Responsible Sourcing: Self-Assessment Questionnaire (SAQ)

This Responsible Sourcing Self-Assessment Questionnaire (SAQ) supports suppliers in identifying potential risk areas.

The SAQ consolidates guidance from the International Labour Organisation (ILO), various Country legal requirements, the Anglo American Sustainability strategy, best practice industry guidance and input from an extensive community of stakeholders.

At minimum, this SAQ must be completed for the final production facility which provides goods and/or services to Anglo American. Anglo American does not employ a "pass or fail" approach when evaluating your responses to this SAQ.

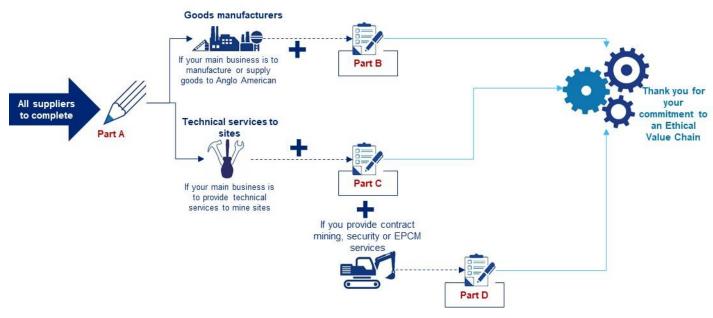
Note: The questions in this SAQ do not require you to disclose any customer details or proprietary information.

How to complete this SAQ

The offline SAQ is divided into 4 main parts. Depending on the nature of the goods or services you supply to Anglo American you will be required to complete multiple parts.

The table and diagram below outline which parts you need to complete:

Type of supplier business	Parts that must be completed			
All suppliers to Anglo American	А			
If you manufacture or supply goods to Anglo American Examples include: any Anglo American branded materials, construction goods and materials, reagents and frothers, raw materials, underground mining equipment, surface mining equipment, fuel, compressors/turbine/blowers, mining consumables, personal protective equipment (PPE), hand tools and workshop consumables, bulk chemicals, explosives, etc.	A	В		
If you provide technical services to mine sites Examples include: road transport, construction services, load and haul services, operational site services, mine ventilation, fuel management services, repairs on site, explosive and blasting services, temporary & contract labour, site based installations, site based waste management, maintenance services on site, site rehabilitation, water treatment, etc.	А		С	
If you provide contract mining, security or EPCM services	Α		С	D





Part A: Applicable to all suppliers					
Supplier details					
Supplier company name:					
Describe the goods or services provided by the business:					
Company website address (if available):					
Details of supplier representative completing this	SAQ*				
Please note the declaration below on this SAQ					
Name:					
Job title: E-mail address:					
Business address (the facility for which this SAQ is a	completed	1			
Facility legal name (if different from Supplier company	Lompieteu)	Complete if	different from su	pplier company name
name):					
Facility Manager name:					upplier representative
Facility manager email address:	 		Complete	i dillerent from St	upplier representative
Facility physical address including country:					
Facility phone number (include Country code):					
Employee information for the facility	Total	Female	Male	Gu	uidance
Number of Permanent employees:				Employed dire	ctly by yourself
Number of Temporary employees:				Employed on a specified perio	
Number of 'Agency' workers / provided by a labour agency:		Provided by a 3 rd _l			3 rd party
Number of Seasonal and casual employees over the past 3 months:	For a specific timefi work available				
Number of Workers in Subcontracted units (if applicable):					
Total Employee information (inclusive of all fields above)				Total of all fiel	ds above
Responsible Sourcing SAQ and audit history					
Have you previously completed a Responsible Sourcing SAQ (Anglo American SAQ or other customer) for the facility?	No -	not done before		Yes -Don	_
If YES, please state date of the last SAQ completed	t .				
Date(s) of last Responsible Sourcing / Social / Ethical audit	Res	sponsible Soui	cing audit t	уре	Date of audit
conducted on facility:					
Includes Ethical audits (SMETA, SA8000, other ETI-based audits) or					
those done on behalf of other customers.					
Other 3 rd Party Certification schemes at the facility	u las appli	cable)			
Details for any 3 rd party audit or certification schemes:		3 rd Party certi	fication type		Date of issue
betails for any 3 party addit or certification schemes.	,	5 Faity Certi	ilcation type		Date of issue
Includes Health and Safety related (e.g. OHSAS 18001/ISO45001)					
certification; Environment (e.g. Biodiversity, ISO14001, ISO50001)					
certification; Quality certification; etc.					
Declaration by person	on submit	ting this SA	Q		
By submitting this form, you hereby declare:					
 You are a duly authorised supplier representative; You are permitted to complete this SAQ on behalf of The information furnished herein is true, complete ar 	nd correct;			gn or Type in full i represen	
 You have reviewed the relevant Policies on Anglo Am You will regularly review and update information req 			-	Date	e



	Part A: Applicable to all sup	pliers						
Ref	Question	Options						
	Protect Safety and Healt	th						
	Does your company conduct any Health and Safety related training							
A1	and/or awareness campaigns for its employees?	Yes			No			
42	Are you aware of, and understand the Health and Safety related							
A2	legislation in the country(ies) where you operate?	Yes			No			
	Do you agree to promptly advise Anglo American of safety-related							
A3	incidents involving the equipment or services you provide (including							
Λ3	incidents with other customers), and highlight corrective / preventive	Yes			No			
	actions?							
	Do you agree to meet all Safety, Health and Environmental	П						
A4	requirements of the country, and any applicable Anglo American	Yes		No				
	Standards?							
	Protect our Environmer				1	1		
				_				
A5	Do you measure and monitor any environmental related performance	Yes	No bu with		No			
	for your business?			nths				
	In the past three years, did you have any accidental leaks, spills, or		_	٦	П			
۸۶	other discharges of hazardous substances into the air, land, or water	Yes	_	∟ lo	N/A to			
A6	(either harmful or potentially harmful to the environment)?	103	,		Industry			
	A6b. If yes, please indicate the number of incidents:	2 years ago	1 yea	r ago	This year			
		D:-l-+-						
	Respect Labour and Human	Rights		l				
A7	Do you agree to meet all Labour law requirements of the country, and							
	applicable Anglo American Standards for your business?	Yes		No				
A8	Do you have processes in place to validate age / date of birth of each							
40	worker?	Yes		No				
A9	What is the age of the youngest employee at your facility? Have you, or any of your suppliers, used child labour in the past 3	 						
A10	years?	∐ Yes		No				
AIU	A10b. If YES, please provide details:	163		L				
	Are any original identity related documents (passports, birth							
A11	certificates, national identity cards) retained by management?	Yes			No			
	Are workers required to lodge any security deposits or pay any							
A12	recruitment fees directly to your company?	Yes			No			
	A12b. If YES, please describe the fees and conditions			L				
	Do supervisors and managers receive training on harassment,							
A13	disciplinary, and grievance procedures?	Yes	N	lo	Not sure			
	A13b. If YES, please provide date of last training:		ı		1			
A14	Are workers members of any labour or collective bargaining]				
	organisation (e.g. Trade Union)?	Yes	N	lo	N/A			
	Do you have mechanisms which allow workers to voice concerns				П			
A15	related to labour conditions or other workplace grievances (including	Yes			No			
	discrimination)?							
A16	Typically, do all workers have at least 1 day (24 consecutive hours) off for every 7 days worked?						□ No	
	Do employment contracts contain all elements as required by the laws	Yes			No			
A17	in the country?	Yes			∐ No			
A18	Are all workers issued with signed copies of employment contracts?	Yes			No			
	Are leans or other advances provided to weeks == 2							
A19	Are loans or other advances provided to workers?	Yes		L	No			
	A19b. If YES, under what conditions do you provide these?			-				
A20	Do all workers receive pay slips clearly setting out how their wages are							
ıU	calculated and details of deductions?	Voc		Ī	No			



This refers to the Modern Slavery Act – MSA and similar legislation	Josure
A23 modern slavery? [This refers to the Modern Slavery Act – MSA and similar legislation] A24 Do you know where your suppliers source their goods and services from? (do you have visibility of the supply chain of your suppliers?) A25 Does a member of staff check and record that all workers (including agency staff) have valid documentation authorising them to work? Increase Social Accountability Yes Ves, our business is low risk No Noi	
from? (do you have visibility of the supply chain of your suppliers?) A25 Does a member of staff check and record that all workers (including agency staff) have valid documentation authorising them to work? Increase Social Accountability	_
agency staff) have valid documentation authorising them to work? Increase Social Accountability	
Do you undertake any internal or external campaigns aimed against	
A26 gender and child-based violence? Yes No	
A27 Do you commit to respect the human dignity and the rights of individuals where you operate? Do you commit to respect the human dignity and the rights of Yes No	
	☐ /A
Conduct business fairly and with Integrity	
A29 Do you have a process to ensure that all managers and / or people with responsibilities in your business understand policies prohibiting bribery, corruption and fraud?	
Are you aware that offers of gifts, entertainment or hospitality SHOULD NOT BE MADE to Anglo American staff and their agents? Yes No	
A31 Will you declare all current (and future) potential conflicts of interest when working with Anglo American? Will you declare all current (and future) potential conflicts of interest when working with Anglo American? Yes	
A32 In the past 3 years, has your company been investigated for corrupt, illegal, unethical or anti-competitive practices? In the past 3 years, has your company been investigated for corrupt, Yes No	
A33 Do you have controls in place to safeguard against the improper use, loss, theft, abuse, unauthorised access or disposal of customer information, assets and property?	
Are you aware of and committed to comply with, all applicable privacy laws?	
Are you aware of and committed to comply with applicable laws related to: anti-money laundering, anti-terrorism financing, and trade regulations?	



