**1. Addresses of reference**

|  |  |  |  |
| --- | --- | --- | --- |
| **Supplier’s address:** | |  | **Details of origin of the goods** |
|  | |  | Named supplier equals **producer** of the goods |
|  | |  | Named supplier is only **trader:** |
| Tel.-No.: |  |  | If trader cannot supply required specification |
| E-Mail: |  |  | please hand over this form to the producer for |
|  |  |  | the necessary details or enclose an adequate |
| Contact point for possible inquiries: | |  | specification of your producer! |
|  | |  |  |
| Certified by:  ISO 9001/2000  ISO 14001  FSSC 22000  BRC  IFS  others: which  Certification Company: | |  |  |
| Possible EU-Trading number: | |  |  |

**2. Particulars to the food and quality safety of your company**

**If you haven’t any certification mentioned above, please answer following questions:**

|  |  |
| --- | --- |
| Existence of a Quality Management handbook? | yes  no |
| Existence of precise objectives of a QM system? | yes  no |
| Is anyone in charge of the QM? | yes  no |
| Do you yourself also arrange supplier audits? | yes  no |
| Do you dispose of a continuous staff member training? | yes  no |
| Is there a specification of all delivered raw materials / packaging materials? | yes  no |
| *Is there a danger analyses relating to food safety?* | yes  no |
| Existence of a HACCP concept? | yes  no |
| Do you keep any retain sample? | yes  no |
| Is the drinking water regularly analysed? | yes  no |
| Does a written hygienic concept exist? | yes  no |
| Do the staff members undergo hygienic training? | yes  no |
| Do the staff members undergo a health test? | yes  no |
| Is there a dress code for the staff members? | yes  no |
| Do any cleaning schemes exist / monitoring? | yes  no |
| Is there a strict waste separation? | yes  no |
| Do you arrange systematically pest control? | yes  no |

**3. Rutishauser-DiVino requirements**

Rutishauser-DiVino SA aims to obtain raw materials and trade goods to satisfy social and lasting criteria. Especially products that relate to various manufacturing steps and trade levels or originate from a global flow of goods do not necessarily meet our social principle.

For this reason we ask you to please point out to us on which grounds and which instruments you use to guarantee and control the (under section 2) mentioned social responsibility.

**In addition we are expecting that you claim and approve the appropriate principals of your sub-supplier.**

**4. First principles for social responsibility**

**Comment/Describe the transfer to the executed principals:**

|  |
| --- |
| **Compliance with all legal regulations:** Compliance of all legal obligations and all local regulations as well as conformance to the formalities of the international labour organisation (OIT) and the conventions of the United Nations. Compliance with the legal regulations in respect of hygiene, safety at work and ecology (waste, disposal of poison, emissions, etc.) |
| Description: |
|  |
| **Fair labour agreements:** Binding labour contracts for both parties involved are compulsory.  **Accurate earnings**: The wages must at least full fill or exceed the legal standards and have to be in line with the local and national industry guidance. |
| Description: |
|  |
| **Human labour time:** Overtime is only permitted on optional basis. Permitted weekly working time is maximum 48 hours, permitted weekly overtime is maximum 12 hours. At least one free day has to be granted after six successive working days. |
| Description: |
|  |
| **No discrimination:** No discrimination of sex or age, ethnic ancestry, nationality, skin colour, carnal orientation, political opinions, religious and social background. |
| Description: |
|  |
| **Solidarity:** In situations and countries where freedom of assembly and the right of collective proceedings are legally restricted, parallel actions of the independent and free organisation and negotiation should be assisted. |
| Description: |
|  |
| **Sound working environment:** Precise instructions and arrangements for health and safety at work are to be established, prescribed and supervised. |
| Description: |
|  |
| **Prohibition of forced labour:** Any kind of forced labour is prohibited as well as captivity which violates elementary human rights. |
| Description: |
|  |
| **Prohibition of child labour:** Child labour is abusive. Any kind of exploitation of children is prohibited. |
| Description: |

**5. If need be existing certifications, used standards or survey reports**

SA 8000  BSCI-Codex  ISO 26000  OHSAS 18001

*Others*  *which*:

International companies: An existent survey report is certified:

Yes, if yes which authority, third party certification:

No, if no, until when?

**6. Suppliers confirmation**

We confirm that we claim from our subcontractors a corresponding or equal adherence of the listed social principles.

* All particulars are in all conscience truthfully completed, based on current knowledge.
* Any modifications of the listed particulars have immediately to be reported to Rutishauser-DiVino SA.
* The particulars of this documentation are exclusively used for internal use and are treated absolutely confidential.

Date:       Stamp and signature: