

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 - mandatory



Does your company formally and publicly adhere to any external CSR initiatives or sets of principles?

i For this question, documents from the parent company or group may be partially credited.

United Nations Global Compact (UNGC)

Show more

An endorsement is the formal and public adherence by the company to an external CSR initiative or set of principles. Click on the "?" button above for more info on

Selected document: **Global Compact (Other)**

Selected document: **Global compact application (Other)**
P1:

Selected document: **2019年度劳工和人权报告 (Annual report)**

Selected document: **企业社会责任报告 (Annual report)**

Science Based Targets initiative (SBTi)

Show more

An endorsement is the formal and public adherence by the company to an external CSR initiative or set of principles. Click on the "?" button above for more info on

Selected document: **Global compact application (Other)**

Selected document: **2019年度劳工和人权报告 (Annual report)**

Selected document: **企业社会责任报告 (Annual report)**

Other external CSR initiative or set of principles

Please select this option only if the rest of the options listed do not apply and describe your own declaration in the open text field.

Please specify

Code of conduct

Selected document: **Conduct code of ARRK WuHan (Code of ethics / code of conduct)**

No endorsement/Do not know

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 on-site audit report and it must be within 2 years of today, contain a list of non-compliances identified (if any), contain Corrective Action Plan, and issued by a 3rd party auditor.

 For this question, answers and documents from your parent company are NOT allowed.

Yes, and the report has all of the stated characteristics

Show more ▾

Examples of documents to attach: external on-site audit report and corrective action plan report for compliance with social audit protocols. The document(s) should

Yes, but the report does not have all of the stated characteristics

Show more ▾


Examples of documents to attach: external on-site audit report and corrective action plan report for compliance with social audit protocols. The document(s) should

No on-site audit regarding CSR issues performed

Show more ▾

EcoVadis may contract an independent auditor to conduct a site verification on the assessed company as a complementary part of the document-based assessment.


Does your company report quantitative indicators on CSR topics?

 For this question, documents from the parent company or group may be partially credited.

Yes

No/Do not know

Which of the following applies to your company's reporting on quantitative indicators on CSR topics?

 For this question, documents from the parent company or group may be partially credited.

The indicators are externally verified by an independent third party

Show more ▾

Examples of documents to attach: third party assurance statement, Annual Report, CSR/Sustainability Report, etc. The document(s) should demonstrate the

The indicators are aligned with a widely recognized national or international reporting standard or framework (e.g. GRI, SASB)


Show more ▾

Examples of documents to attach: Annual Report, CSR/Sustainability Report, etc. The document(s) should demonstrate the following: indication that the reporting

A materiality analysis was conducted to identify relevant indicators

Show more ▾

Examples of documents to attach: materiality assessment document, presentation, Annual Report, CSR/Sustainability Report, etc. The document(s) should

Selected document: 2019年度劳工和入人权报告 (Annual report) 
年度报告

Selected document: CSR KPI (Other) 


Selected document: 企业社会责任报告 (Annual report) 

My company reports on quantitative indicators on CSR but none of the above applies

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).

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

 For this question, documents from the parent company or group may be partially credited.

Employees health and safety (e.g. management of employees health and safety issues)

[Show more](#)


Examples of documents to attach: Company mission statement, Health and Safety policy/charter, Code of Conduct/Code of Ethics, Employee Handbook, Annual


Selected document: **Safety handbook (Procedure)**


all: sasfety handbook

Selected document: 社赫模具环境、安全、质量体系管理手册 (Employee handbook)

P12~13: 环境及安全方针

Selected document: **Conduct code of ARRK WuHan (Code of ethics / code of conduct)** 

Selected document: 员工手册 (Employee handbook) 

Selected document: 2019年度劳工和人权报告 (Annual report) 


Selected document: 企业社会责任报告 (Annual report) 


Working Conditions (e.g. wages & working benefits, working hours, exchange of information and participations on working conditions)


[Show more](#)

Examples of documents to attach: Company mission statement, Working Conditions policy/charter, Code of Conduct/Code of Ethics, Employee Handbook, Annual

Selected document: 员工手册_雇佣_考勤_奖惩规定 (Employee handbook) 

Selected document: **CSR KPI (Other)** 

Selected document: 2019年度劳工和人权报告 (Annual report) 

Selected document: **Conduct code of ARRK WuHan (Code of ethics / code of conduct)** 

Selected document: 企业社会责任报告 (Annual report) 


✓ **Labor Relations (e.g. structured relations with employee representatives / trade unions)**


Show more ▾


Examples of documents to attach: Company mission statement, Code of Conduct/Code of Ethics, Employee Handbook, Annual Report, CSR/Sustainability Report, etc.


Selected document: **工会任命 (Other)**

Page 1: 工会主席及委员

Selected document: **员工手册 (Employee handbook)** 

Selected document: **Conduct code of ARRK WuHan (Code of ethics / code of conduct)** 

Selected document: **2019年度劳工和 인권报告 (Annual report)** 


Selected document: **CSR KPI (Other)** 

Selected document: **企业社会责任报告 (Annual report)** 

✓ **Career Management (e.g. management of recruitment, training & career development)**

Show more ▾


Examples of documents to attach: Company mission statement, Career Development policy/charter, Code of Conduct/Code of Ethics, Employee Handbook, Annual

Selected document: **HSE training plan and summary (Other)** 

Selected document: **员工手册_雇佣_考勤_奖惩规定 (Employee handbook)**

第9页: 培训和发展

Selected document: **企业社会责任报告 (Annual report)** 

Selected document: **职业生涯规划培训教材 (Other)** 

Selected document: **职业规划 (Other)** 

✔ **Child and Forced Labor (e.g. engagements or measures taken to prevent or eradicate child or forced labor)**

Show more ▾

Examples of documents to attach: Company mission statement, Human Rights policy/charter, Code of Conduct/Code of Ethics, Employee Handbook, Annual Report,

Selected document: **Social Policy (Policy)** 📄

Selected document: **CSR KPI (Other)** 📄

Selected document: **Conduct code of ARRK WuHan (Code of ethics / code of conduct)** 📄

Selected document: **员工手册 (Employee handbook)** 📄

Selected document: **2019年度劳工和人权报告 (Annual report)** 📄

Selected document: **企业社会责任报告 (Annual report)** 📄

✔ **Diversity, Discrimination & Harassment**

Show more ▾

Examples of documents to attach: Company mission statement, Diversity policy/charter, Policy/charter against Discrimination and Harassment, Code of Conduct/Code

Selected document: **Social Policy (Policy)** 📄

Selected document: **Conduct code of ARRK WuHan (Code of ethics / code of conduct)** 📄

Selected document: **2019年度劳工和人权报告 (Annual report)** 📄

Selected document: **员工手册 (Employee handbook)** 📄

Selected document: **举报政策 (Policy)** 📄

Selected document: **企业社会责任报告 (Annual report)** 📄

External stakeholder human rights

Show more ▾

Examples of documents to attach: Company mission statement, Human Rights policy/charter, Code of Conduct/Code of Ethics, Employee Handbook, Annual Report,

Selected document: **Conduct code of ARRK WuHan (Code of ethics / code of conduct)** 📄

Selected document: **2019年度劳工和人权报告 (Annual report)** 📄

Selected document: **Supplier code of conduct (Other)** 📄

Selected document: **员工手册 (Employee handbook)** 📄

Selected document: **企业社会责任报告 (Annual report)** 📄

Topics other than those mentioned above (please specify)

No policies

LAB1003 - mandatory



Who pays recruitment fees?

i For this question, answers and documents from your parent company are NOT allowed.

Company

Show more ▾

Recruitment fees (to obtain or retain employment) include any and all fees, charges, costs, assessments or other financial obligations associated with the

Job applicant

Show more ▾

Recruitment fees (to obtain or retain employment) include any and all fees, charges, costs, assessments or other financial obligations associated with the

Company & job applicant

Show more ▾

Recruitment fees (to obtain or retain employment) include any and all fees, charges, costs, assessments or other financial obligations associated with the

Do not know

What actions are in place regarding employee health and safety?

i For this question, answers and documents from your parent company are NOT allowed.

✓ Health and safety detailed risk assessment Show more ▾


Examples of documents to attach: internal risk assessments, hazard analysis documents, safety analysis documents, Annual Report, CSR/Sustainability Report, etc.

Selected document: **环境因素与危险源识别程序 (Procedure)**

all: 风险评估和危害分析文件

Selected document: **危险源评估和分析表 (Other)**

all:

Selected document: **2019年度劳工和人权报告 (Annual report)** 

Selected document: **企业社会责任报告 (Annual report)** 

✓ Procedure in place to anticipate health & safety risks related to change of operations (e.g. start-up of new operations, change of operations) Show more ▾

Examples of documents to attach: standard operating procedures, work instructions, program implementation records, Annual Report, CSR/Sustainability Report, etc.

Selected document: **环境因素与危险源识别程序 (Procedure)**

全文: 针对变更的工艺及作业流程需提前做好工位安全分析

✓ Provision of protective equipment to all impacted employees Show more ▾

Examples of documents to attach: standard operating procedures, work instructions, delivery records, Annual Report, CSR/Sustainability Report, etc. The

Selected document: **设备及场所等安全操作规程清单 (Other)**


标准操作流程清单及个人防护程序及清单:

Selected document: **数控机床安全操作规程 (Other)**

all:

Selected document: **注塑机安全操作规程 (Other)**

all:

Selected document: **2019年度劳工和人权报告 (Annual report)** 

✓ Specific procedures for handling of chemicals or hazardous substances Show more ▾

Examples of documents to attach: standard operating procedures, work instructions, Annual Report, CSR/Sustainability Report, etc. The document(s) should

Selected document: **化学品管理程序 (Procedure)**

all:

✓ Health and Safety procedures translated in major languages spoken by employees


Show more ▾


Examples of documents to attach: standard operating procedures, work instructions, manual, Annual Report, CSR/Sustainability Report, etc. The document(s) should

Selected document: 社赫模具环境、安全、质量体系管理手册 (Employee handbook)
all:

Selected document: Safety handbook (Procedure)
all: 员工环境、安全手册

Selected document: 注塑机安全操作规程 (Other) 

Selected document: 数控机床安全操作规程 (Other) 


Selected document: 2019年度劳工和人权报告 (Annual report) 

✓ Joint labor management health and safety committee in operation

Show more ▾

Examples of documents to attach: communication materials, minutes of meeting, announcement, letters, Annual Report, CSR/Sustainability Report, etc. The

Selected document: safety committee (Other) 

Selected document: 2019年度劳工和人权报告 (Annual report) 

✓ Active preventive measures for stress and noise

Show more ▾

Examples of documents to attach: standard operating procedures, work instructions, program implementation records, Annual Report, CSR/Sustainability Report, etc.

Selected document: 职业危害告知书 (Other) 


Selected document: 职业健康管理程序 (Procedure) 


Selected document: 年度职业危害监测报告 (Annual report)
全文: 委托第三方的年度噪声监测报告

✓ Training of all relevant employees on health and safety risks and good working practices

Show more ▾

Examples of documents to attach: training materials and additional evidence of training execution (progress reports, certificates of completion, etc.), Annual Report,

Selected document: 配电房及电气维修作业培训 (Other) 

Selected document: 装配区设备安全操作规程培训 (Other) 

Selected document: Electrician License (Other) 

Mandatory health check up for all employees

Show more ▾

Examples of documents to attach: standard operating procedures, work instructions, program implementation records, health check-up reports, contracts, Annual

Selected document: 员工体检报告 (Other)

所有: 员工体检报告 (举例)

Selected document: 企业社会责任报告 (Annual report) 📄

Selected document: 体检报告-2019 (Other) 📄

Training on health and safety issues for subcontractors working on premises (if applicable)

Show more ▾

Examples of documents to attach: training materials and additional evidence of training execution (progress reports, certificates of completion, etc.), Annual Report,

Selected document: 承包商安全培训 (Other) 📄

Regular inspection or audit to ensure safety of equipment

Show more ▾

Examples of documents to attach: standard operating procedures, work instructions, inspection/audit reports, Annual Report, CSR/Sustainability Report, etc. The

Selected document: 数控机床安全操作规程 (Other)

全文: 数控机床的操作规程要求定期检查的要求

Selected document: 特种设备安全管理规范 (Procedure)

全文: 特殊危险行设备要求的定期检查和校验

Others (please specify)

Please select this option only if the rest of the options listed do not apply and describe your own declaration in the open text field.

No specific mechanisms in place

What actions are in place regarding working conditions?


i For this question, answers and documents from your parent company are NOT allowed.


✓ Compensation for extra or atypical working hours Show more ▾

Examples of documents to attach: standard operating procedures, employee handbook, communication materials, letters, contracts, Annual Report,

Selected document: **员工手册 (Employee handbook)**

P8: 第13薪

Selected document: **2019年度劳工和人权报告 (Annual report)** 


Selected document: **Labor Union Welfare (Policy)** 

✓ Additional leave beyond standard vacation days Show more ▾

Examples of documents to attach: employee handbook, communication materials, letters, presentation, Annual Report, CSR/Sustainability Report, etc. The

Selected document: **员工手册_雇佣_考勤_奖惩规定 (Employee handbook)**

第6页: 年假


Selected document: **2019年度劳工和人权报告 (Annual report)** 

✓ Flexible organization of work available to employees (e.g. remote work, flexi-time) Show more ▾

Examples of documents to attach: standard operating procedures, employee handbook, communication materials, letters, contracts, Annual Report,

Selected document: **员工手册_雇佣_考勤_奖惩规定 (Employee handbook)**

第5页: 工作时间

Selected document: **2019年度劳工和人权报告 (Annual report)** 

Selected document: **企业社会责任报告 (Annual report)** 

✓ Health care coverage of employees in place Show more ▾

Examples of documents to attach: detailed health care plan, program implementation records, employee handbook, communication materials, manual, presentation,

Selected document: **员工手册_雇佣_考勤_奖惩规定 (Employee handbook)**

第18页: 员工体检

Selected document: **体检报告 (Other)**

全部:

Selected document: **2019年度劳工和人权报告 (Annual report)** 

Selected document: **企业社会责任报告 (Annual report)** 

Employee satisfaction survey

Show more ▾

Examples of documents to attach: communication materials, presentation, survey questionnaire, survey result summary, Annual Report, CSR/Sustainability Report,

Selected document: 2019年度劳工和人权报告 (Annual report) 📄

Selected document: 企业社会责任报告 (Annual report) 📄

Bonus scheme related to company performance

Show more ▾

Examples of documents to attach: standard operating procedures, employee handbook, communication materials, letters, presentation, Annual Report,

Selected document: 员工手册 (Employee handbook)

P8:

Selected document: Labor Union Welfare (Policy) 📄

Others (please specify)

Please select this option only if the rest of the options listed do not apply and describe your own declaration in the open text field.

No actions in place

Do not know

LAB329



Which of the following measures (working conditions) have been implemented throughout your entire scope of operations?

i For this question, answers and documents from your parent company are NOT allowed.

Granting of special remuneration / time off for overtime worked (company wide)

Granting of paid annual vacation (company wide)

Employees receive 24 hours rest within a time frame of 7 consecutive days (company wide)

Others (please specify)

Please select this option only if the rest of the options listed do not apply and describe your own declaration in the open text field.

Do not know

What actions are in place regarding training and career management?

i For this question, answers and documents from your parent company are NOT allowed.

Regular assessment (at least once a year) of individual performance

[Show more](#)

Examples of documents to attach: standard operating procedures, work instructions, employee evaluation documents, Annual Report, CSR/Sustainability Report, etc.

Selected document: **Regular assessment (Other)**

0: Example of regular assessment of employee

Selected document: **企业社会责任报告 (Annual report)** 

Selected document: **Yearly Interview (Other)** 

Setting of Individual development and career plan for all employees

[Show more](#)

Examples of documents to attach: standard operating procedures, work instructions, individual development plan documents, Annual Report, CSR/Sustainability

Selected document: **企业社会责任报告 (Annual report)** 

Selected document: **职业生涯规划培训教材 (Other)** 

Selected document: **职业规划 (Other)** 

Provision of skills development training

[Show more](#)

Examples of documents to attach: training materials and additional evidence of training execution (progress reports, certificates of completion, etc.), Annual Report,

Selected document: **培训图片 (Other)** 

Selected document: **钢料知识培训教材 (Other)** 

Selected document: **Electrician License (Other)** 

Selected document: **Security Training Exam Record (Other)** 

Others (please specify)

Please select this option only if the rest of the options listed do not apply and describe your own declaration in the open text field.

No specific mechanisms in place

Do not know


What actions are in place to address child labor, slavery and/or human trafficking?


i For this question, answers and documents from your parent company are NOT allowed.


Risk assessments performed to identify operations exposed to potential child and/or forced labor


[Show more ▾](#)

Examples of documents to attach: standard operating procedure, third-party risk assessments, internal monitoring system documents, Human Rights Report,

Selected document: 2019年度劳工和人权报告 (Annual report) 

Selected document: CSR KPI (Other) 

Selected document: 员工手册 (Employee handbook) 


Selected document: Conduct code of ARRK WuHan (Code of ethics / code of conduct) 


Selected document: 企业社会责任报告 (Annual report) 


Awareness training on child labor, slavery and/or human trafficking

[Show more ▾](#)

Examples of documents to attach: training materials and additional evidence of training execution (attendance sheets, progress reports, certificates of completion,

Selected document: 禁止使用童工意识培训记录 (Other) 

Selected document: 2019年度劳工和人权报告 (Annual report) 


Selected document: Conduct code of ARRK WuHan (Code of ethics / code of conduct) 

Selected document: 企业社会责任报告 (Annual report) 


Auditing of internal controls to prevent child and/or forced labor

[Show more ▾](#)

Examples of documents to attach: formal audit reports, internal auditing procedures, Human Rights Report, Modern Slavery and Human Trafficking Report, Annual

Selected document: 2019年度劳工和人权报告 (Annual report) 

Selected document: 企业社会责任报告 (Annual report) 

Selected document: Sermo 社会责任审核 (Other) 

Formal collaboration with local NGOs to address child and/or forced labor issues

[Show more ▾](#)

Examples of documents to attach: Human Rights Report, Modern Slavery and Human Trafficking Report, Annual Report, CSR/Sustainability Report or any other

Remediation procedure in place for identified cases of child and/or forced labor

[Show more ▾](#)


Examples of documents to attach: standard operating procedures, employee handbook, program implementation records, Annual Report, CSR/Sustainability Report,


Whistleblower procedure on child or forced labor issues


Show more ▾

Examples of documents to attach: Code of Conduct, employee handbook/manual, standalone whistleblower/reporting procedure, child and forced labor policy with

Selected document: 举报政策 (Policy) 

Selected document: 2019年度劳工和人权报告 (Annual report) 

Selected document: 员工手册 (Employee handbook) 

Selected document: Conduct code of ARRK WuHan (Code of ethics / code of conduct) 

Selected document: 企业社会责任报告 (Annual report) 

Other proactive measures to prevent child and/or forced labor (please specify)

Show more ▾

Examples of documents to attach: Human Rights Report, Modern Slavery and Human Trafficking Report, Annual Report, CSR/Sustainability Report or any other


Do not know

No actions in place

LAB351 - mandatory



Are people under 18 working or living on any of the production sites exposed to risks from chemicals, pesticides, machines or tools, dust or excessive cold, heat or noise?

 For this question, answers and documents from your parent company are NOT allowed.

Yes (please specify)


No

Do not know

LAB352 - mandatory



What actions are in place against child labor?

 For this question, answers and documents from your parent company are NOT allowed.

No employees below 15 years (in certain countries below 14 years) are employed in your company

In your company employees between 13 and 15 years (in certain countries 12 and 14 years) are only employed for lightweight tasks

In your company employees between 13 and 15 years (in certain countries 12 and 14 years) are employed, not only for lightweight tasks

In your company employees below 13 years (in certain countries below 12 years) are employed

What actions are in place to prevent discrimination and harassment?

i For this question, answers and documents from your parent company are NOT allowed.

Proactive measures to prevent discrimination during recruitment phase (please specify) Show more ▾


Examples of documents to attach: standard operating procedures, audits to ensure accessible job posting language, training materials for HR/recruiters, Annual

Please specify

防止歧视


Selected document: 员工手册_雇佣_考勤_奖惩规定 (Employee handbook)
第2页: 平等机会

Selected document: 企业社会责任报告 (Annual report) 

Selected document: 招聘 (Other) 

Awareness training to prevent discrimination and/or harassment Show more ▾

Examples of documents to attach: training materials and additional evidence of training execution (progress reports, certificates of completion, etc.), Annual Report,

Selected document: 禁止使用童工意识培训记录 (Other) 

Selected document: 企业社会责任报告 (Annual report) 


Measures for the integration of employees with disabilities

Measures for the integration of employees with disabilities

Whistleblower procedure on discrimination and harassment issues Show more ▾

Examples of documents to attach: Code of Conduct, Employee handbook/manual, standalone whistleblower/reporting procedure, discrimination and harassment

Selected document: 举报政策 (Policy) 

Selected document: Conduct code of ARRK WuHan (Code of ethics / code of conduct) 

Selected document: 企业社会责任报告 (Annual report) 