	Part B: If you manufacture or sup	pply good	S				
Ref	Question		Opt	ions			
	Protect Safety and Health – addition	nal questi	ions				
B1	Do you maintain all necessary permits and related documents for applicable Safety, Health and Environmental requirements of your Country / Industry?	Yes	□ No	Not sur	re N/A		
B2	Do you provide operating manuals, safety related information or other forms of instruction for the goods that you provide?	Yes		No			
	B3a. Do you currently record workplace Injury Rates?	Yes		ntiv record workplace injury Rates?		No No	
В3	B3b. If YES, have you had work-related fatalities in the past 3 years?	☐ Yes		□ No			
	B3c. If YES, state the number of work-related fatalities over the past 3 years:	2 years ago	1 yea	r ago	This year		
В4	Does your company utilise appropriately trained person(s) to support the identification and management of safety, health and environmental related risk?	U Yes	□ No	Not su	re N/A		
B5	Do you have trained first-aiders, and easy access to first-aid boxes / equipment at your facility?	Yes			□ No		
В6	Do your employees have unrestricted access, including transport to medical facilities, in the event of an emergency?	Yes			□ No		
В7	Do all employees and persons at your facility have unrestricted access to potable (drinking) water?	Yes		□ No			
B8	Do you have an appropriate fire warning system (audible alarms, emergency lighting, etc.), safety evacuation procedures, and fire-fighting equipment (including persons trained in their usage) at your facility?	☐ Yes	☐ Yes		□ No		
В9	B9a. Do you conduct regular fire drills, in accordance with Health and Safety requirements in your Country?	Yes N		lo II 2	Not sure Drill 3	_	
	B9b. If YES, please state the dates of the last 3 drills:			<u>::</u>			
D10	Are Material Safety Data Sheets (MSDS) / Safety Data Sheets (SDS) available for every chemical at your facility?	Yes	□ No	Not sur	re N/A		
B10	B10b. If YES, are they posted in the local language of workers who handle these?	☐ Yes	□ No	Not su	re N/A		
B11	Are all employees who require personal protective equipment (PPE) issued with these items at no charge?	Yes	_	lo	□ N/A		
B12	Are all employees required to undertake a safety induction when they start working for you?	Yes	□ No	□ Not sui	re N/A		
D42	Are there clean, separated toilets for men and women?	Yes		_ _			
B13	B13b. If YES, do these all contain basic supplies including toilet paper, soap and a means to dry hands?	Yes		No			
B14	In the past three years, have you been subject to any fines, Government investigation, or notice of prosecution for non- compliances with safety or health regulations?	☐ Yes		□ No			
B15	B14b. If YES, please provide details: (Where applicable) Are dormitory facilities: clean, safe, adequate to meet the basic needs of workers, and in accordance with National law requirements and fire codes?	Yes	_		□ N/A		



