsible for environmental issues
- No person responsible for labor practices and human rights issues
- No person responsible for labor practices and human right issues, but management committee instead
- There are people responsible for labor practices and human rights issues (please specify name and title) *Steven Genné, Chief Inspiration Officer **
- Do not know if there are people responsible for labor practices and human rights issues

* **GEN400** : On which of the following topic(s) has your company formalized reporting/KPIs?

No report -*-

Environment and Customer safety 

Labor Practices 

Human Rights 

Fair Business Practices (e.g. corruption issues) 

Sustainable Procurement 

Others (please specify) * 

Document name	Answer Selected	Page
Misssion statement - KPI	Labor Practices	4
Misssion statement - KPI	Human Rights	8
Global Compact - registratie 2019	Fair Business Practices (e.g. corruption issues)	
Code of Business Conduct	Labor Practices	
Jaarverslag IDPB 2018 - Unit-T Field Services	Environment and Customer safety	0
Code of Business Conduct	Fair Business Practices (e.g. corruption issues)	
Labor and human rights	Human Rights	39
Telewerk	Labor Practices	
Aankoopbeleid 2019	Sustainable Procurement	

* **GEN5005** : Has your company been audited on-site with regards to CSR issues (e.g Environment, Labor Practices & Human Rights, Business Ethics), on at least 1 of your company's locations? If yes, please upload the on-site audit report.

Yes 





No on-site audit regarding CSR issues performed

Document name	Answer Selected	Page
Rapport, HCA, VCA1, Unit-T 9158Her, definitief	Yes	0
Certificaat 4184401, HCA, VCA1, Unit-T 9158Her	Yes	

Environment













All companies leave some environmental impact, be it using electricity to run an office or contributing to deforestation for grazing land. This section is concerned with the environmental issues your company is confronted by and how you mitigate them. It is important for companies to take responsibility for the environmental impacts their operations may have (e.g. energy consumption during manufacturing, use of energy in the office, chemical use), but also for the products or services they market (e.g. impacts from product use, such as energy efficiency of an electronic product or end-of-life issues, such as recycling the product).

*** ENV300 :** Does your company have a formalized environmental policy? (for suppliers environmental issues, see section SUSTAINABLE PROCUREMENT)

- Energy consumption and Greenhouse gases 
- Waste management and recycling 
- Promotion of Sustainable Consumption 
- Topics other than those mentioned above (please specify) 
- No Policies -*-

Document name	Answer Selected	Page
Environmental policy 2019	Energy consumption and Greenhouse gases	0
Environmental policy 2019	Waste management and recycling	
Duurzaam aankopen Unit-T 2019	Promotion of Sustainable Consumption	0
Duurzaam aankopen Unit-T 2019	Waste management and recycling	
Duurzaam aankopen Unit-T 2019	Energy consumption and Greenhouse gases	
Duurzaam aankopen Unit-T 2019	Energy consumption and Greenhouse gases	
Milieu 2019	Promotion of Sustainable Consumption	

ENV3102 : What actions are in place regarding the reduction of energy consumption and the emissions of GHG?

- Employee awareness/training program on energy conservation 
- Significant use (> 20% of energy mix) of renewable energies 
- Reduction of energy consumption through technology or equipment upgrades 
- Monitoring direct CO2 emissions 
- Monitoring indirect CO2 emissions 
- Measures to reduce CO2 emissions from business travel (i.e. teleconferencing, video-conferencing) 
- Measures implemented to offset GHGs emissions (e.g. purchasing verified carbon credits) 
- Measures to reduce energy consumption of IT infrastructure 
- Optimization of data storage through Data Life Cycle Management 
- Server virtualization 
- Adoption of alternative data center cooling practices (if applicable) 
- Others (please specify) * 
- No specific mechanisms in place -*-
- Do not know -*-

Document name	Answer Selected	Page
Milieu 2019	Employee awareness/training program on energy conservation	0
Milieu 2019	Reduction of energy consumption through technology or equipment upgrades	12
Milieu 2019	Reduction of energy consumption through technology or equipment upgrades	
Milieu 2019	Monitoring direct CO2 emissions	11
Milieu 2019	Measures to reduce CO2 emissions from business travel (i.e. teleconferencing, video-conferencing)	
Milieu 2019	Adoption of alternative data center cooling practices (if applicable)	
Milieu 2019	Monitoring indirect CO2 emissions	
Telewerk	Measures to reduce CO2 emissions from business travel (i.e. teleconferencing, video-conferencing)	

ENV352 : What actions are in place regarding waste management?

