



BOMBAY CHAMBER

Bombay Chamber
of Commerce & Industry

*Supplier
Sustainability Toolkit*

(A Guideline for Small & Medium Enterprises)



Mumbai, 2018

Preface

There is tremendous pressure on the natural environment today along with escalating concerns around fast depleting finite resources. Governments, communities, investors and consumers among others are demanding that enterprises do business in a sustainable manner. It has become clear that a sustainable supply chain is a key to a sustainable future; many large enterprises recognize the need to invest in sustainability beyond their own operations and help create reliable and responsible supply chains. This contributes to success in the globalized and dynamic world of today.

Small & Medium Enterprises (SMEs) - being an integral part of the supply chain of large companies are also facing the pressure of doing business in a sustainable manner. Sustainability is fast becoming a minimum requirement for remaining relevant in the current business environment - especially for those SMEs that seek to engage with governments and large companies. In this backdrop Bombay Chamber is pleased to release a "Supplier Sustainability Toolkit"- a Guideline for Medium and Small Enterprises.

This Toolkit supports SMEs in developing sustainable practices within their enterprise. It provides background information, guidelines, checklist for managing sustainability risks /opportunities to SMEs for managing risks and be aware of opportunities for their business, practical tips and a step by step approach for implementing sustainability in an organization.

We wish you success in this journey.



Vijay Srirangan
Director General

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Supplier Sustainability Toolkit

Background

The world has undergone massive changes in the previous decades: increased population growth has led to an increase in consumption and in the use of natural resources to support our consumption.

In 2050, some 30% more people will be living on this planet. For business, the good news is that this growth will deliver billions of new consumers but the bad news is that shrinking resources and potentially changing climates will limit the ability of all 9 billion to maintain the same lifestyle.

Our population is growing, our energy and product demands are growing and as a consequence the CO2 emission of these activities is growing, bringing the world temperatures up in the past decades. We also see that our water reserves, our forests and our fields for food production are declining. This scenario is already bringing very negative consequences to the world: 4 billion people are affected by water scarcity and 1.3 billion people have no access to energy and it is forecasted to get worse in the next decades.

According to the Global Footprint network, who calculates how many 'Earths' are necessary to sustain our level of consumption, since the 80's our level of consumption is already surpassing the resources available in the Earth. By 2050 if we continue to grow our consumption and produce materials in the same way, without thinking of more efficient production methods and more sustainable consumption habits we will be faced with an incredibly difficult challenge.

2.0 Companies taking responsibility over their value chain

Several companies are already working together with suppliers to create innovative sustainable solutions; therefore companies all along the value chain are starting to prepare themselves for this new scenario. Decoupling human progress from resource use and environmental decline is our central challenge. However, this challenge will also be one of the greatest sources of future business success

Companies are realizing that most of their impact does not happen directly on their facilities but through their value chains. This means for instance that for making a car in a factory is not the only stage where resources are used. Resources are used by several suppliers and transporting companies before the materials even reaches a production plant. Resources are also consumed when the final product is used by one of customers. Impact on the environment also occurs once the product is not functional anymore and needs to be disposed.



Acknowledging that their responsibility goes beyond their direct operations, companies have started to engage with suppliers to minimize their impact on the environment, to ensure good social and labor practices and governance structures.

An increasing number of initiatives involving suppliers, companies and NGOs are emerging to work together to raise the sustainability bar in global value chains and sector leaders are demanding suppliers to have good labor and environmental practices in order to do business together. Suppliers are now analyzed by their sustainability performance as key criteria.

3.0 Objective of the Supplier Sustainability Toolkit

We want to help you and your company to adjust to this new scenario. This toolkit will provide you background information and guidelines to manage your risks and be aware of opportunities for your business. In this toolkit we would provide you practical tips and step by step approach of implement sustainability practices in your organization.

4.0 How to Implement Sustainability in Your Company:

Implementing Sustainability in your company is systematic process that would create long lasting culture and drive behavior across the organization.

You may follow the following steps to implement Sustainability in your organization



4.1 Understand Exposure to sustainability issues

The operations and activities of a company can lead to positive and negative economic, environmental and social impacts. These impacts create both opportunities and risks for a company. The impacts will depend on the level of exposure of a company to sustainability issues.

There are some characteristics of your company that influence on how exposed you are to sustainability issues.

The following questions can help you to understand your exposure to sustainability issues in relation to your type of business. This list is not an exhaustive one and should only serve as a starting point for how you can start thinking about your exposure to sustainability. The questions listed below will provide you with an idea of the type of questions you should pose to understand your exposure.

General questions		
Are you a service provider, a distributor or a product supplier?	Service provider	Your major environmental and social impacts relate to good housekeeping (e.g. energy consumption, IT, products consumed) and your workforce (e.g. working hours and working age).
	Distributor	Your major environmental and social impact probably relate to supply chain issues such as transportation (e.g. type of fuel, condition of vehicles, safe driving, accidents) and the use of contractors for which you should also be responsible.
	Product manufacturer	Your major environmental and social impacts probably relate to your own production process (e.g. raw material use, disposal of waste, water consumption, pollution & emissions, health and safety) and your supply chain (e.g. possibility of Human Rights incidents at suppliers like the use of child labour).

Possible general environment questions for production companies

Does my production method release substances to air, water and produces waste?	Yes => RED FLAG	Main risks: environmental contamination, pollution and environmental impact: If during production method you release gases (like CO ₂), substances to rivers, sea or lakes or produce waste that should be disposed, you need to take care of how these processes happen to avoid contamination. Environmental contamination can generate fines and compromise your relationship with customers.
Does my production method depend on natural resources (e.g. water, minerals, oil etc.)?	Yes => YELLOW FLAG	Main risks: resource scarcity: If your company is heavily depending on minerals for production it is important to understand the risks you face if these minerals become scarce one day. It is also important to understand the working conditions in these mines, as some countries are known for having mines with very low safety conditions, long working hours and high rates of injuries and fatalities.
Does my production method consume a lot of energy?	Yes => YELLOW FLAG	Main risks: climate change: If your production method relies a lot on energy it is relevant that you start to identify ways to reduce your energy consumption. Energy is one of the main sources of carbon emissions. Its contribution to climate change is calling a lot of attention from customers and media.

Possible general environment questions for production companies

Does my product contain any toxic substances?	Yes => RED FLAG	Main risks: environmental contamination, health and safety of employees and of customers: If your product contains toxic substances your sustainability strategy should address safe disposal of toxic material, safe handling of toxic substances by employees (including instructions and protection material).
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Possible general social questions for production companies

Do I have production sites?	Yes => RED FLAG	Main risks: working conditions, working hours, health and safety: If you have production sites it is important that you pay close attention to the way your employees are treated. For example, they should have protective equipment, be paid a fair wage, be treated in accordance to local laws, have restrictions to work too many hours, no children should be working in your factories.
Are my production plants open for more than 48 hours a week?	Yes => RED FLAG	Main risks: working hours and working conditions: In several countries it is possible that workers have 72h working weeks. This is considered by Siemens too many hours and impacts on the human rights of workers. It is advisable to have guidelines and ways to ensure that maximum working hours as defined by law or that respect employees' rights are followed.

4.2 Identify Key sustainability issues

To determine which areas your company should focus its efforts on it is important to determine which topics are key. In order to do so you need to understand their relevance for your company and the importance of these topics to the people that may impact your business (external stakeholders namely employees, investors, customers, suppliers, NGOs, governments, media etc.).

