### **Tool 6.3A: Sample Self-Assessment Questions for Subcontractors, Implementers, and Grantees**

Give this questionnaire to your current or prospective subcontractors, implementers, and grantees to complete, and evaluate their responses. The instructions and Parts A and B are for your subcontractors, implementers, and grantees to fill in. The “For Procuring Organisation Only” section is for your evaluation of the subcontractors, implementers, and grantees.

Please note that a list of useful terms can be found on Page 6 of the GEDSI Toolkit.

#### Instructions

Prospective or current subcontractors, implementers, and grantees can complete the questionnaire below. The procuring organisation will subsequently evaluate all responses in accordance with the GEDSI Procurement Scoring Card to consider selection of subcontractors, implementers, and grantees.

#### Part A - Workforce

A1. How many people in total does the company employ?

|  |
| --- |

A2. Please detail the company’s workforce representation in the table below, disaggregated by sex, and by other diversity markers as relevant. If data is not available for fields on this form, you may indicate, “data not available.”

| **Highly Recommended** |
| --- |
| % of employees who are women |  |
| % of senior managers (C-Suite and Director level) who are women |  |
| % of employees who have disabilities (if available) |  |
| % of middle managers who are women |  |
| % of senior (C-Suite and Director level) and middle managers who have disabilities (if available) |  |
| **Additional Actions** |
| % of employees who are men |  |
| % of employees who are youth (18-30) |  |
| % of employees who are elderly (60+) |  |
| % of employees who belong to an ethnic minority |  |
| % of employees who are displaced persons |  |

A3. Does the company have any of the following policies or statements? ***Check all that apply and please attach copies*:**

* Nondiscrimination and Equal Employment Opportunities
* Anti-harassment, violence, and sexual exploitation
* Wage equity through paying equality for equal work, based on regular salary reviews
* Disability inclusion and reasonable accommodation policy
* Paid maternity leave beyond national regulatory requirements
* Paid paternity leave beyond national regulatory requirements
* General support to employees as parents and caregivers (e.g., flexibility, phased return to new parents, etc.)
* Flexible work options (i.e., flexible hours or hours adjusted to needs)
* Accommodations for nursing mothers such as breastfeeding/pumping spaces that are private, clean, safe, and available primarily for this purpose
* Environmental
* Health & Safety

A4. What are the normal weekly working hours for employees?

|  |
| --- |

A5. Is overtime voluntary? ***Select one*.**

* Yes
* Sometimes
* No
* Not applicable i.e. no overtime worked

A6. Is it paid at a premium rate? ***Select one*.**

* Yes
* Time off in lieu given
* No
* Depends on employee

A7. What is the youngest age at which someone can be employed by the company?

|  |
| --- |

A8. How do you ensure employees are aware of their rights? ***Check all that apply*.**

* Written contracts
* Email notifications
* Employee handbook
* Staff notice boards
* Inductions
* Other (please specify)

A9. Do you have SOPs in place that align with national, regional, or international standards for physical, digital, and communications accessibility?

* Yes
* No
* No, but we plan to develop these in the next year

A10. Describe any reasonable accommodation policies and processes you have in place.

|  |
| --- |

#### Part B - Operating Standards

B1. Does the company have any recognised Operational Standards for products supplied to [SOURCING COMPANY]? ***Check all that apply*.**

|  | Quality e.g. ISO9000 | Environment e.g. ISO14001 | Labour e.g. SA8000 | Training e.g. Investors in People |
| --- | --- | --- | --- | --- |
| Certified to |  |  |  |  |
| Working towards |  |  |  |  |
| Other standards |  |

B2. Is there anyone designated as being responsible for Health and Safety issues for your company? ***Select one.***

* Yes
* No

Please provide details below

|  |
| --- |

B3. Did you carry out any Health & Safety risk assessments last year? ***Select one.***

* Yes
* No

Please provide details of the last risk assessment and key findings /recommendations actioned below

|  |
| --- |

B4. Has the company had a labour standards audit carried out? ***Select one.***

* Yes
* No

Please provide details of the results of the last audit and key findings / recommendations requiring action below.

|  |
| --- |

B5. [SOURCING COMPANY] has a stringent ethical supplier engagement policy, and therefore is sensitive to any possible links to high risk commodities and practices. Please provide evidence as to how your company meets standards regarding child labour, armaments, anti-bribery and corruption and anti-slavery. Please provide information below.

|  |
| --- |

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| **Useful Terms for Section 6 (GEDSI-inclusive Procurement Guidance and Checklist)** |
| --- |
| **Term** | **Definition** |
| **Procurement** | The selection of goods, services or civil work.  |
| **Subcontractors** | Third-party entities or individuals contracted to perform specific tasks or services as part of a larger project. |
| **Implementers** | Third-party entities or individuals contacted to implement project activities. |
| **Grantees** | Third-party entities or individuals awarded funding through a partner and project. |

This tool is part of the TEA Gender Equality, Disability & Social Inclusion (GEDSI) Toolkit. For further details on this tool please refer to the GEDSI Toolkit Overview and Guide. If you have any questions on this specific tool or want to know more about the full toolkit, please contact TEAadmin@carbontrust.com.

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