- Work processes implemented to recycle paper/cardboard waste
- Work processes implemented to recycle toners and ink cartridges
- Work practices implemented to recycle IT equipment (laptops, desktop, printers, monitors)
- Work processes implemented to recycle Others (Please specify) *Blik-pet-PMD, Folie, Hout* *
- Others (please specify) *
- No specific mechanisms in place -*
- Do not know

Document name	Answer Selected	Page
Milieu 2019	Work processes implemented to recycle paper/cardboard waste	
Milieu 2019	Work processes implemented to recycle toners and ink cartridges	
Milieu 2019	Work practices implemented to recycle IT equipment (laptops, desktop, printers, monitors)	
Milieu 2019	Work processes implemented to recycle Others (Please specify)	

*** ENV6001** : Is your company a respondent to CDP's Climate Change Questionnaire? If so, please upload the latest response you have provided to CDP.

- Yes
- No
- Do not know

ENV6100 : Electricity consumption (in the unit(s) that fit(s) you best) (year n-1)

- Total in MWh (please specify) *607,02* *
- MWh/ Kg of product (please specify) *
- MWh/ unit produced (please specify) *
- Not monitored -*
- Do not know

ENV710 : Has your company environmental management system obtained any certifications?

- ISO 14001
- EMAS
- Others (please specify) *
- No
- Do not know









ENV800 : Additional comments regarding environmental topics of your company's management system. Please also indicate any CSR-related external recognition obtained by your company within the last five years, such as CSR-related awards, or listing in CSR rankings or indexes.

Onze techniekers zijn dagelijks op de baan en rijden best wel wat kilometers. Wij proberen binnen Unit-T de rij-afstand tussen de klanten zoveel mogelijk in te korten door enerzijds de volledige dispatching van onze medewerkers als ook van onze subco's bij ons uit te voeren. Verder zetten wij ook trainingstrajecten op waarbij we medewerkers multi skilled kunnen maken en ze dus efficiënter ingepland kunnen worden. Dit maakt dat onze CO2 voetafdruk op deze manier ook beperkter wordt.

Labor & Human Rights













The criteria in this theme are divided into 2 parts: first on human resources (such as health & safety, working conditions, structured social dialog, career management & training) and secondly on human rights issues (such as child & forced labor and discrimination).

* **LAB100** : Does your company have a policy regarding labor practices or human rights issues ?

- Employees health and safety (e.g. management of employees health and safety issues) 
- Working Conditions (e.g. wages & working benefits, working hours, exchange of information and participations on working conditions) 
- Labor Relations (e.g. structured relations with employee representatives / trade unions) 
- Career Management (e.g. management of recruitment, training & career development) 
- Child and Forced Labor (e.g. engagements or measures taken to prevent or eradicate child or forced labor) 
- Diversity, Discrimination & Harassment 
- External stakeholder human rights 
- Topics other than those mentioned above (please specify) *Data protectie en GDPR* * 
- No policies -*-

Document name	Answer Selected	Page
Dataproductie en GDPR	Topics other than those mentioned above (please specify)	0
Security Gedragscode - PC 149.01	Employees health and safety (e.g. management of employees health and safety issues)	
Arbeidsreglement	Working Conditions (e.g. wages & working benefits, working hours, exchange of information and participations on working conditions)	0
Beleidsverklaring kinderarbeid	Child and Forced Labor (e.g. engagements or measures taken to prevent or eradicate child or forced labor)	0
Global Compact - registratie 2019	External stakeholder human rights	
Labor and human rights	Working Conditions (e.g. wages & working benefits, working hours, exchange of information and participations on working conditions)	
Labor and human rights	Career Management (e.g. management of recruitment, training & career development)	
Labor and human rights	Diversity, Discrimination & Harassment	35
OR Verslag nov 18	Labor Relations (e.g. structured relations with employee representatives / trade unions)	0
Beleidsverklaring Veiligheid gezondheid en milieu	Employees health and safety (e.g. management of employees health and safety issues)	0
Comp en ben	Working Conditions (e.g. wages & working benefits, working hours, exchange of information and participations on working conditions)	0
Global Compact - registratie 2019	Diversity, Discrimination & Harassment	
Code of Business Conduct	Diversity, Discrimination & Harassment	
Authenticity proces	Topics other than those mentioned above (please specify)	0
Startersmap	Working Conditions (e.g. wages & working benefits, working hours, exchange of information and participations on working conditions)	0
Startersmap	Labor Relations (e.g. structured relations with employee representatives / trade unions)	12
Startersmap	Employees health and safety (e.g. management of employees health and safety issues)	
Startersmap	Employees health and safety (e.g. management of employees health and safety issues)	53
Mission statement - KPI	Employees health and safety (e.g. management of employees health and safety issues)	8
Huishoudelijk reglement	Labor Relations (e.g. structured relations with employee representatives / trade unions)	0
Huishoudelijk reglement	Labor Relations (e.g. structured relations with employee representatives / trade unions)	
Ethics - verantwoord ondernemen	Working Conditions (e.g. wages & working benefits, working hours, exchange of information and participations on working conditions)	4
Verslag CPBW Unit-T 2019.01.31 final	Labor Relations (e.g. structured relations with employee representatives / trade unions)	0
Huishoudelijk reglement CPBW	Labor Relations (e.g. structured relations with employee representatives / trade unions)	
Duurzaam aankopen Unit-T 2019	Child and Forced Labor (e.g. engagements or measures taken to prevent or eradicate child or forced labor)	
Duurzaam aankopen Unit-T 2019	Diversity, Discrimination & Harassment	
Vertrouwenspersoon	Employees health and safety (e.g. management of employees health and safety issues)	

LAB310 : What actions are in place regarding employee health and safety?

- Health and safety detailed risk assessment 
- Procedure in place to anticipate health & safety risks related to change of operations (e.g. start-up of new operations, change of operations) 
- Provision of protective equipment to all impacted employees 
- Specific procedures for handling of chemicals or hazardous substances 
- Health and Safety procedures translated in major languages spoken by employees 
- Joint labor management health and safety committee in operation 
- Active preventive measures for stress and noise 
- Training of all relevant employees on health and safety risks and good working practices 
- Mandatory health check up for all employees 
- Training on health and safety issues for subcontractors working on premises (if applicable) 
- Regular inspection or audit to ensure safety of equipment 
- Others (please specify) *gestructureerde planning van preventie (arbeidsveiligheid) ** 
- No specific mechanisms in place -*

Document name	Answer Selected	Page
risicoanalyses Unit-T	Health and safety detailed risk assessment	0
Security Gedragscode - PC 149.01	Training of all relevant employees on health and safety risks and good working practices	
Startersmap	Procedure in place to anticipate health & safety risks related to change of operations (e.g. start-up of new operations, change of operations)	53
Startersmap	Training of all relevant employees on health and safety risks and good working practices	53
Startersmap	Mandatory health check up for all employees	53
Startersmap	Health and safety detailed risk assessment	53
Startersmap	Provision of protective equipment to all impacted employees	57
Misssion statement - KPI	Training of all relevant employees on health and safety risks and good working practices	6
risicoanalyses Unit-T	Provision of protective equipment to all impacted employees	
VGP Unit-T Werken plaatsen smart meters	Provision of protective equipment to all impacted employees	0
Aankoopbeleid 2019	Provision of protective equipment to all impacted employees	0
VGP Unit-T Werken plaatsen smart meters	Specific procedures for handling of chemicals or hazardous substances	
Intern Noodplan - Incidentmelding FR-NL	Health and Safety procedures translated in major languages spoken by employees	0
Huishoudelijk reglement CPBW	Joint labor management health and safety committee in operation	0
Verslag CPBW Unit-T 2019.01.31 finaal	Joint labor management health and safety committee in operation	
keuringsverslag GEN_10_60758183_00_N_DRAF	Regular inspection or audit to ensure safety of equipment	0
VGP Unit-T Werken plaatsen smart meters	Regular inspection or audit to ensure safety of equipment	
Veiligheidsinstructies subco's Telenet Inhome	Training on health and safety issues for subcontractors working on premises (if applicable)	0
Toolbox - Sibelga - Asbest	Specific procedures for handling of chemicals or hazardous substances	0
Toolbox - Telenet - PBM's PP	Training of all relevant employees on health and safety risks and good working practices	0
Toolbox - Sibelga - Asbest	Training of all relevant employees on health and safety risks and good working practices	
Toolbox - Telenet - PBM's PP	Provision of protective equipment to all impacted employees	
LMRA versie 4	Procedure in place to anticipate health & safety risks related to change of operations (e.g. start-up of new operations, change of operations)	0
Vertrouwenspersoon	Active preventive measures for stress and noise	
Medische onderzoeken 2019	Mandatory health check up for all employees	0
RJNP.100.105 Actieplan 2019-2020	Others (please specify)	0

* LAB3201 : What actions are in place regarding working conditions?

- Interactive communication session with employees regarding working conditions 
- Compensation for extra or atypical working hours 
- Additional leave beyond standard vacation days 
- Flexible organization of work available to employees (e.g. remote work, flexi-time) 
- Childcare services or allowance 
- Health care coverage of employees in place 
- Remuneration process (e.g. salary grid, procedure for salary advancement) communicated to employees 
- Employee satisfaction survey 
- Employee stock ownership plan (not restricted to executive level) 
- Bonus scheme related to company performance 
- Others (please specify) * 
- No specific mechanisms in place
- Do not know

Document name	Answer Selected	Page
Comp en ben	Compensation for extra or atypical working hours	9
Comp en ben	Additional leave beyond standard vacation days	8
Comp en ben	Health care coverage of employees in place	13
Comp en ben	Remuneration process (e.g. salary grid, procedure for salary advancement) communicated to employees	11
Misssion statement - KPI	Employee satisfaction survey	
OR Verslag nov 18	Interactive communication session with employees regarding working conditions	
Tevredenheidsenquete	Employee satisfaction survey	0
Comp en ben	Bonus scheme related to company performance	11
Huishoudelijk reglement	Interactive communication session with employees regarding working conditions	
Vertrouwenspersoon	Interactive communication session with employees regarding working conditions	0
Telewerk	Flexible organization of work available to employees (e.g. remote work, flexi-time)	0
Huishoudelijk reglement CPBW	Interactive communication session with employees regarding working conditions	
Verslag CPBW Unit-T 2019.01.31 finaal	Interactive communication session with employees regarding working conditions	
Startersmap	Health care coverage of employees in place	23

* LAB330 : What actions are in place regarding social dialogue?

- Employee representatives or employee representative body (e.g. works council)
- European Works Council in place
- Collective agreement on employees' health & safety
- Collective agreement on working conditions
- Collective agreement on training & career management
- Collective agreement on discrimination and/or harassment
- Collective agreement in place
- Others (please specify) *
- No actions in place -*-
- Do not know

Document name	Answer Selected	Page
CAO's	Collective agreement on working conditions	
CAO's	Collective agreement on training & career management	
CAO's	Collective agreement in place	
OR Verslag nov 18	Employee representatives or employee representative body (e.g. works council)	
Huishoudelijk reglement	Employee representatives or employee representative body (e.g. works council)	
Huishoudelijk reglement CPBW	Collective agreement on employees' health & safety	
Huishoudelijk reglement CPBW	Employee representatives or employee representative body (e.g. works council)	
Verslag CPBW Unit-T 2019.01.31 finaal	Employee representatives or employee representative body (e.g. works council)	
Identificatiedocument - Attentia	Collective agreement on employees' health & safety	0

* LAB340 : What actions are in place regarding training and career management?