For example, a company that produces paper would have deforestation as a high importance topic, as this is an issue that the company has a considerable influence on and it is also a topic that attracts considerable attention from the media, NGOs and customers.

The key topics will be the basis for your guidelines related to sustainability, the objectives you set and the targets you determine to improve your performance.

Key topics that most of the companies expect from suppliers are:

- Legal compliance
- Prohibition of corruption and bribery
- Respect for basic human rights of employees
- Prohibition of child labour
- Health and safety of employees
- Environmental protection

4.2.1 There are some key questions to help you in this exercise:

1. What topics does your company have an impact on?

Think about which areas your production operations can impact on when wasting water, getting your solid waste to landfill, using natural resources etc.

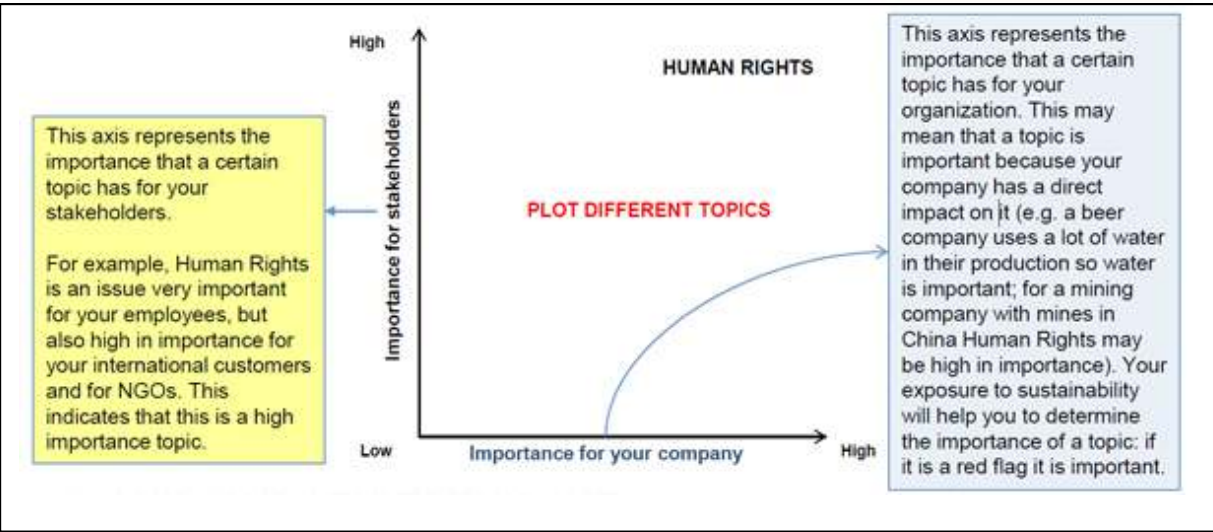
2. What topics impact your business?

If you are dependent on natural resources as water, minerals, biodiversity, you may face problems when these resources start to get scarce. E.g. if water scarcity reaches you, you may face higher costs for water use and may have less water available to make your products. If one of your suppliers for example is using child labour in their production and this becomes public, it may have an impact on you as well, which can impact your company reputation even though you were not using child labour yourself.

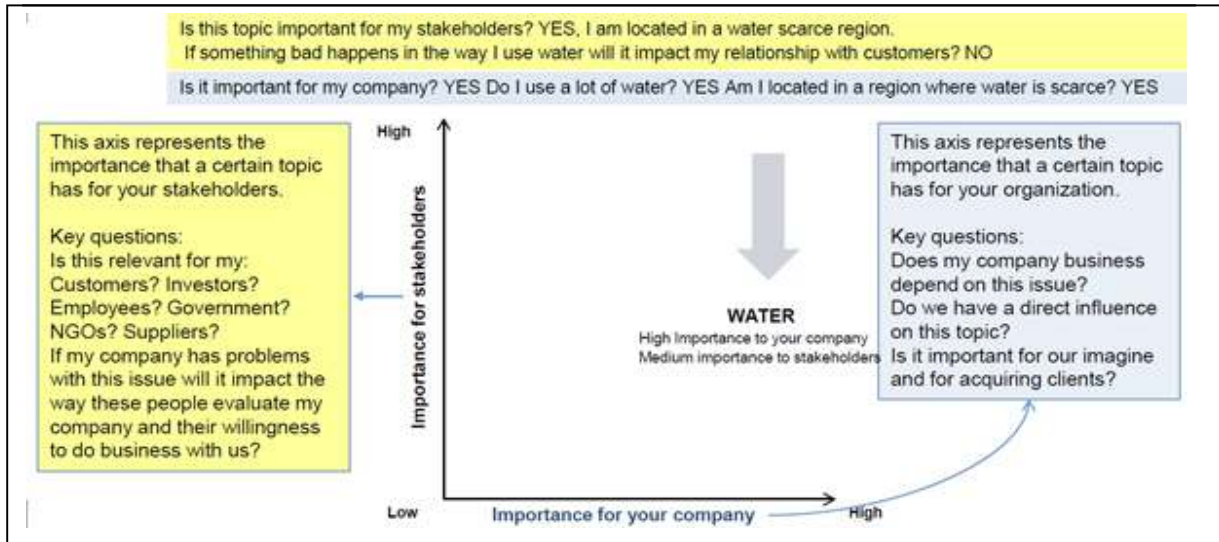
3. What topics are relevant for your stakeholders?

It is important to understand which topics are relevant to the parts that are involved with your business. For example, growing awareness among people around the problems of water pollution, climate change, human rights etc. also increase the attention you should give to this topic as your performance and positioning in these topics may become a decisive factor for your customers when choosing between you and another supplier.

To help you to define topics that are relevant for your company and for the people that are somehow impacted by your business or that impact your business, which we call stakeholders (e.g. investors, customers, suppliers, employees, government, NGOs etc.) we suggest the use of a simple chart where topics should be plotted.

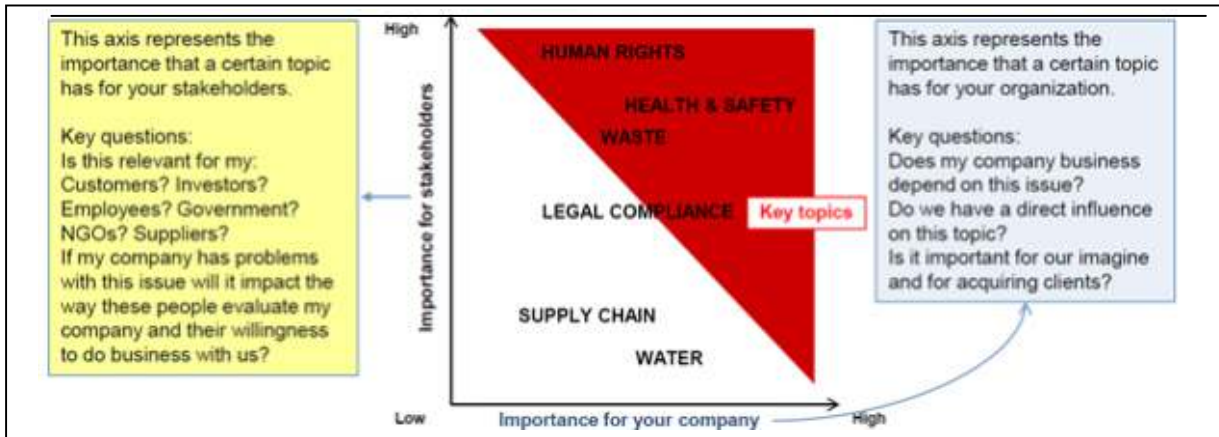


Example: WATER – Questions you should ask yourself



Example:

Following the example from water mentioned above, you should answer the similar questions to all topics that you identify as important to your company due to your exposure to sustainability issues. After concluding on the importance of the topic to your business and to your stakeholders you should plot them all in the same chart, which shall give you a similar figure as the one below. Topics located on your red zone are the one highly important for your stakeholders and highly important for your company, therefore these should be your key sustainability topics.



4.3 Risks and opportunities

Sustainability is not just a new trend. Sustainability related topics can impose serious risks to your business which can affect your company financially or negatively impact your relationship with clients. On the other hand it can also create opportunities of new business and increased efficiency and cost saving.

Therefore, it is advisable that for each of your key sustainability topics you should identify the main risks and opportunities your company is subject to. This will help you in understand how to

implement initiatives that can minimize your risks and maximize your opportunities for each topic. You can use the following list and tick the box for any applicable risk or opportunity for a certain topics.

4.3.1 Risks

- **Fines and lawsuits:** non-compliance with legislation can generate fines and lawsuits with a direct financial and reputational impact to your company.
- **Financial loss:** direct financial losses. E.g. Frequent accidents with employees that need to be away from work for a long time.
- **Physical risks:** risks of destruction of facilities and physical equipment. E.g. Lack of training in using equipment can generate physical losses as well as lack of maintenance which can culminate in fire or leakages.
- **Reputation:** any mis-conduct that can impact topics relevant to stakeholders can impact your reputation. E.g. Child labour can create a huge damage to your company reputation and make you lose clients.

4.3.2 Opportunities

- **New clients:** high performance in sustainability topics can help you in acquiring new clients who focus on working with sustainable suppliers.
- **New markets:** looking for more efficient solutions to your company can help you to develop new products and open doors to new markets that you are not present yet.
- **More motivated employees:** good working conditions have a direct impact in creating more motivated employees with a direct benefit to your quality and productivity.
- **Efficiency:** more efficient process consume less resources, are faster and cheaper for companies.

4.4 Implementing sustainability in your company

After you have understood how sustainability may impact your company, what are the key topics you should focus your efforts on, and the key risks and opportunities related to these topics, you should start the implementation phase to prepare your organization to act upon these topics.

In this part of the Implement stage of the toolbox, we provide some guidance material on how you can start developing overall guidance to implement sustainability in your company, how do you establish processes, initiatives and responsibilities and build capacity in your company.

We recommend the following steps to effectively implement sustainability in your organization:



4.4.1 Define guidelines

There are basic sustainability topics that need to be covered by an overall sustainability guideline:

- Respect for the environment (e.g. environmental impact of products and services, impact of operations: manufacturing and transport,
- Commitment to a good social practices in relation to employees (this will include your Human Rights, Child Labour Prohibition and Health and Safety guidelines)
- Compliance with local legislation. Anti-corruption and anti-bribery

- ñ **Common practices for defining guidelines**
- ñ **Check your key sustainability topics**
Your sustainability guidelines need to address your key sustainability topics. It should include a statement about what is your position in relation to this certain topic. For the most relevant topics you can develop more extensive guidelines (please see the Human Rights module for further details).
- ñ **Involve your senior management**
Involve your high management in defining your guidelines. You need the buy-in from senior management to succeed in your sustainability implementation.
- ñ **Determine your goals for each key sustainability topic**
Considering the risks and opportunities you have identified for each of your sustainability key topics you should develop a written goal. This should be done together with the high management of your organization (CEO, Directors) to ensure internal buy in and alignment with overall business objectives. For example, if you depend a lot on water and it can create a risk of increased costs for you in the future if clean water becomes scarce, you need to address this in your guidelines. E.g. Reduce the water used in our company processes.
- ñ **Establish guidelines for how to reach these goals**
Establish a written orientation on how you will reach these goals.
- ñ **Define targets to measure how your moving towards reaching each goal**
For each of the goals you have defined you should also establish a target, which means what kind of improvement do you want to achieve and when do you want to achieve it? E.g. Water: By 2015 reduce 10% of water consumed in our factories.

Some questions may help you to exercise this:

Questions	Explanation
What are your key topics?	The key sustainability topics you have defined in the step 'Sustainability and your company' should form the basis for your guidelines.
How can your guidelines help you minimize your risks and maximize your opportunities related to sustainability?	When establishing guidelines for each topic, you should think about what you could set as an overall guideline and goal that will help to minimize your risks and maximize your opportunities. E.g. If you may face risks due to water scarcity setting guidelines to reduce water consumption will help you address these risks; also setting guidelines to develop products that have less impact on the environment (and use less water) can enhance your opportunities.
Who from your organization top management should be involved in developing your Sustainability guidelines?	To determine guidelines you should involve people from the top management of your organization, as it is extremely important to have their buy in to ensure the success of your strategy. As sustainability touches different areas it is advisable to have people responsible from Product Innovation, Manufacturing, Procurement, Human Resources, Governance and Finance involved in this process.
Are your guidelines consistent with your company values and strategy?	Ensure that your guidelines are consistent to your communicated values and strategy, otherwise costumers, investors or other people that are originally interested in your company will lose the trust in your persuasion and your efforts.

4.4.2 Establish Process and Initiatives

Your key internal processes are surely impacted by sustainability topics and impact sustainability topics. Therefore it is important that they explicitly address this topic. For example: Your process of manufacturing products should consider the health and safety of employees that perform these activities.

Implement specific initiatives for certain topics

Processes occur on a daily basis in your company. Including sustainability into them will make it easier for you to address sustainability within your daily activities. However there are some topics for which you may want to implement a specific initiative or project to ensure more attention and specific outcomes. E.g. you may wish to create a specific project to raise awareness related to Health and Safety in your company if this is a topic that requires more attention.

Find below some of the processes and their impact on sustainability topics

Overall processes	Stages impacted by sustainability	Sustainability topic
Human resources	Hiring and dismissing people Contract: working hours and wages	Human Rights Human Rights
Procurement	Human rights in your suppliers Minimum environmental criteria	Human Rights Environmental Protection
Manufacturing	Employee Health & Safety Environmental impact	Health and Safety Environmental Protection

4.4.3 Define Responsibilities

Guidelines do not get implemented without processes and initiatives. However, processes and initiatives are not successful if there is no one responsible for implementing them and for checking their progress.

Some of the common practices to define responsibilities are given below:

Assign a responsible person at senior management

Define a person at senior management who will be responsible for sustainability. The person should be responsible for example for the following:

- Periodically check that guidelines are being implemented
- Periodically check performance against goals established
- Responsible for updating guidelines
- Responsible for dealing with any sustainability non-compliances that may occur

Assign people responsible at each process affected by sustainability

Assign people working in each area that has a process affected by sustainability to be responsible for implementing your company's guidelines and goals regarding sustainability and who will be the contact person for your top management representative.