Measures to promote wage equality in the workplace (e.g. equal pay monitoring) Show more ▾

Examples of documents to attach: pay gap report, pay gap audit, pay gap study, wage audits, wage monitoring reports, equal pay audit, Annual Report,

Selected document: 员工手册_雇佣_考勤_奖惩规定 (Employee handbook)
第2页: 平等

Measures to prevent discrimination

Show more ▾

Examples of documents to attach: standard operation procedures, program implementation records, communication materials, employee handbook, Annual Report,

Selected document: 员工手册_雇佣_考勤_奖惩规定 (Employee handbook)

第2页: 不得有任何形式的歧视

Selected document: 企业社会责任报告 (Annual report) 📄

Measures to promote a gender/minority inclusive environment

Show more ▾

Examples of documents to attach: operational procedures, program implementation records, communication materials, employee handbook, Annual Report,

Selected document: 员工手册_雇佣_考勤_奖惩规定 (Employee handbook)

第二页: 不可有基于种族及性别方面的歧视

Selected document: 企业社会责任报告 (Annual report) 📄

Measures for the integration of senior employees

Show more ▾

Examples of documents to attach: standard operation procedures, employee handbook, communication materials, training materials for older-aged employees,

Remediation procedure in place for identified cases of discrimination and/or harassment

Show more ▾

Examples of documents to attach: standard operating procedures, employee handbook, program implementation records, Annual report, CSR/Sustainability report,

Others (please specify)

Please select this option only if the rest of the options listed do not apply and describe your own declaration in the open text field.

Do not know

No actions in place

On which of the following topics does your company report Key Performance Indicators (KPIs)?

i For this question, documents from the parent company or group may be partially credited.

Employee Health & Safety Show more ▾

Examples of documents to attach: annual safety incident report, annual health and safety training summary report, Annual Report, CSR/Sustainability Report, etc. The

Selected document: 安全和环境目标指标及管理方案 (Other)
all:

Working Conditions Show more ▾

Examples of documents to attach: annual employee benefits report, Annual Report, CSR/Sustainability Report, etc. The document(s) should demonstrate the


Selected document: 员工手册 (Employee handbook) 

Selected document: 企业社会责任报告 (Annual report) 

Social Dialogue Show more ▾

Examples of documents to attach: annual labor union report, Annual Report, CSR/Sustainability Report, etc. The document(s) should demonstrate the following:

Selected document: Whistleblowing Policy (Code of ethics / code of conduct) 

Selected document: 2019年度劳工和人权报告 (Annual report) 


Selected document: 企业社会责任报告 (Annual report) 

Career Management & Training Show more ▾

Examples of documents to attach: annual training report, annual employee development report, Annual Report, CSR/Sustainability Report, etc. The document(s)

Selected document: 员工手册_雇佣_考勤_奖惩规定 (Employee handbook)
第9页: 培训和发展

Selected document: 企业社会责任报告 (Annual report) 

Selected document: 2020培训计划 (Other) 


Child Labor, Forced Labor and Human Trafficking (if applicable) Show more ▾


Examples of documents to attach: annual human rights report, Annual Report, CSR/Sustainability Report, etc. The document(s) should demonstrate the following:

Diversity, Discrimination & Harassment

Show more ▾

Examples of documents to attach: annual social report, Annual Report, CSR/Sustainability Report, etc. The document(s) should demonstrate the following: public or

Selected document: **Conduct code of ARRK WuHan (Code of ethics / code of conduct)** 


Selected document: **2019年度劳工和人权报告 (Annual report)** 

Selected document: **企业社会责任报告 (Annual report)** 

External Human Rights Issues (if applicable)

Show more ▾

Examples of documents to attach: annual human right report, Annual Report, CSR/Sustainability Report, etc. The document(s) should demonstrate the following:

Selected document: **Conduct code of ARRK WuHan (Code of ethics / code of conduct)** 

Selected document: **企业社会责任报告 (Annual report)** 

Topics other than those mentioned above

None of the above/Do not know

Please report on the following KPIs related to labor (please specify the year)

i For this question, documents from the parent company or group may be partially credited.

Reporting year Show more ▾

Please provide the calendar year(s) the declared reporting data covers. The reporting should cover a minimum period of two months and should not be older than

Please specify


2019


Lost time injury (LTI) frequency rate for direct workforce - (total number of lost time injury events) x 1,000,000 / total hours worked company wide Show more ▾

Examples of documents to attach: annual safety incident report, annual health and safety training summary report, Annual Report, CSR/Sustainability Report, etc. The

Please specify

0

Selected document: **CSR KPI (Other)** 

Selected document: **安全和环境目标指标及管理方案 (Other)** 

Selected document: **企业社会责任报告 (Annual report)** 

Lost time injury (LTI) severity rate for direct workforce - (number of days lost due to injuries) x 1,000 / total hours worked Show more ▾

Examples of documents to attach: employee health and safety report, Annual Report, CSR/Sustainability Report, etc. The document(s) should demonstrate the

Please specify

0

Selected document: **CSR KPI (Other)** 

Training hours per employee Show more ▾

Examples of documents to attach: annual training report, annual employee development report, Annual Report, CSR/Sustainability Report, etc. The document(s)

Please specify

12hrs

Selected document: **2020培训计划 (Other)** 

Reporting available at parent company level only

Select this if the available reporting data is only from the parent company level.

Not monitored/Do not know

Has your company obtained any labor and human rights management system certification?

i For this question, answers and documents from your parent company are NOT allowed.

ISO 45001/OHSAS 18001

Show more ▾

Examples of documents to attach: Certificate issued by an accredited certification body, Certificate Audit Report and/or proof of certificate in progress issued by an

Selected document: **ISO45001职业健康和安全管理证书 (Certificate)** 

MASE

Show more ▾

Examples of documents to attach: Certificate issued by an accredited certification body, Certificate Audit Report and/or proof of certificate in progress issued by an


Others (e.g. Safety Contractor Checklist, Contractors Health and Safety Assessment Scheme) (please specify)


Show more ▾

Examples of documents to attach: Certificate issued by an accredited certification body, Certificate Audit Report and/or proof of certificate in progress issued by an

Please specify

Contractor safety procedure

Selected document: **work permit of contractor (Other)** 

Selected document: **承包商施工安全交底 (Other)** 

Selected document: **Contractor Safety Management Procedure_Contractor Safety Agreement (Other)**

全部:

No/Do not know

Additional comments regarding Labor and Human Rights 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.

i For this question, answers and documents from your parent company are NOT allowed.

Please specify

公司严格遵守劳工及人权相关制度，在此范围内无违规现象。严格遵守劳动法的要求，与员工签订劳动合同，确保员工的健康与安全。明确禁止雇佣童工及强迫劳动，避免歧视和骚扰。并且在2020年顺利取得ISO14001和ISO45001的认证。

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).

ENV200 - mandatory



Does your company have a formalized environmental policy?

i For this question, documents from the parent company or group may be partially credited.

Energy Consumption and Greenhouse gases

Show more ▾

Examples of documents to attach: Company mission statement, Environmental Policy/Charter, Code of Conduct/Code of Ethics, Employee Handbook, Annual Report,

Selected document: 社赫模具环境、安全、质量管理体系手册 (Employee handbook)
p7~8;12~13;15-18;67-78: 环境和安全方针,职责权限, 目标指标等

Water

Show more ▾

Examples of documents to attach: Company mission statement, Water Policy, Environmental Policy/Charter, Code of Conduct/Code of Ethics, Employee Handbook,

Selected document: 社赫模具环境、安全、质量管理体系手册 (Employee handbook)
p7~8;12~13;15-18;67-78: 环境和安全方针,职责权限, 目标指标等

Local Pollution

Show more ▾

Examples of documents to attach: Company mission statement, Accident Prevention Policy, Environmental Policy/Charter, Code of Conduct/Code of Ethics, Employee

Materials, Chemicals and Waste

Show more ▾

Examples of documents to attach: Company mission statement, Accident Prevention Policy, Waste Policy/Charter, Code of Conduct/Code of Ethics, Employee

Selected document: 社赫模具环境、安全、质量管理体系手册 (Employee handbook)
p7~8;12~13;15-18;67-78: 环境和安全方针,职责权限, 目标指标等

Customer Health and Safety

Show more ▾

Examples of documents to attach: Company mission statement, Customer health and safety policy, Environmental Policy/Charter, Code of Conduct/Code of Ethics,

Selected document: 社赫模具环境、安全、质量管理体系手册 (Employee handbook)
p7~8;12~13;15-18;67-78: 环境和安全方针,职责权限, 目标指标等

Biodiversity (e.g. impacts from operations on protected areas, endangered species)

Promotion of Sustainable Consumption

Show more ▾

Examples of documents to attach: Company mission statement, Environmental Policy/Charter, Code of Conduct/Code of Ethics, Employee Handbook, Annual Report,

Topics other than those mentioned above (please specify)

No policies

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

i For this question, answers and documents from your parent company are NOT allowed.

Employee awareness/training program on energy conservation

[Show more](#)

Examples of documents to attach: training materials and additional evidence of training execution (progress reports, certificates of completion, etc.), Annual Report,

Selected document: **Training confirmation (Other)**

2: Confirmation of training about the awareness of energy saving and Env policy

Selected document: **社赫模具员工安全环保培训教材 (Other)**

p15: 培训教材中“节能节水”的要求

Purchasing of renewable energy

[Show more](#)

Examples of documents to attach: standard operating procedures, work instructions, program implementation records, Annual Report, CSR/Sustainability Report, CDP

Production of renewable energies (e.g. solar, wind, biomass)

[Show more](#)

Examples of documents to attach: standard operating procedures, work instructions, equipment/technology installation records, Annual Report, CSR/Sustainability

Reduction of energy consumption through technology or equipment upgrades

[Show more](#)

Examples of documents to attach: standard operating procedures, work instructions, equipment/technology installation records, Annual Report, CSR/Sustainability

Please specify

LED lighting, VFD air compressor introduction

Selected document: **Sermo Wuhan environment and safety improvement project (Annual report)**

2,3: energy saving

Measures to reduce energy consumption of IT infrastructure

[Show more](#)

Examples of documents to attach: standard operating procedures, work instructions, equipment/technology installation records, Annual Report, CSR/Sustainability

Others (please specify)

Please select this option only if the rest of the options listed do not apply and describe your own declaration in the open text field.

No specific mechanisms in place

Do not know

What actions are in place regarding water management?

i For this question, answers and documents from your parent company are NOT allowed.

Reduction of water consumption through employees awareness Show more ▾

Examples of documents to attach: training materials and additional evidence of training execution (certificates of completion, progress reports, etc.), Annual Report,

Selected document: 能源资源管理程序 (Procedure)

all:

Selected document: 社赫模具员工安全环保培训教材 (Other)

p15:

Reduction of water consumption through innovative equipments or technologies Show more ▾

Examples of documents to attach: standard operating procedures, work instructions, equipment/technology installation records, Annual Report, CSR/Sustainability

Infrastructures implemented to enable significant recycling of water Show more ▾

Examples of documents to attach: standard operating procedures, work instructions, equipment/technology installation records, Annual Report, CSR/Sustainability

Measures implemented to reduce pollutants rejected into water (please specify) Show more ▾

Examples of documents to attach: standard operating procedures, work instructions, program implementation records, Annual Report, CSR/Sustainability Report, etc.

Please specify

标准操作程序

Selected document: 化学品管理程序 (Procedure)

p4: 化学品的废弃和应急泄漏处理

Selected document: 废弃物管理规范 (Policy)

all:

Selected document: 污染物控制程序 (Procedure)

all:

Others (please specify)

Please select this option only if the rest of the options listed do not apply and describe your own declaration in the open text field.

No specific mechanisms in place

What actions are in place regarding local pollution (e.g. spills, accidental pollution)?

i For this question, answers and documents from your parent company are NOT allowed.

Regular and formalized soil testing to check soil contamination (please specify which hazardous substances are monitored)

[Show more](#)

Examples of documents to attach: third-party test reports, internal monitoring system documents, Annual Report, CSR/Sustainability Report, etc. The document(s)

Please specify

The hazardous according to Chinese standard and international standard

Selected document: **Field diligence report (soil and underground water) (Other)**
p62-p91:

Active measures to reduce noise level (e.g. fleet, manufacturing sites, ...) (please specify)

[Show more](#)

Examples of documents to attach: standard operating procedures, work instructions, program implementation records, Annual Report, CSR/Sustainability Report, etc.

Please specify

noise proof wall for CNC working area and air compressed room

Selected document: **Noise proof wall (Other)**
All: Noise roof wall for compressor room

Selected document: **环境监测报告-2020 (Annual report)**
p9: 厂界噪声年度监测结果

Company specific measures to avoid emissions of dust/particles (please specify)

[Show more](#)

Examples of documents to attach: standard operating procedures, work instructions, program implementation records, Annual Report, CSR/Sustainability Report, etc.

Please specify

dust collector

Selected document: **Sermo Wuhan environment and safety improvement project (Annual report)**
5: dust collector for cutter grinding machine and welding

Selected document: **环境监测报告-2020 (Annual report)**
P8~9: 颗粒物和 非甲烷总烃监测结果

Others (please specify)

Please select this option only if the rest of the options listed do not apply and describe your own declaration in the open text field.

Please specify

resin and second container for oil warehouse to prevent oil spill

Selected document: **Sermo Wuhan environment and safety improvement project (Annual report)**
4,6:

No specific mechanisms in place

What actions are in place regarding hazardous materials and waste?

i For this question, answers and documents from your parent company are NOT allowed.

Processes for labeling, storing, handling and transporting hazardous goods

[Show more](#)

Examples of documents to attach: standard operating procedures, work instructions, program implementation records, Annual Report, CSR/Sustainability Report, etc.

Selected document: **chemical safety management procedure (Procedure)**

all:

Measures to reduce hazardous waste of solvents generated during equipment cleaning

[Show more](#)

Examples of documents to attach: standard operating procedures, work instructions, program implementation records, Annual Report, CSR/Sustainability Report, etc.

Selected document: **Sermo Wuhan environment and safety improvement project (Annual report)**

4: reduction of oil consumption

Work process implemented to reduce, recycle or reuse waste

[Show more](#)

Examples of documents to attach: standard operating procedures, work instructions, program implementation records, Annual Report, CSR/Sustainability Report, etc.

Selected document: **waste management procedure (Procedure)**

all:

Selected document: **2020年危废处理记录 (2) (Other)**

all:

Selected document: **2020危险废物处理记录 (Other)**

all:

Work process implemented to treat waste or facilitate clean disposal

[Show more](#)

Examples of documents to attach: standard operating procedures, work instructions, program implementation records, Annual Report, CSR/Sustainability Report, etc.

Selected document: **waste management procedure (Procedure)**

all:

Others (please specify)

Please select this option only if the rest of the options listed do not apply and describe your own declaration in the open text field.

Do not know

No actions in place

On which of the following topics does your company report Key Performance Indicators (KPIs)?

i For this question, documents from the parent company or group may be partially credited.

Energy Consumption & GHGs

[Show more](#)

Examples of documents to attach: annual energy consumption report, annual greenhouse gas emissions report, Annual Report, CSR/Sustainability Report, etc. The

Selected document: 水电数据统计 (2019-现在) (Annual report)
工作表1~2:

Water

[Show more](#)

Examples of documents to attach: annual water consumption report, annual wastewater report, Annual Report, CSR/Sustainability Report, etc. The document(s)

Selected document: 水电数据统计 (2019-现在) (Annual report)
工作表1~2:

Biodiversity

[Show more](#)

Examples of documents to attach: annual biodiversity impact report, annual rehabilitation program report, Annual Report, CSR/Sustainability Report, etc. The

Local & Accidental Pollution

[Show more](#)

Examples of documents to attach: annual local pollution report, Annual Report, CSR/Sustainability Report, etc. The document(s) should demonstrate the following:

Selected document: 环境监测报告-2020 (Annual report)
all:

Materials, Chemicals & Waste

[Show more](#)

Examples of documents to attach: annual raw material consumption report, annual chemicals consumption report, annual waste management report, annual waste

Selected document: 废弃物处理记录 (Annual report)
all:

Customer Health & Safety

[Show more](#)

Examples of documents to attach: annual product recall report, Annual Report, CSR/Sustainability Report, etc. The document(s) should demonstrate the following:

Environmental Services & Advocacy

[Show more](#)

Examples of documents to attach: annual client carbon offsetting program report, annual environmental services program report, Annual Report, CSR/Sustainability

Topics other than those mentioned above (please specify)

None of the above / Do not know

Please report on the following environmental KPIs (please specify the year):

i For this question, documents from the parent company or group may be partially credited.

 Reporting year

Show more ▾

Please provide the calendar year(s) the declared reporting data covers. The reporting should cover a minimum period of two months and should not be older than

Please specify

2019

 Total energy consumption in MWh

Show more ▾

Examples of documents to attach: energy audit report, energy report, internal energy tracking report, Annual Report, CSR/Sustainability Report, etc. The document(s)

Please specify

802.5MWH

Selected document: 水电数据统计 (2019-现在) (Annual report)

工作表“2019”:

 Total gross Scope 1 and Scope 2 GHG emissions in tons of CO2 eq

Show more ▾

Examples of documents to attach: energy report, energy audit report, GHG emissions report, annual greenhouse gas emissions report, Annual Report,

 Total water consumption in megaliters, if applicable

Show more ▾

Examples of documents to attach: water report, water consumption report, Annual Report, CSR/Sustainability Report, etc. The document(s) should demonstrate the

Please specify

2

Selected document: 水电数据统计 (2019-现在) (Annual report)

工作表“2019”:

 Total weight of hazardous waste in tons, if applicable

Show more ▾

Examples of documents to attach: waste report, Annual Report, CSR/Sustainability Report, etc. The document(s) should demonstrate the following: public or internal

Please specify

6.5

Selected document: 废弃物处理记录 (Annual report)

工作表“waste”:

 Total weight of non-hazardous waste in tons

Show more ▾

Examples of documents to attach: waste report, Annual Report, CSR/Sustainability Report, etc. The document(s) should demonstrate the following: public or internal

Please specify

11.744

Selected document: 废弃物处理记录 (Annual report)

工作表“waste”:

 Reporting available at parent company level only

Select this if the available reporting data is only from the parent company level.

 Not monitored/Do not know

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

For this question, documents from the parent company or group may be partially credited.

Yes

Select if your company is a respondent to CDP's Climate Change questionnaire. The date of the report provided should be within the last two calendar years.

No

Do not know

Has your company obtained any environmental management system certification?

For this question, answers and documents from your parent company are NOT allowed.

ISO 14001

Show more

Examples of documents to attach: Certificate issued by an accredited certification body, Certificate Audit Report and/or proof of certificate in progress issued by an

Selected document: **14001英文 (Certificate)**
ISO14001-2015环境管理体系认证证书

EMAS

Show more

Examples of documents to attach: Certificate issued by an accredited certification body, Certificate Audit Report and/or proof of certificate in progress issued by an

Others (please specify)

Show more

Examples of documents to attach: Certificate issued by an accredited certification body, Certificate Audit Report and/or proof of certificate in progress issued by an

No/Do not know

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.

For this question, answers and documents from your parent company are NOT allowed.

Please specify

Sermo Wuhan is committed to drive continuous improvement for environment aspect , not only to comply with the laws and lesgilations, but also to pursue the best practice in industry.As well we got ISO14001 and ISO45001 certificate this year.

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.

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

i For this question, documents from the parent company or group may be partially credited.

Anti-corruption and bribery

[Show more](#)


Examples of documents to attach: Company mission statement, Anti-corruption policy, Business Ethics Policy/Charter, Code of Conduct/Code of Ethics, Employee


Selected document: **Anti-Corruption policy (Policy)**


0:

Selected document: **Anticorruption training (Other)**

0:

Selected document: **Conduct code of ARRK WuHan (Code of ethics / code of conduct)** 

Selected document: **2019年度劳工和人权报告 (Annual report)** 


Selected document: **员工手册 (Employee handbook)** 


Selected document: **企业社会责任报告 (Annual report)** 

Conflict of interest

[Show more](#)

Examples of documents to attach: Company mission statement, Business Ethics Policy/Charter, Code of Conduct/Code of Ethics, Employee Handbook, Annual Report,

Selected document: **Conduct code of ARRK WuHan (Code of ethics / code of conduct)** 

Selected document: **员工手册 (Employee handbook)** 

Selected document: **企业社会责任报告 (Annual report)** 

Fraud

[Show more](#)

Examples of documents to attach: Company mission statement, Business Ethics Policy/Charter, Code of Conduct/Code of Ethics, Employee Handbook, Annual Report,


Money laundering

[Show more](#)

Examples of documents to attach: Company mission statement, Business Ethics Policy/Charter, Code of Conduct/Code of Ethics, Employee Handbook, Annual Report,

Selected document: **Conduct code of ARRK WuHan (Code of ethics / code of conduct)**

Page 6: 道德守则


Selected document: **员工手册 (Employee handbook)** 


Selected document: **企业社会责任报告 (Annual report)** 

Anti-competitive practices

Show more ▾

Examples of documents to attach: Company mission statement, Code of Conduct/Code of Ethics, Employee Handbook, Annual Report, CSR/Sustainability Report, etc.