- Transparent recruitment process (communicated clearly and formally to all candidates)
- Regular assessment (at least once a year) of individual performance
- Setting of Individual development and career plan for all employees
- Official measures promoting career mobility
- Policy to give priority to internal recruitment
- Provision of skills development training
- Official measures to anticipate or reduce layoffs and associated negative impacts (e.g. financial compensation, outplacement service)
- Others (please specify) *
- No specific mechanisms in place -*-
- Do not know

Document name	Answer Selected	Page
Labor and human rights	Regular assessment (at least once a year) of individual performance	24
Labor and human rights	Setting of Individual development and career plan for all employees	24
Labor and human rights	Policy to give priority to internal recruitment	13
Labor and human rights	Provision of skills development training	6
Labor and human rights	Transparent recruitment process (communicated clearly and formally to all candidates)	45
Labor and human rights	Official measures promoting career mobility	13
Labor and human rights	Official measures to anticipate or reduce layoffs and associated negative impacts (e.g. financial compensation, outplacement service)	13
Labor and human rights	Transparent recruitment process (communicated clearly and formally to all candidates)	19
Labor and human rights	Official measures promoting career mobility	4

* **LAB3601** : What actions are in place to prevent discrimination and harassment?

- Proactive measures to prevent discrimination during recruitment phase (please specify) *discriminatiebeleid - partners codes voor goede praktijken* *
- Awareness training to prevent discrimination and/or harassment
- Measures for the integration of employees with disabilities
- Whistleblower procedure on discrimination and harassment issues
- Measures to promote wage equality in the workplace (e.g. equal pay monitoring)
- Measures to prevent discrimination
- Measures to promote a gender/minority inclusive environment
- Measures for the integration of senior employees
- Remediation procedure in place for identified cases of discrimination and/or harassment
- Others (please specify) *
- Do not know
- No actions in place

Document name	Answer Selected	Page
Labor and human rights	Proactive measures to prevent discrimination during recruitment phase (please specify)	35
Labor and human rights	Measures for the integration of employees with disabilities	39
Klokkenuider procedure	Whistleblower procedure on discrimination and harassment issues	0
Labor and human rights	Measures to prevent discrimination	35
Labor and human rights	Measures to prevent discrimination	35
Labor and human rights	Measures for the integration of senior employees	41
Klokkenuider procedure	Remediation procedure in place for identified cases of discrimination and/or harassment	
Klokkenuider procedure	Measures to prevent discrimination	
Vertrouwenspersoon	Measures to prevent discrimination	
Vertrouwenspersoon	Whistleblower procedure on discrimination and harassment issues	
Vertrouwenspersoon	Remediation procedure in place for identified cases of discrimination and/or harassment	

LAB5020 : Health and safety indicators for direct workforce (year n-1)

- Number of lost time injury events (please specify) *6* *
- Number of days lost due to injuries (please specify) *207* *
- Total number of hours worked (please specify) *361312,1* *
- Not monitored -*-
- Do not know

LAB5021 : Lost time injury rate for direct workforce (year n-1), please select the calculation method that best suits you.

- (total number of lost time injury events) x 100,000 / total hours worked (please specify) *
- (total number of lost time injury events) x 200,000 / total hours worked (please specify) *
- (total number of lost time injury events) x 1,000,000 / total hours worked (please specify) *16,606* *
- Other (please specify) *
- Not monitored -*-
- Do not know

LAB5031 : Lost time severity rate for direct workforce (year n-1), please select the calculation method that best suits you.

- (number of days lost due to injuries) x 1,000 / total hours worked (please specify) 0,573 *
- (number of days lost due to injuries) x 200,000 / total hours worked (please specify) *
- (number of days lost due to injuries) x 1,000,000 / total hours worked (please specify) *
- Other (please specify) *
- Not monitored -*-
- Do not know

LAB560 : Percentage of women in top executive positions (e.g. steering committee, management board members)

- Please type in 14% *
- Not Monitored
- Do not know

LAB710 : Has your company employees health and safety management system obtained any certifications?