Document and communicate responsibilities

All people with responsibilities should be formally communicated of their new responsibility and what is expected from them. Furthermore the person should be introduced to their colleagues as the main responsible to ensure that everyone knows whom to contact in case of an incident and to ensure legitimacy.

Furthermore it's useful to integrate it into the specific job description if existing as this will take some hours from the person working routine.

Some questions may help you to exercise this:

Questions	Explanation
Which is the main task the responsible person has to fulfill?	To find the right person for that position it is important to define the requirements and to compare them with your employees' knowledge to find the best fit. You should to think about the specific tasks and the knowledge the person might need. For example the responsible person should be familiar with the topic and have a good access to colleagues and to senior management.
Which skill set does this person need?	Implementing new things represents always a change process. Therefore it is best to assign people who have the ability to make change happens, that can motivate and inspire people. People who identify with the topic can also contribute to a smoother implementation.

4.4.4 Communicate and Train

To implement Sustainability your business successfully you will need the support of all of your employees. These are the people who have to transfer the written guidelines into everyday work. If they are not committed or at least are not informed about what to do and what are you talking about when referring to sustainability it will be harder to achieve a good implementation level. The earlier your employees are involved and the more they are informed the lesser the risk of resistance.

On the one hand you should communicate your sustainability guidelines and key focus topics to all your employees. On the other hand for the ones closely involved with certain topics or responsible for overseeing the topics in their areas, you should provide a more detailed set of information and also help to develop their skills and knowledge on the topics through trainings.

You may use following steps to communicate and train employees of your company

Communicate sustainability guidelines

Communicate the development and implementation of sustainability guidelines to all your employees. The earlier your employees are involved the less is the risk of resistance. Ensure that the information is accessible to everyone and easy to understand. It is also important to provide some context so that people can understand why you have developed this guidelines and why should they think about sustainability.

Inform about key sustainability contact person

Provide contact information to all of employees to ensure that they know who to contact in case of questions or incidents related to sustainability topics.

Increase awareness

Provide context information that helps your employees to understand why sustainability is important topic and why you have introduced these guidelines. Share information about topics and actions from your own company on sustainability, information from clients or general news and reports on sustainability can help create awareness.

Provide trainings to increase awareness and develop specific knowledge

For the most important sustainability topics or for the ones where your analysis shows that you

have more actions to be implemented it may be worth considering provide training to your employees to increase their knowledge on the topic and facilitate the implementation of the guidelines. You do not necessarily need to develop the content yourself. You can liaise with external organizations and sustainability forums and working groups who already have trainings in place that could be applicable to your situation.

For example, The UN Global Compact has local committees which provide trainings and tools to companies starting their journey in sustainability topics.

Some questions may help you to exercise this:

Questions	Explanation
Which information to communicate?	Maybe it is the first time that people in your company hear about Sustainability. Therefore it is important to communicate your guidelines in an easy to understand language and providing information on why this is important and why you have taken the decision to work with this. Presenting some risks and opportunities related to sustainability can help to build the business case.
How to communicate?	The first communication should be supported by a member of the senior management, preferably the CEO or the responsible person for sustainability to facilitate buy-in from employees. You may also choose different forms of communication to reach people in different ways: written communication in notice board, announcement on area meetings, post in intranet, video etc.
What are essential topics that should be covered by trainings?	Your key sustainability topics and the topics where you have more improvement points (identified in the Analyze stage or through the feedback from customers' audits) are the ones that you should focus when providing training. See the specific module for Human Rights for further information.
Do I have resources (time and knowledge) to develop training on my own?	As mentioned before, you do not need to develop your own training if you think you do not have the resources internally. External organizations and Sustainability working groups can help you.

4.5 Monitoring

Success of any program depends upon how effectively it is implemented. In order to ensure that sustainability is embedded in the organization it is important the data related to progress made in the areas of sustainability is periodically collected and reviewed at management level.

It is vital that you determine for which specific topic and associated issues (The topic Environmental Protection can have various different issues such as e.g. Carbon Emissions) your company is going to collect data to actually monitor operational progress. It is also important to determine as exactly as possible how the company will go about doing this. Without doing so, your company's attempts to monitor progress are more likely to fail.

A clearly defined KPI: Sometimes as KPI consists of multiple components. It is important that you clearly define what is meant by each of these components otherwise the person gathering the data is more likely to misinterpret certain components.

Example:

Say your KPI is “Direct energy consumption by primary energy source”. In this case it is important that the person who is gathering the data knows exactly how to interpret the definitions of the different components within this KPI. Direct energy use in this case refers to Identify primary energy sources purchased by the reporting organization for its own consumption. This includes: A) Direct non-renewable energy sources including Coal, Natural gas and Fuel distilled from crude oil, including gasoline, diesel, liquefied petroleum gas (LPG) compressed natural gas (CNG), liquefied natural gas (LNG), butane, propane, ethane, etc. B) Direct renewable energy sources including Biofuels, Ethanol and Hydrogen.

A clear description of which data to gather: Sometimes, a KPI consists of more than one calculation part (parameter) and it is vital that you list which parts.

Example:

Say your KPI is “Direct energy consumption by primary energy source”. In this case this KPI can only be calculated correctly if all of the parts of information are reported/identified. In this case for example the company needs to identify the amount of primary energy the it acquires by producing, extracting, harvesting, collecting, or converting it from other forms of energy in joules or multiples.

A data owner needs to be appointed: Even though the final responsibility of monitoring progress may be higher up the organizational “ladder”, it is vital to appoint local data owners who are in charge of gathering data on a more operational (topic specific) level. Doing this ensures that data is gathered more efficiently (in time for example) and allows for an easy and transparent way of retracing the way in which the specific information was reported (should that be necessary).

Example:

Say your KPI is “Total number of incidents of discrimination and corrective actions taken”. In this case, a logical person to appoint as data owner could be the local Human Resource/Personnel representative. This person has access to worker information and is often in charge of local policy development and monitoring. Apart from the aforementioned, he/she is often also the person that has insights in absences, sick-leaves, etc. which might indicate that a worker was discriminated and stays at home as a result.

Find below an illustrative lists of KPIs which can be followed by your organization:

Topic	KPI
Human Rights	Percentage of new and existing suppliers and other business partners screened for human rights performance, and actions taken.
Human Rights	Total hours of employee training on policies and procedures concerning aspects of human rights that are relevant to operations, including the percentage of employees trained.
Human Rights	Total number of incidents of discrimination and corrective actions taken.
Human Rights	Operations and (significant) suppliers identified in which the right to exercise freedom of association and collective bargaining may be violated or at significant risk, and actions taken to support these rights.
Human Rights	Operations and (significant) suppliers identified as having significant risk for incidents of child labor, and measures taken to contribute to the effective abolition of child labor.
Human Rights	Operations and (significant) suppliers identified as having significant risk for incidents of forced or compulsory labor, and measures to contribute to the elimination of all forms of forced or compulsory labor.
Human Rights	Percentage of security personnel trained in the organization's policies or procedures concerning aspects of human rights that are relevant to operations.
Human Rights	Total number of incidents of violations involving rights of indigenous people and actions taken.
Human Rights	Percentage and total number of operations that have been subject to human rights reviews and/or impact assessments.
Human Rights	Number of grievances related to human rights filed, addressed, and resolved through formal grievance mechanisms.
Human Rights	Percentage of employees covered by collective bargaining agreements.
Health & Safety of employees	Rate of Injury (IR)
Health & Safety of employees	Occupational Diseases Rate (ODR)
Health & Safety of employees	Lost Day Rate (LDR)
Health & Safety of employees	Absentee Rate (AR)
Legal Compliance & prohibition of corruption and bribery	Percentage of employees trained in organization's anti-corruption policies and procedures.
Legal Compliance & prohibition of corruption and bribery	Actions taken in response to incidents of corruption.