Selected document: **Conduct code of ARRK WuHan (Code of ethics / code of conduct)** 

Selected document: **员工手册 (Employee handbook)** 

Selected document: **企业社会责任报告 (Annual report)** 


Information security

Show more ▾

Examples of documents to attach: Company mission statement, Data Protection or Information Security Policy, Code of Conduct/Code of Ethics, Employee Handbook,

Selected document: **Sermo Wuhan Information Security Policy (Policy)** 

Selected document: **企业社会责任报告 (Annual report)** 

Selected document: **Conduct code of ARRK WuHan (Code of ethics / code of conduct)** 

Selected document: **信息安全风险评估报告 (Annual report)** 

Others (please specify)

No policy

What actions are in place to prevent corruption and bribery?

i For this question, answers and documents from your parent company are NOT allowed.


Awareness training performed to prevent corruption and bribery

[Show more](#)

Examples of documents to attach: training materials and additional evidence of training execution (progress reports, certificates of completion, etc.), Annual Report,


Selected document: 举报政策 (Policy) 


Selected document: 企业社会责任报告 (Annual report) 

Selected document: 员工手册 (Employee handbook) 

Selected document: Conduct code of ARRK WuHan (Code of ethics / code of conduct) 

Selected document: Training Effect Questionnaire (Other) 

Selected document: Training record 2 (Other) 

Selected document: Training Minutes (Other) 

Third party anti-corruption due diligence program in place


[Show more](#)


Examples of documents to attach: standard operating procedures, work instructions, program implementation records, Annual Report, CSR/Sustainability Report, etc.


Whistleblower procedure for stakeholders to report corruption and bribery

[Show more](#)

Examples of documents to attach: Code of Conduct, employee handbook/manual, standalone whistleblower/reporting procedure, anti-corruption policy with

Selected document: Conduct code of ARRK WuHan (Code of ethics / code of conduct) 

Selected document: 员工手册 (Employee handbook) 

Selected document: 2019年度劳工和人权报告 (Annual report) 

Selected document: 举报政策 (Policy) 

Selected document: 企业社会责任报告 (Annual report) 

Audits of control procedures to prevent corruption and bribery

[Show more](#)

Examples of documents to attach: formal audit reports, internal auditing procedures, Annual Report, CSR/Sustainability Report, etc. The document(s) should

Specific approval procedure for sensitive transactions (e.g. gifts, travel)

[Show more](#)

Examples of documents to attach: standard operating procedures, work instructions, program implementation records, Annual Report, CSR/Sustainability Report, etc.

Others

Please select this option only if the rest of the options listed do not apply and describe your own declaration in the open text field.

No actions in place/Do not know

No specific mechanisms in place

What actions are in place regarding information security?


i For this question, answers and documents from your parent company are NOT allowed.

Awareness training to prevent information security breaches

[Show more](#)

Examples of documents to attach: training materials and additional evidence of training execution (attendance sheets, progress reports, certificates of completion,

Selected document: 企业社会责任报告 (Annual report) 

Selected document: Security Training Exam Record (Other) 

Selected document: Sermo Wuhan Information Security Policy (Policy) 

Third party information security due diligence program in place

[Show more](#)

Examples of documents to attach: standard operating procedures, work instructions, program implementation records, Annual Report, CSR/Sustainability Report, etc.


Whistleblower procedure for stakeholders to report information security concerns


[Show more](#)

Examples of documents to attach: Code of Conduct, employee handbook/manual, standalone whistleblower/reporting procedure, information security policy with

Selected document: Sermo Wuhan Information Security Policy (Policy) 

Selected document: 举报政策 (Policy) 

Selected document: 员工手册 (Employee handbook) 

Selected document: Conduct code of ARRK WuHan (Code of ethics / code of conduct) 

Audits of control procedures to prevent information security breaches

[Show more](#)

Examples of documents to attach: formal audit reports, internal auditing procedures, Annual Report, CSR/Sustainability Report, etc. The document(s) should

Selected document: Sermo Wuhan Information Security Policy (Policy) 

Selected document: 企业社会责任报告 (Annual report) 

Selected document: 信息安全风险评估报告 (Annual report) 

Incident response procedure (IRP) to manage breaches of confidential information

Show more ▾

Examples of documents to attach: standard operating procedures(internal or third-party), work instructions, Annual Report, CSR/Sustainability Report, etc. The

Selected document: **Sermo Wuhan Information Security Policy (Policy)**
P31-32:

Selected document: **企业社会责任报告 (Annual report)** 

Selected document: **信息安全风险评估报告 (Annual report)** 

Implementation of a records retention schedule

Show more ▾

Examples of documents to attach: standard operating procedures, work instructions, employee handbook/manual, document retention records, Annual Report,

Measures for gaining stakeholder consent regarding the processing, sharing and retention of confidential information

Show more ▾

Examples of documents to attach: standard operating procedure, work instructions, Annual Report, CSR/Sustainability Report, etc. The document(s) should

Measures to protect third party data from unauthorized access or disclosure

Show more ▾

Examples of documents to attach: work instructions, company's own confidentiality agreement, Annual Report, CSR/Sustainability Report, etc. The document(s)

Others

Please select this option only if the rest of the options listed do not apply and describe your own declaration in the open text field.

No actions in place/Do not know

On which of the following topics does your company report Key Performance Indicators (KPIs)?

i For this question, documents from the parent company or group may be partially credited.

Percentage or number of employees trained on ethics

[Show more](#)


Examples of documents to attach: business ethics report, internal control report, risk assessment report, Annual Report, CSR/Sustainability Report, etc. The

Selected document: 企业社会责任报告 (Annual report) 

KPIs related to whistle blowing procedure

[Show more](#)

Examples of documents to attach: business ethics report, whistleblower report, Annual Report, CSR/Sustainability Report, etc. The document(s) should demonstrate

Selected document: 2019年度劳工和人权报告 (Annual report) 

Selected document: CSR KPI (Other) 

Selected document: 企业社会责任报告 (Annual report) 

Confirmed ethics-related incidents or legal actions

[Show more](#)

Examples of documents to attach: business ethics report, internal control report, Annual Report, CSR/Sustainability Report, etc. The document(s) should demonstrate

Other KPIs on ethics (please specify)

Please select this option only if the rest of the options listed do not apply and describe your own declaration in the open text field.

None of the above/Do not know

Additional comments regarding Ethics 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.

i For this question, answers and documents from your parent company are NOT allowed.

Please specify

公司非常重视商业道德的培训与宣导，特别是关键职能部门，大家针对商业道德都有一个明确的认识和理解，迄今为止，从未发生过针对客户或者供应商的商业道德违规事件。

The company attaches great importance to the training and promotion of business ethics, especially for key functional departments. Everyone has a clear understanding of business ethics. So far, there has never been any violation of business ethics against customers or suppliers.


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 - mandatory




Does your company have a formal policy covering any of the topics below (please select from the options provided)?

 For this question, documents from the parent company or group may be partially credited.

Sustainable procurement policy on environmental issues


Show more 

Examples of documents to attach: Company mission statement, Sustainable procurement Policy/Charter, Code of Conduct/Code of Ethics, Employee Handbook,

Selected document: **Conduct code of ARRK WuHan (Code of ethics / code of conduct)** 

Selected document: **Supplier code of conduct (Other)**

Page 1-2: 供应商准则

Selected document: **员工手册 (Employee handbook)** 

Selected document: **Sustainable Procurement Policy (Policy)**


P1:

Selected document: **2020 Sustainable Procurement Report (Annual report)** 

Sustainable procurement policy on labor practices and human rights


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Examples of documents to attach: Company mission statement, Sustainable procurement Policy/Charter, Code of Conduct/Code of Ethics, Employee Handbook,

Selected document: **Conduct code of ARRK WuHan (Code of ethics / code of conduct)** 

Selected document: **Supplier code of conduct (Other)**

Page 1-2:

Selected document: **员工手册 (Employee handbook)** 


Selected document: **Sustainable Procurement Policy (Policy)** 

Selected document: **2020 Sustainable Procurement Report (Annual report)** 

Topics other than those mentioned above (please specify)

No policies

Is there any tin, tantalum, tungsten, or gold remaining in the product that your company manufactures, subcontracts, or sells?

 For this question, documents from the parent company or group may be partially credited.

- Yes**
- Tin, tantalum, tungsten or gold only originate from scrap or recycled sources**

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Examples of documents to attach: Conflict Minerals Reporting Template (CMRT), SD form and/or conflict minerals report as per SEC requirements (USA), conflict

- No tin, tantalum, tungsten, or gold remaining in any product**
- Do not know**


What actions are in place regarding the integration of social or environmental factors within procurement?

i For this question, answers and documents from your parent company are NOT allowed.

Supplier CSR code of conduct in place

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Examples of documents to attach: supplier code of conduct, Annual Report, CSR/Sustainability Report, etc. The document(s) should demonstrate the following:

Selected document: **Supplier code of conduct (Other)** 

Selected document: **2020 Sustainable Procurement Report (Annual report)** 

Integration of social or environmental clauses into supplier contracts


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Examples of documents to attach: standard operating procedures, work instructions, contracts, terms and conditions documents, Annual Report, CSR/Sustainability

Selected document: **Supplier code of conduct (Other)**

Page 2:

Selected document: **Environment and safety Requirement for Supplier (Other)** 

Selected document: **安全和环境目标指标及管理方案 (Other)** 

Selected document: **2020 Sustainable Procurement Report (Annual report)** 

CSR risk analysis (i.e. prior to supplier assessments or audits)


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Examples of documents to attach: standard operating procedures, work instructions, risk assessment documents, manual, presentation, Annual Report,

Supplier assessment (e.g. questionnaire) on environmental or social practices

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Examples of documents to attach: standard operating procedures, work instructions, questionnaires, checklists, Annual Report, CSR/Sustainability Report, etc. The

Selected document: **Supplier self assessment (Other)** 

Training of buyers on social and environmental issues within the supply chain

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Examples of documents to attach: training materials and additional evidence of training execution (progress reports, certificates of completion, etc.), Annual Report,

On-site audits of suppliers on environmental or social issues

[Show more](#)

Examples of documents to attach: standard operating procedures, work instructions, inspection/audit reports, Annual Report, CSR/Sustainability Report, etc. The

Selected document: **供应商CSR审核 (Other)** 

Capacity building of suppliers on environmental or social issues (e.g. corrective actions, training)

[Show more](#)

Examples of documents to attach: training materials and additional evidence of training execution (progress reports, certificates of completion, etc.), Annual Report,

Performing suppliers on environmental and social issues have access to unique incentives (e.g. supplier awards, preferred supplier program, access to RFPs)

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Examples of documents to attach: standard operating procedures, work instructions, program implementation records, letters, communication materials,

Sustainable procurement objectives integrated into buyer performance reviews

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Examples of documents to attach: standard operating procedures, work instructions, employee evaluation documents, Annual Report, CSR/Sustainability Report, etc.

Worker voice surveys or other advanced supplier monitoring practices (e.g. second tier audits)

Show more ▾

Examples of documents to attach: standard operating procedures, work instructions, program implementation records, presentation, manual, Annual Report,

Others (please specify)

Please select this option only if the rest of the options listed do not apply and describe your own declaration in the open text field.

No actions in place/ Do not know

SUP450 - mandatory



Has your company obtained any certification regarding sustainable procurement?

i For this question, answers and documents from your parent company are NOT allowed.

Yes (please specify)

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Examples of documents to attach: Certificate issued by an accredited certification body, Certificate Audit Report and/or proof of certificate in progress issued by an

Please specify

年度报告


Selected document: **14001英文 (Certificate)**

Selected document: **ISO45001职业健康和安全管理体认证证书 (Certificate)**

Selected document: **企业社会责任报告 (Annual report)**

No/Do not know

On which of the following topics does your company report Key Performance Indicators (KPIs)?

 For this question, documents from the parent company or group may be partially credited.

Percentage of targeted suppliers who have signed the supplier code of conduct

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Examples of documents to attach: procurement management report, Annual Report, CSR/Sustainability Report, etc. The document(s) should demonstrate the

Selected document: **2020 Sustainable Procurement Report (Annual report)** 

Percentage of targeted suppliers with contracts that include clauses on environmental, labor, and human rights requirements

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Examples of documents to attach: procurement management report, Annual Report, CSR/Sustainability Report, etc. The document(s) should demonstrate the

Selected document: **2020 Sustainable Procurement Report (Annual report)** 

Percentage or number of targeted suppliers covered by a CSR assessment

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Examples of documents to attach: procurement management report, Annual Report, CSR/Sustainability Report, etc. The document(s) should demonstrate the

Selected document: **2020 Sustainable Procurement Report (Annual report)** 

Percentage or number of targeted suppliers covered by a CSR on-site audit

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Examples of documents to attach: procurement management report, Annual Report, CSR/Sustainability Report, etc. The document(s) should demonstrate the

Selected document: **2020 Sustainable Procurement Report (Annual report)** 

Percentage or number of all buyers who received training on sustainable procurement

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Examples of documents to attach: procurement management report, Annual Report, CSR/Sustainability Report, etc. The document(s) should demonstrate the

Selected document: **2020 Sustainable Procurement Report (Annual report)** 

Percentage or number of audited/assessed suppliers engaged in corrective actions or capacity building

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Examples of documents to attach: procurement management report, Annual Report, CSR/Sustainability Report, etc. The document(s) should demonstrate the


Other CSR KPIs on suppliers

Show more 

Examples of documents to attach: procurement management report, Annual Report, CSR/Sustainability Report, etc. The document(s) should demonstrate the

None of the above/Do not know

Additional comments regarding Sustainable Procurement 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.

 For this question, answers and documents from your parent company are NOT allowed.

Please specify
公司重视可持续性采购，采购方针中特别有强调，并禁止使用锡/钽/钨等。要求供应商严格遵守Code of conduct的要求，进行CSR的自我评估。保护环境，尊重人权。

The company attaches great importance to sustainable procurement, especially in the procurement policy, and the use of tin/tantalum/tungsten is prohibited. Suppliers are required to strictly comply with the requirements of Code of conduct and carry out CSR self-assessment. Protect the environment and respect human rights.