- ISO 45001 / OHSAS 18001 
- MASE 
- Others (e.g. Safety Contractor Checklist, Contractors Health and Safety Assessment Scheme) (please specify) VCA certificaat * 
- No
- Do not know

Document name	Answer Selected	Page
Certificaat 4184401, HCA, VCA1, Unit-T 9158Her	Others (e.g. Safety Contractor Checklist, Contractors Health and Safety Assessment Scheme) (please specify)	0









LAB800 : General comments regarding labor and human rights (Please note: Weblinks and references to documents must be uploaded as supporting documentation in the "Document Library" section):

Aangezien wij een service bedrijf zijn, zijn onze werknemers de belangrijkste motivator en tevens kapitaal dat we hebben. De schaarste op de markt maakt het moeilijk om de juiste werknemers te vinden, vandaar dat wij human capital als basis hebben binnen ons bedrijf. Dit is van onnoemelijk groot belang.

Ethics





In this section, questions are based on 3 topics: corruption & bribery, anti-competitive practices & responsible marketing. There is increasing regulation which addresses business ethics and these regulations often have a supply chain element to them. Threats to fair business practices arise more often in risky countries and for sectors which regularly work on government contracts, but nevertheless, it is a growing expectation for the basic threats of corruption & bribery to be addressed by all companies. All will be asked on corruption and bribery, while further questions on anti-competitive practices and so on, will be asked if relevant to your sector, size and location of operations.

* **FB100** : Has your company implemented a formal policy covering any of the following topics?

- No policy -*-
- Anti-corruption and bribery 
- Conflict of interest 
- Fraud 
- Money laundering 
- Anti-competitive practices 
- Responsible marketing 
- Information security 
- Others (please specify) * 








Document name	Answer Selected	Page
Unit-T_Security_Policy_1.0_20180903	Information security	0
Code of Business Conduct	Anti-corruption and bribery	
Code of Business Conduct	Anti-corruption and bribery	
Code of Business Conduct	Anti-corruption and bribery	
Code of Business Conduct	Conflict of interest	
Global Compact - registratie 2019	Conflict of interest	
Global Compact - registratie 2019	Fraud	
Code of Business Conduct	Fraud	
Code of Business Conduct	Money laundering	
Global Compact - registratie 2019	Money laundering	
Code of Business Conduct	Anti-competitive practices	
Global Compact - registratie 2019	Anti-competitive practices	
Authenticity proces	Information security	
Code of Business Conduct	Responsible marketing	
Global Compact - registratie 2019	Responsible marketing	
Labor and human rights	Anti-corruption and bribery	46
Labor and human rights	Conflict of interest	46
Labor and human rights	Fraud	46
Labor and human rights	Money laundering	46
Labor and human rights	Anti-competitive practices	46
Labor and human rights	Responsible marketing	46
Klokkenluider procedure	Anti-corruption and bribery	
Klokkenluider procedure	Conflict of interest	
Klokkenluider procedure	Fraud	
Klokkenluider procedure	Money laundering	
Klokkenluider procedure	Anti-competitive practices	
Klokkenluider procedure	Responsible marketing	
Wet tegen witwassen	Anti-corruption and bribery	
Wet tegen witwassen	Money laundering	
Vertrouenspersoon	Conflict of interest	
Vertrouenspersoon	Anti-competitive practices	
Vertrouenspersoon	Information security	
Unit-T_Security_Policy_1.0_20180903	Information security	

* **FB1101** : How has your company formalized its policies on business ethics?

- Allocation of responsibilities (e.g. Ethics Committee, Ethics Officer) 
- Signature acknowledgement of business ethics policies (e.g. Code of Ethics/Conduct) 
- Disciplinary sanctions to deal with policy violations 
- Others (please specify) * 
- No specific mechanisms in place
- Do not know

Document name	Answer Selected	Page
Code of Business Conduct	Signature acknowledgement of business ethics policies (e.g. Code of Ethics/Conduct)	
Klokkenluider procedure	Allocation of responsibilities (e.g. Ethics Committee, Ethics Officer)	

* **FB3102** : What actions are in place to prevent corruption and bribery?

- Periodic corruption and bribery risk assessments performed 
- Awareness training performed to prevent corruption and bribery 
- Audits of control procedures (e.g. accounting, purchasing etc.) to prevent corruption and bribery 
- Whistleblower procedure for stakeholders to report corruption and bribery 
- Specific approval procedure for sensitive transactions (e.g. gifts, travel) 
- Specific procedures for retaining and using third-party intermediaries (i.e. due diligence etc.) 
- Others (please specify) * 
- No specific mechanisms in place
- Do not know

Document name	Answer Selected	Page
Klokkenluider procedure	Whistleblower procedure for stakeholders to report corruption and bribery	
Personeelsattenties	Specific approval procedure for sensitive transactions (e.g. gifts, travel)	0
Code of Business Conduct	Specific approval procedure for sensitive transactions (e.g. gifts, travel)	
Code of Business Conduct	Periodic corruption and bribery risk assessments performed	
Code of Business Conduct	Whistleblower procedure for stakeholders to report corruption and bribery	
Wet tegen witwassen	Specific approval procedure for sensitive transactions (e.g. gifts, travel)	0
Wet tegen witwassen	Audits of control procedures (e.g. accounting, purchasing etc.) to prevent corruption and bribery	
Goedkeuringsflow betalingen	Specific approval procedure for sensitive transactions (e.g. gifts, travel)	0

* **FB3301s** : What actions are in place regarding information security?

- Awareness training to prevent information security breaches
- Audits of control procedures to prevent information security breaches
- Whistleblower procedure for stakeholders to report information security concerns
- Incident response procedure (IRP) to manage breaches of confidential information
- Implementation of a records retention schedule
- Waste anonymization (e.g. deletion of company's logo)
- Restrictions related to the type and quantity of confidential information collected and stored
- Measures to protect customer or client data from unauthorized access or disclosure
- Others (Please specify) *trained DPO in place* *
- No specific mechanisms in place
- Do not know

Document name	Answer Selected	Page
GDPR awareness presentation Unit-T	Awareness training to prevent information security breaches	0
ISF Supplier Security Evaluation	Audits of control procedures to prevent information security breaches	0
Unit-T ICT & data policies	Incident response procedure (IRP) to manage breaches of confidential information	0
Unit-T ICT & data policies	Implementation of a records retention schedule	
Unit-T ICT & data policies	Waste anonymization (e.g. deletion of company's logo)	
Unit-T ICT & data policies	Restrictions related to the type and quantity of confidential information collected and stored	
Dataproductie en GDPR	Awareness training to prevent information security breaches	
Unit-T ICT & data policies	Measures to protect customer or client data from unauthorized access or disclosure	
Dataproductie en GDPR	Incident response procedure (IRP) to manage breaches of confidential information	
Klokkenluider procedure	Whistleblower procedure for stakeholders to report information security concerns	
Vertrouwenspersoon	Whistleblower procedure for stakeholders to report information security concerns	
Vertrouwenspersoon	Incident response procedure (IRP) to manage breaches of confidential information	
Certificaat DPO Frank Caris	Others (Please specify)	0

FB450 : Has your company obtained external certifications related to business ethics issues (e.g. anti-corruption, information security)?

- ISO 27000
- Other anti-corruption certification schemes (e.g. Ethic Intelligence, Trace, etc)(please specify) *
- Other information security certification schemes (e.g. Cyber Essentials etc.)(please specify) *
- Others (please specify) *
- No business ethics certification
- Do not know

FB500 : Has your company faced charges or been subject to legal proceedings related to business ethics (e.g. corruption and bribery, anti-competitive practices) in the past 5 years?

- Yes (please specify e.g. details of legal proceedings, amount of fines) *
- No
- Do not know




FB800 : General comments regarding Fair Business Practices (Please note: Weblinks and references to documents must be uploaded as supporting documentation in the "Document Library" section):

Unit-T hanteert eerlijke handelspraktijken zowel met haar medewerkers, klanten als subcontractors en partners waar we mee samenwerken. Voor iedereen gelden de regels opgenomen in de Code of Business Conduct van Unit-T. Deze zijn voor ons een basis regel waar we niet van willen afwijken. Unit-T is opgestart met een VESTED approach tussen twee firma's, waarbij op een eerlijke en transparante manier wordt samengewerkt.

Sustainable Procurement






The risks your clients face on CSR issues are increasingly felt along their supply chain, which entails your own supply chain too. It is important therefore for all companies to be concerned with where their resources come from, how they are made and ultimately what the CSR management systems of their suppliers are. This section may ask you questions on the materials you buy, the services you hire, the condition of those who make components for you, and/or what you're doing to enable Sustainable Procurement within your supply chain.

*** SUP100** : Does your company have a policy regarding sustainable/responsible procurement?

- No policy -*-
- Suppliers/subcontractors and Environmental issues 
- Suppliers/subcontractors and Labor practices (Human resources, Human Rights) 
- Others (please specify) * 

Document name	Answer Selected	Page
Duurzaam aankopen Unit-T 2019	Suppliers/subcontractors and Environmental issues	
Duurzaam aankopen Unit-T 2019	Suppliers/subcontractors and Labor practices (Human resources, Human Rights)	
Code of Business Conduct	Suppliers/subcontractors and Labor practices (Human resources, Human Rights)	
Environmental policy 2019	Suppliers/subcontractors and Environmental issues	

SUP230 : What actions are in place regarding sustainable/responsible procurement?

- Choice of intellectual services suppliers based on environmental or social criteria 
- Choice of data centers on environmental or social criteria 
- Choice of office equipment (office supplies, furniture, ...) on environmental or social criteria 
- Choice of IT equipment on environmental or social criteria 
- No specific mechanisms in place -*-
- Others (please specify) * 
- Do not know

Document name	Answer Selected	Page
Duurzaam aankopen Unit-T 2019	Choice of intellectual services suppliers based on environmental or social criteria	
Code of Business Conduct	Choice of intellectual services suppliers based on environmental or social criteria	
Milieu 2019	Choice of data centers on environmental or social criteria	
Aankoopbeleid 2019	Choice of office equipment (office supplies, furniture, ...) on environmental or social criteria	
Code of Business Conduct	Choice of office equipment (office supplies, furniture, ...) on environmental or social criteria	
Duurzaam aankopen Unit-T 2019	Choice of office equipment (office supplies, furniture, ...) on environmental or social criteria	
Code of Business Conduct	Choice of IT equipment on environmental or social criteria	
Aankoopbeleid 2019	Choice of IT equipment on environmental or social criteria	
Environmental policy 2019	Choice of intellectual services suppliers based on environmental or social criteria	
Environmental policy 2019	Choice of data centers on environmental or social criteria	
Environmental policy 2019	Choice of office equipment (office supplies, furniture, ...) on environmental or social criteria	
Environmental policy 2019	Choice of IT equipment on environmental or social criteria	

SUP300 : What actions are in place regarding sustainable/responsible procurement?

- Supplier CSR code of conduct in place
- Detailed risk analysis per purchasing category completed
- Company specific training of buyers on social and environmental issues within the supply chain
- Systematic integration of specific social or environmental contract clauses
- Regular supplier assessment on environmental or social issues
- On-site audits of suppliers on environmental or social issues
- Corrective actions to facilitate supplier capacity building on environmental or social issues
- Integration of social and environmental principles into buyers performance appraisal
- Others (please specify) *
- No specific mechanisms in place -*
- Do not know

Document name	Answer Selected	Page
Aankoopbeleid 2019	Company specific training of buyers on social and environmental issues within the supply chain	
Code of Business Conduct	Systematic integration of specific social or environmental contract clauses	
Aankoopbeleid 2019	Regular supplier assessment on environmental or social issues	

SUP800 : General comments regarding Sustainable Procurement (Please note: Weblinks and references to documents must be uploaded as supporting documentation in the "Document Library" section):

Binnen Unit-T leveren we voornamelijk field services, waarbij onze voornaamste aankopen zitten in de wagens, brandstof en materiaal voor onze medewerkers. Om hen op een veilige manier op pad te sturen, wordt er veel aandacht besteed aan de duurzaamheid en kwaliteit en social responsibility van deze aankopen.