5.0 Future Trends

Looking ahead, there are several forces that will shape the way business is done in the coming years

The main trends affecting us and you as supplier are: climate change, energy & fuel, material resource scarcity and water scarcity. The main risks related to higher costs and regulation regarding the use of natural resources, energy, fuel and water which may have a considerable impact on your business.

Other challenge in ensuring effective adherence is of sustainability practices is being posed by emergence of new business model facilitated by technology platform and aggregators.

e.g. when you book an appointment on a technology platform for car cleaning services at your door step, how do you ensure that person doing the job is not underage and is legally allowed to work. In this case responsibility may not rest with platform provider. Similarly a company may tie up with a taxi aggregator for providing transport services for your employees, who is ensuring that taxi operator is adhering to all the relevant laws.

These risks also provide us with a big opportunity to work together to help each other and to develop solutions that are more efficient and help customers to be better equipped to deal with the challenges of the future.

6.0 Organizations working on Sustainability

There are several organizations working in sustainability related topics which provide useful information that can support you in the development and implementation of your sustainability strategy.

United Nations Global Compact

The Global Compact is a voluntary commitment by companies to follow ten principles related to social, environmental and good governance performance. They have recently developed a Supply Chain Sustainability checklist and training material that can support you in further developing your sustainability strategy.

<https://www.unglobalcompact.org/what-is-gc/our-work/supply-chain>

Global Reporting Initiative (GRI)

The Global Reporting Initiative (GRI) is a non-profit organization that promotes economic, environmental and social sustainability. GRI provides all companies and organizations with a comprehensive sustainability reporting framework that is widely used around the world. GRI has a dedicated section on their website with supporting material and training material to help organizations to start the process of reporting about their sustainability performance.

<https://www.globalreporting.org/information/about-gri/Pages/contact-us.aspx>

World Business Council for Sustainable Development (WBCSD)

The WBCSD is an organization that stimulates the global business community to create a sustainable future for business, society and the environment. It develops publications and tools, publishes cases studies, as well as hosts working groups on specific topics, to support the business community in strengthening their sustainability practices.

<https://www.wbcsd.org/>

7.0 Check List

You can use the following check list as a guide to study readiness of your organization:

Version:1

October 2018

Section Title	Qsn ID	Question	Guide Note	Finding Category	Priority Type	Answer Yes/No/NA	Comments or finding details
1. Health & Safety Management - General Overview							
H&S Mgmt	1.1	Is there a person professionally trained in Health & Safety employed at or supporting the company/facility?	Ask for description of their training and note whether the resource is a full time employee or a contractor. For part time resources, list what % of time is spent on H&S.	Health and Safety Management	Low	NA	
Management system certification	1.2	Does your company have all environmental permits required to conduct operations (current or proposed) at the facility?		Environmental Permits	High	NA	
Management system certification	1.3	Does your company have all health and safety permits required to conduct operations (current or proposed) at the facility?		Health and Safety Permits	High	NA	
Management system certification	1.4	Does your company have all local fire code authorizations? (Applicable fire requirements may be contained in the building code or general building construction or operating permit.)		Fire Protection	High	NA	
Management system certification	1.5	During the last 5 years has the company operated without any serious injuries resulting in death? If the company had a death please answer "no" and provide details.		Other Safety	Low	NA	
Management system certification	1.6	During the last 5 years, has your company operated without any serious injuries? If you have had serious injury cases in this period, please answer "No" and provide details.	A serious injury is one that requires hospitalization for more than 24 hours.	Other Safety	Low	NA	
Emergency Prep	1.7	Do you conduct fire drills at least annually for all shifts?		Fire Protection	Low	NA	

Emergency Prep	1.8	Do you test the emergency alarm systems at least every three months?			Fire Protection	Low	NA	
Site Background	1.9	During the last 5 years, has the company been free of Fine and Violations notices from Government agencies? If the company received such notices, please answer "No" and provide details.			Other Environmental	Low	NA	
Site Background	1.10	Is the site soils or groundwater free of chemical contamination? If there has been any investigation of, or remediation of the soil or water at the facility (Include investigations by a government authority or other parties; such as potential investors).			Waste Disposal	Low	NA	
Human Rights	1.11	Does your company maintain a written statement or policy protecting your employees from discrimination and is the existence of the policy communicated to employees within the factory?		All employees must be treated equally regardless of race, color, sex, age, religion, political opinion, nationality, social status, disability, or any other status of an individual unrelated to the employees ability to perform his or her work.	Discrimination	Low	NA	
Human Rights	1.12	Does your company maintain a written statement or policy protecting your employees from harassment and is the existence of the policy communicated to employees within the factory?		Harassment, bullying, intimidation, degradation or sexual harassment of employees will not be tolerated. The company must have an objective and systematic process for handling complaints, that is outside the direct supervisory chain of an employee that might have a concern.	Harassment	Low	NA	
Human Rights	1.13	Does your company have an objective process for handling employee complaints that is outside the direct supervisory chain of an employee that might have a concern and is the existence of the process communicated within the factory?		The company must have an objective process for handling complaints that is outside the direct supervisory chain of an employee that might have a concern. This can be a union process or a non-union process.	Dispute Resolution	Low	NA	
Human Rights	1.14	Does your company allow workers to freely choose whether or not to lawfully organize and join associations such as a trade union?		Freedom of association means an employee has the right, with or without a union, to associate or work with fellow employees for the purpose of addressing common workplace issues.	Labor Rights	Low	NA	

Env Mgmt	1.15	Is there a person professionally trained in Environment employed at or supporting the company/facility?	Ask for their name and a description of their training program or copy of their training certificates. Please note whether the resource is a full time employee or a contractor/consultant. In both cases, list how much time per month the resources spends for this.	Env Management	Low	NA
H&S Mgmt	1.16	Has your site performed an overall site or General Risk Assessment?	Risk Assessment (RA) is the process whereby a site evaluates and documents all risks to which its employees are exposed, including physical, chemical and biological hazards. RAs should follow a standard format and address all risks to workers at the site.	Health and Safety Management	Low	NA
H&S Mgmt	1.17	Has the site put in place specific procedures to address risks identified in the General Risk Assessment?	Standard Operating Procedures (SOPs) or Method Statements should exist for all tasks and/or equipment used by employees that describe how the task or process should be done safely.	Health and Safety Management	Low	NA
H&S Mgmt	1.18	Does your site have a Training Plan for employees and managers that includes Environmental, Labor, and Health & Safety training?	Review Training Plan. Most countries require Health & Safety (H&S) training upon hire, then an annual refresher. Environmental training is often more function specific, e.g. for the EHS manager at the site, or for wastewater treatment plant for operators.	Health and Safety Management	Low	NA
Env Mgmt	1.19	Can the site demonstrate that it is in compliance with its Training Plan?	Review Training Plan against training records if available. Note % of plan complete and methodology for tracking course completion. Tracking system should include names of attendees, dates attended and some confirmation	Health and Safety Management	Low	NA
Permits	1.20	Does the site have a responsible person or outside provider who ensures new legal requirements are evaluated for application to the site permits?	Provide name and contact info of responsible person. Indicate how often they review new regulations/requirements.	Env Management	Low	NA

General	1.21	Does the facility have a Management of Change (MOC) process?	A MOC process means there is a formal review process when new processes, production increases, chemicals, layout, construction activities, personnel changes are introduced at a facility, to evaluate the need for new permits, registrations, document control	Env Management	Low	NA
General	1.22	Has an environmental audit been performed at the site in the last two (2) years?	The audit should be conducted by a third party (e.g. a consultant, representatives from the government of the company's parent co, etc.) Check audit reports exist. Ask for status of all findings (% complete, actions planned to close remaining items.)	Env Management	Low	NA
General	1.23	Has a Health & Safety audit been performed at the site in the last two (2) years?	The audit should be conducted by a third party (e.g. a consultant, representatives from the government of the company's parent co, etc.) Check audit reports exist. Ask for status of all findings (% complete, actions planned to close remaining items.)	Health and Safety Management	Low	NA
General	1.24	Has an Occupational Health or Industrial Hygiene assessment been performed at the site in the last two (2) years?	Check Occupational Health or Industrial Hygiene assessment reports exist. These should include actual qualitative and/or quantitative measurements. Ask for status of all findings (% complete, actions planned to close remaining items.)	Health and Safety Management	Low	NA
General	1.25	Are corrective actions identified by the Environmental, H&S, or Occupational Health/Industrial Hygiene audits and assessments tracked to closure?	Does the site have a process for tracking closure of findings? If yes, describe.	Health and Safety Management	Low	NA
Permits	1.26	Has the site developed a list of all current permits and correspondence with the authorities in which requirements by the authorities or commitments by the plant were established?	List of required permits	Env Management	Low	NA
Permits	1.27	Are current copies of the applicable permit or discharge standards (for example Water or Air emission standards) present on site?	Standards should exist for required permits	Env Management	Low	NA

Chemical Mgmt	1.28	Does the site have an inventory of chemical substances it uses, stores, processes or manufactures?	Sites should document applicable chemical substances in either a list, table, or other format. Sites should make this comparison of substances against any applicable chemical use, storage, manufacturing, disposal and/or processing regulatory thresholds to determine hazardous nature of chemicals.	Chemical Management	Low	NA	
Labor Mgmt Systems	1.29	Does the site have a process for staying in compliance with local labor law requirements?	At a minimum, the site should retain an identified trained human resource expert who understands the applicable labor and employment regulations; is responsible for ensuring wage and hour compliance and has the authority to ensure worker safety rules are implemented properly.	Labor Rights	Low	NA	
2. On Site Review							
Human Rights	2.1	Do the employees look to be above the minimum local legal age limit? (In no case <16)	If you answer no, STOP and obtain legal advice!	Age	High	NA	
Human Rights	2.2	Do the employees appear to be present voluntarily (e.g. not an unusual number of security guards present in and around the facility)	If you answer no, STOP and obtain legal advice!	Involuntary Labor	High	NA	
Human Rights	2.3	Can the employees freely exit the facility when they are not working? (e.g. doors are not locked or blocked to prevent employees leaving before the end of the shift)	If you answer no, STOP and obtain legal advice!	Fire Protection	High	NA	
Emergency Prep	2.4	Do all exits (including emergency) lead to an area outside of the building without obstructions? (Look for locked or blocked doors or enclosed areas).		Fire Protection	Low	NA	

Emergency Prep	2.5	Are the exits (including emergency) clearly marked?	The sign must be legible, in local language, with high color contrast and made of non-flammable materials. Emergency signs must still be visible if the power fails. In many cases that would require a back-up power source, such as battery.	Fire Protection	Low	NA	
Working Conditions	2.6	Is the general housekeeping of the facility good? (e.g. floors, restrooms, break areas, aisles and doorways are clean and uncluttered, and trash is in containers).	Aisleways should provide clear access to work areas and to the exits. All areas in front of electrical panels, fuse boxes and fire extinguishers should be clear of stored material, debris and other obstacles. Floors should be dry and swept clean on a regular basis.	Working Conditions	High	NA	
Working Conditions	2.7	Does the facility have good lighting? (For example, is it easy to see across the facility or to the nearest exit? Do workers seem to have trouble seeing their work?)		Working Conditions	High	NA	
Chemical Mgmt	2.8	Is the facility free of visible haze/chemical mist in the shop works areas (Check the indoor air of the facility). Please answer "No" if the facility had a visible haze/chemical mist in the shop areas, and provide details.	Potential employee chemical exposures should be evaluated by an industrial hygiene expert. This will typically involve a qualitative assessment of the company's processes to identify risk areas, and periodic quantitative testing (physical testing of exposure)	Working Conditions	Low	NA	
Chemical Mgmt	2.9	Is the facility free from objectionable odors in the indoor work areas? (Objectionable odors include very irritating acrid odors. For example, an odor is objectionable if your eyes water when you walk in the area or you react very negatively to the odor.		Working Conditions	Low	NA	
Occupational Health	2.10	Are the work areas kept at a comfortable temperature (e.g. not uncomfortably hot or cold.)		Working Conditions	High	NA	
Water	2.11	Are all chemicals or wastewater treated (e.g. neutralized or processed) as required by local law or site permit prior to going to a sewer or drainage system?	In order to assess whether the facility is in compliance with their permit requirements, it is strongly recommended that you obtain a copy of the permit and two years of sampling results. This information should be provided to your EHS contact, who will ensure the disposal/drainage as per the permissible limit.	Waste Disposal	High	NA	

Waste	2.12	Are all waste materials, scrap materials or garbage stored on concrete or a paved area? If the company has waste materials, scrap materials or garbage stored directly on the ground or outside exposed to the weather, please answer "No" and provide detail		Waste Disposal	High	NA	
Waste	2.13	Do all drums and other storage containers appear in good condition, stored in contained areas & well managed?		Chemical Storage	High	NA	
Air	2.14	Do you monitor air quality and are they in the limit? (for example, not visibly dark or strong yellow color or with a strong odor)?		Waste Disposal	High	NA	
Water	2.15	Are waterways near to the site free of discoloration or debris (no visible sheen, or discoloration next to the site's water discharge points)?		Waste Disposal	High	NA	
Emergency Prep	2.16	Is first aid related equipment available to employees in all work areas?	Most countries have safety supply vendors that will offer basic pre-packaged first aid kits and replacement supplies. The size of the kits should be matched to the number of employees in the area. The employer should have a kit inspection and maintenance record.	Other Safety	High	NA	
Emergency Prep	2.17	Is there an alarm system to notify employees of an emergency situation in all work areas?		Emergency Alarms	High	NA	
Emergency Prep	2.18	Are there fire extinguishers or fire fighting equipment in all areas of the facilities? All fire extinguishers should be tagged with their most recent inspection date (which should be within the last 12 months).	Compliance evidence. The presence of fire extinguishers in the required areas with adequate quantities and capacity. All the extinguishers are regularly checked and maintained with records and valid. Access to the extinguishers must not be obstructed.	Fire Protection	High	NA	
Working Conditions	2.19	If the facility has a canteen or a cafeteria, is the area clean and is food prepared, stored and served in a hygienic manner?		Working Conditions	High	NA	
Working Conditions	2.20	Do the work practices and work equipment used in the manufacturing process appear to be safe?		Working Conditions	High	NA	
Working Conditions	2.21	Are employees using eye protection in areas where there is a risk that chips or particles may be flung from the machinery or they could be splashed with chemicals?		PPE	High	NA	

Working Conditions	2.22	Do machines appear to be guarded so that employees cannot reach into machines with rotating or moving parts, or under or into devices that stamp, cut or punch metal?							
Working Conditions	2.23	Are employees wearing shoes appropriate for a manufacturing environment (for example, sandals or bare feet are not appropriate on a factory floor)?		At a minimum all employees should be wearing closed shoes. In areas where heavy parts are moved, most warehouse areas, and any construction zones, safety shoes meeting local requirements should be worn.	PPE	High	NA		
Occupational Health	2.24	In areas where noise is very loud (for example, you can't speak without yelling) are workers wearing hearing protection (ear plugs or ear covers)?		Areas which are very noisy should be identified with signs and the requirement to use hearing protection. Most jurisdictions require that the employer conduct noise surveys to identify the high noise risk areas and to put in protection plans.	PPE	High	NA		
Occupational Health	2.25	Are employees in chemical processing areas (e.g. painting, plating, or chemical cleaning, visible dust or visible vapor) using breathing protection? (note cotton surgical masks or scarves wrapped around the face are not sufficient). If answer is no, please explain why?		Potential employee chemical exposures should be evaluated by an industrial hygiene expert. If the supplier does not have an expert evaluation of the area or the processes where chemicals are used, dust is generated or grinding/welding/plating is done then should explain the reason for the same.	PPE	High	NA		
Working Conditions	2.26	Does all wiring appear to be in good condition? (for example, it is not frayed and appears to have been installed professionally. Extensive use of extension cords, or wiring that is strung across rooms, is cause for concern).			Electrical Safety	High	NA		
Working Conditions	2.27	If lifting devices (cranes, forklifts, chains and slings) are used on site, is the weight rating readily visible and are maintenance records of the lifting device up to date and in writing.		Most countries require that lifting devices be inspected on an annual basis. The supplier should be able to provide documentation of the weight rating of the device, along with the inspection records.	Other Safety	Low	NA		
Occupational Health	2.28	Does the site have an effective process to ensure that it is compliance with the chemical restrictions? This provision restricts the use of chemicals such as, but not limited to ozone depleting chemicals, lead, mercury and hexavalent chromium.		Identify if any restricted chemicals are potentially used or incorporated in products manufactured by the site. Evaluate if the site has effective procedures to ensure restricted chemicals are not used in the manufacturing.	Other Environmental	Low	NA		

Occupational Health	2.29	Are material safety data sheets (MSDSs) for all chemicals used on site available to employees for their use?	Verify that MSDSs are obtained for chemicals stored and handled on site, and that they are made available in local language for employees to review. Ask to see the location where MSDSs are stored. Try to match up 3 or 4 materials used on the floor to the MSDS list.	Other Environmental	Low	NA	
Occupational Health	2.30	Are all chemicals stored properly, in specially designated areas, in good condition containers (included drums, tanks, etc.), that are clearly labeled with their contents and hazards in local language?	All containers should be in good condition, stored in an UN approved container, with no damage or leaks. Containers should be labeled with the original labels from the manufacturer.	Chemical Storage	High	NA	
Permits	2.31	Have all wastewater and air emission sources been identified and documented?	A thorough survey of all plant equipment and operations should be conducted to assure that all wastewater and air discharge/emission sources have been identified.	Env Management	High	NA	
3. Housing Facilities							
Mark N/A (not applicable if supplier does NOT provide housing to employees)							
Housing Facilities Review	3.1	Are employees allowed to live outside company provided housing?		Dormitory Living Conditions	High	NA	
Housing Facilities Review	3.2	Can employees freely enter or leave the housing at all times of the day or night?		Dormitory Living Conditions	High	NA	
Housing Facilities Review	3.3	Is the housing clean, especially in the common areas such as hallways, toilets and bathing facilities?		Dormitory Living Conditions	High	NA	
Housing Facilities Review	3.4	Is there an alarm system to notify employees of an emergency situation?		Dormitory Emergency Alarms	High	NA	
Housing Facilities Review	3.5	Are there fire extinguishers in the facilities?		Dormitory Fire Prevention	High	NA	
Housing Facilities Review	3.6	Are there at least 2 routes of exit from every floor?		Dormitory Fire Prevention	High	NA	

Housing Facilities Review	3.7	Are all stairwells and emergency exits unobstructed and unlocked so that employees can freely exit the building in an emergency?		Dormitory Fire Prevention	High	NA	
Housing Facilities Review	3.8	Is there working emergency lighting? (ask the owner to test the system in your presence)		Dormitory Fire Prevention	High	NA	
Housing Facilities Review	3.9	Does all wiring appear to be in good condition? (For example, it is not frayed and appears to have been installed professionally. Extensive use of extension cords, or wiring that is strung across rooms is cause for concern).		Dormitory Electrical Safety	High	NA	
Housing Facilities Review	3.10	If food preparation is occurring in common areas, are all cafeteria or kitchen areas clean, and is food prepared, stored and served in a sanitary manner?		Dormitory Living Conditions	High	NA	
Housing Facilities Review	3.11	Is clean drinking water provided in the building either via tap or bottled water? (To determine if the water is clean, check for discoloration or unusual odors).		Dormitory Living Conditions	High	NA	
Housing Facilities Review	3.12	Is water provided for toilets and bathing in the building?		Dormitory Living Conditions	High	NA	
Housing Facilities Review	3.13	If the climate is cold in winter, is the building heated in the winter months?		Dormitory Living Conditions	High	NA	
Housing Facilities Review	3.14	Is the building adequately lit when occupied, both inside and out?		Dormitory Living Conditions	High	NA	
Housing Facilities Review	3.15	Is the dormitory building more than 100 meters from activities that might create an adverse health and safety impact for employees living in the housing? (Some examples of activities that might create an adverse health impact are the burning of waste material)		Dormitory Living Conditions	High	NA	

Housing Facilities Review	3.16	Aside from any issues identified by one of the other questions, do activities in the facility appear to be conducted in a safe manner? If you see any conditions you think are unsafe, please answer "No" and provide details.				Dormitory Living Conditions	Low	NA	
4. Labor & Human Rights									
Labor-Wage and Hour	4.1	Has the supplier given assurances that it does not employ vocational school students under the age of 16? If not, please explain circumstances in the section provided below.	Identify vocational students, if any			Age	High	NA	
Labor-Wage and Hour	4.2	Did all of the employment records you reviewed show payments at or above the minimum wage? If any of the employment records you reviewed showed payments below the minimum wage please answer "No" and provide details.				Wages	High	NA	
Labor-Wage and Hour	4.3	Did all of the employment records you reviewed show hours of service at or below the maximum allowable overtime? If any of the employment records you reviewed showed hours of service above the maximum allowable overtime please answer "No" and provide details.				Working Hours	High	NA	
Labor-Wage and Hour	4.4	Did all of the employment records you reviewed show payment of the required premium wages for overtime work? If any of the employment records you reviewed showed a failure to pay the required premium wages for overtime work please answer "No" and provide details.				Wages	High	NA	
Labor-Wage and Hour	4.5	Did all of the employment records you reviewed confirm that there are no excessive deductions from wages? If any of the employment records you reviewed showed excessive deductions from wages please answer "No" and provide details.				Wages	High	NA	
Labor-Wage and Hour	4.6	Did review of wage payment records reveal that employees are paid on a current basis or paid not more than one payroll cycle in arrears?				Involuntary Labor	High	NA	

Labor-Wage and Hour	4.7	Are employees allowed to retain their employment and other relevant documents (e.g.. ID card, etc.) after initial review by the supplier?		Involuntary Labor	Low	NA	
Labor-Wage and Hour	4.8	Did The Amount Paid To Each Employee As Per Payroll Records Match The Cash/Bank Records For The Money Transfer?	This can be verified by employee interviews.	Wages	High	NA	
Labor-Wage and Hour	4.9	Did The Working Hours Declared In The Payroll Records Match The Timesheet For The Workshop?		Wages	High	NA	
Labor-Wage and Hour	4.10	Did all of the employment records you reviewed show that employees were at or above the minimum working age? If any of the employment records you reviewed showed employees below the minimum working age please answer "No" and provide details.		Wages	Low	NA	
Labor-Wage and Hour	4.11	If the supplier uses vocational students, did review of their employment records confirm they were above age 16?		Age	Low	NA	
Labor-Wage and Hour	4.12	If the supplier uses vocational students, does the payment documentation (either by the employer or the school) confirm the students were paid at least the minimum wage?	Confirm through employee interviews that the amount actually received by the student was at least the minimum wage.	Wages	Low	NA	

5. Other (please add suitable industry specific question, if required for assessment)				
5.1				NA
5.2				NA
5.3				NA
5.4				NA
5.5				NA
5.6				NA
5.7				NA
5.8				NA
5.9				NA
5.10				NA

8.0 Applicable Laws, Conventions and Standards :

- The National Green Tribunal Act, 2010
- The Air (Prevention and Control of Pollution) Act, 1981
- The Water (Prevention and Control of Pollution) Act, 1974
- The Environment Protection Act, 1986
- Hazardous Wastes (Management, Handling and Transboundary) Rules, 2008,.
- Biomedical Waste (Management and Handling) Rules, 1998.
- Municipal Solid Wastes (Management and Handling) Rules, 2000
- E - Waste (Management and Handling) Rules, 2011
- Batteries (Management & Handling) Rules, 2001
- The Wildlife Protection Act, 1972
- The Forest Conservation Act, 1980
- Public Liability Insurance Act, 1991
- The Biological Diversity Act, 2002
- Coastal Regulation Zone Notification
- Minimum Wages Act

ILO Conventions:

- C87, Freedom of Association and Protection of the Right to Organize Convention, 1948
- C98, Right to Organize and Collective Bargaining Convention, 1949
- C29, Forced Labor Convention, 1930
- C105, Abolition of Forced Labor Convention, 1957
- C138, Minimum Age Convention, 1973
- C182, Worst Forms of Child Labor Convention, 1999
- C100, Equal Remuneration Convention, 1951
- C111, Discrimination (Employment and Occupation) Convention, 1958
- C1, Hours of Work (Industry) Convention, 1919
- C14, Weekly Rest (Industry) Convention, 1921
- C95, Protection of Wages Convention, 1949
- C131, Minimum Wage Fixing Convention, 1970
- C135, Workers' Representatives Convention, 1971
- C155, Occupational Safety and Health Convention, 1981
- C161, Occupational Health Services Convention, 1985
- R85, Protection of Wages Recommendation, 1949
- R116, Reduction of Hours of Work Recommendation, 1962
- R135, Minimum Wage Fixing Recommendation, 1970
- R164, Occupational Safety and Health Recommendation, 1981
- R184, Home Work Recommendation, 1996
- R190, Worst Forms of Child Labour Convention Recommendation, 1999

Existing Standards:

- Global Social Compliance Programme (GSCP) Reference Code
- Ethical Trading Initiative (ETI) Code of Conduct
- Electronic Industry Citizenship Coalition (EICC) Code of Conduct
- Social Accountability International (SAI) SA8000
- Worldwide Responsible Apparel Production (WRAP) Principles

Acknowledgement

The Sustainability Committee of Bombay Chamber decided in the meeting that a generic Supply-chain toolkit to be developed for the benefit of the organisations interested in expanding their business. The Committee members Mr. Naveen Mohan, Executive Vice President - Supply Chain Management, Siemens India and Mr. Mahesh Chandak, India-Africa ESH and Human Rights Lead, Monsanto India agreed to take the lead. We express our gratitude to the members of Sustainability Committee.

First and foremost, we sincerely thank Mr. Naveen Mohan for preparing the first draft and finalising the toolkit. Mr. Mahesh Chandak contributed in developing the framework and finalising the booklet.

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We appreciate efforts of all the stakeholders for their contribution in preparation of the Supplier Sustainability Toolkit - a guideline for Medium and Small Enterprises.

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About Bombay Chamber

Bombay Chamber's activities and its role in the commercial history of India

The Chamber provides a forum for interaction of its members and formation of considered industry opinions and viewpoints. The Chamber provides services to its members through dissemination of information, publications, special studies and through activities like organizing business delegations, seminars and training programmes. The Chamber also provides labour advisory and mediation services for its members. Other services include visa facilitation services to its members and issue of non-preferential certificates of origin.

The role of the Chamber in the development of the city and the region is of particular significance. It was largely responsible for the first railway built in India-The Bombay-Thana railway completed in 1853. The Chamber has been represented on the Port Trust and intimately connected with it since its inauguration in 1873. The Chamber initiated a scheme for collecting port statistics and in 1860 and was placed in sole charge of all returns concerning external trade of the Bombay Port, such as import-export manifests and daily arrival returns. The Chamber was also instrumental in obtaining Government sanction for the construction of wind and current charts of Indian seas.

The Chamber's relentless advocacy of an efficient nationwide postal system and standardized postal rates led to the passing of the India Postage Act of 1854. The Chamber opened a weightment and measurement department in 1870. The Chamber advocated and petitioned the government relentlessly for standardization of weights and measures, until in 1932, the Bombay Weights and Measures Act was passed. It set up machinery for arbitration of commercial disputes in 1880, established customs of trade and gave decisions regarding weather-working days at the Bombay Port, a function that it carries out even to this day.

The Chamber's internal governance practices have always been open and inclusive. The practice of making a detailed Presidential address at annual meetings was introduced in the Bombay Chamber in October 1870. The presentation of Accounts in a published form was also done first by the Bombay Chamber in 1860-61 and the Bombay Chamber was the first organization in the country to have its annual accounts audited by a professional firm of auditors in 1881-82.

The Bombay Chamber of Commerce & Industry was established in 1836 and has achieved the distinction of being India's oldest Chamber of Commerce to serve its members without a break for 182 years.

The Chamber can boast not only of its longevity but also of its impeccable lineage. With more than 3500 prime companies as its members, the Chamber represents the cream of Indian Industry, Commerce and Services. The Chamber uniquely represents large and medium sized corporations, banking and financial institutions, professional consulting companies and a large number of multinationals. While the name `Bombay Chamber' conjures images of an organization representing exclusively a city-based membership, in reality it represents a wide spectrum of highly reputed and professionally run companies which are based in the city of Mumbai, but whose manufacturing facilities and commercial influence spread not only all over India but also internationally.



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