	Protect our Environment – addition	onal questi	ons		
	B16a. Do you have written procedures for the safe storage, use, and				
	disposal of each hazardous material (including chemicals and	Yes	No	N/A to	
	pesticides)?	<u> </u>		Industry	
B16	B16b. If YES, are these in the local language of workers?	Yes	No	N/A to	
	blob. If 125, are these in the local language of workers.	res	INO	Industry	
	B16c. Are they posted in areas where they are typically handled?	Yes	No	N/A to	
			П	Industry	
	Do you measure and monitor any environmental related performance		No but plan	No	
	for your business?		to*	<u> </u>	
	If YES, which of these do you currently measure:				-
	(i) Air quality and emissions	☐ Measure	d N	ot measured	
	/ii) Coulon omining		<u> </u>		1
	(ii) Carbon emissions	Measure	d No	ot measured	
B17	(iii) Energy efficiency				
		Measure	d No	ot measured	-
	(iv) GHG (Green House Gas)	Measure	d No	ot measured	
	(v) Water usage				
	(v) Water usage	Measure	d No	ot measured	_
	(vi) Waste management and recycling	\ \L	al 81.		
	Other (please specify)	Measure	<u>u No</u>	ot measured	-
	Respect Labour and Human Rights – ac	dditional au	iostions		
	Are all workers free to leave the facility during non-working hours or			П	
D40	at the end of their shift (this includes workers who live on facility)?	Yes		No	2/2
B18	B18b. If NO, please describe conditions under which they are not				2/-2
	permitted to leave:		ı	T	
B19	Do you, or any of your suppliers, use prison labour at production				
	facilities?	Yes	No	Not sure	
B20	Are physical searches conducted on workers when they enter or leave the facility?	Yes		□ No	
	How many hours is the legal maximum working week (including	165	<u> </u>	110	
B21	overtime) in your country?				
B22	Do you have a mechanism for the documentation and monitoring of				
DZZ	working and overtime hours?	Yes		No	
B23	Are the overtime premiums which you pay in line with National legal			□ Na	
	requirements? In the past 12 months, what was the highest recorded number of	Yes		No	
B24	working hours that an employee worked in a week (during your peak				
	production season)?				
B25	Typically, how much does the lowest paid production worker earn for				
	a standard working month (rounded up in US\$)?				
B26	How long is your average probationary period for new employees?				
B27	What percentage of your production is done away from your facility a workers homes?			%	
	Approximately what percentage of your workforce are provided				
B28	through agencies / labour brokers / outsourced labour companies?			%	
B29	Approximately what percentage of your workforce have "irregular"			%	
DZY	employment i.e. fixed-term / project based or short-term contracts?		1	/0	
B30	Do you make special arrangements for pregnant workers in the				
	workplace?	Yes		No	



Ref	Part C: If you provide technical services to	Anglo A		n site	:S	
	Protect Safety and Health – additio	nal que				
C1	Do you maintain all necessary permits and related documents for applicable Safety, Health and Environmental requirements of your Country / Industry?	☐ Yes	□ No	Not su	re N/A	
C2	Do you currently record workplace Injury Rates?	L Ye] es		No	
С3	Do you undertake any written risk assessments/job risk assessments for key tasks which may have a safety, health or environmental impact?	☐ Yes	□ No	Not su	re N/A	
C4	Do you have trained first-aiders, and easy access to first-aid boxes / equipment at your facility?	 Y€			No	
C5	Are Material Safety Data Sheets (MSDS) / Safety Data Sheets (SDS) available for every chemical at your facility? C5b. If YES, are they posted in the local language of workers who handle these?	Yes Yes	No No	Not su		
C6	Are all employees who require personal protective equipment (PPE) issued with these items at no charge?	Yes		J No	□ N/A	
C7	Do you agree that you will gain the appropriate permissions before conducting activity which may disturb land on Anglo American sites?	Yes Agree	_	sagree	N/A to Industry	
	Protect our Environment – addition	nal ques	stions			
	Do you have written procedures for the safe storage, use, and disposal of each hazardous material (including chemicals and pesticides)?	Yes	_	No	N/A to Industry	
C8	C8b. If YES, are these in the local language of workers who handle these materials?	Yes	_	No	N/A to Industry	-
	C8c. Are they posted in areas where they are typically handled?	Yes	-	No	N/A to Industry	-
С9	Do you measure and monitor any environmental related performance?	☐ Yes	_	No	□ N/A	
	Respect Labour and Human Rights – add	ditional	questi	ons		
C10	In the past 12 months, what was the highest recorded number of working hours that an employee worked in a week (during your peak production season)?					
C11	How long is your average probationary period for new employees?					
C12	How many hours is the legal maximum working week (including overtime) in your country?					
C13	Do you have a mechanism for the documentation and monitoring of working and overtime hours? [Documented proof of this may be requested]	Yes No		_		
C14	Approximately what percentage of your workforce have "irregular" employment i.e. fixed-term / project based or short-term contracts?				%	_



	Part D: If you provide contract mining, s	security or EP	CM se	ervices	5			
Ref	Question		Opti					
	Protect Safety and Health – add	itional questi	ons					
D1	In the past three years, have you been subjected to any fines, Government investigation, or notice of prosecution for non-compliances to any regulations?	Yes			No			
	D1b. If YES, please provide details:							
	Respect Labour and Human Rights –	additional qu	uestio	ns				
D2	Approximately what percentage of your workforce are provided through agencies / labour brokers / outsourced labour companies?				%			
D3	Typically, how much does the lowest paid production worker earn a standard working month (rounded up in US\$)?	for	1					
D4	Where provided, are dormitory facilities: clean, safe, adequate to meet the basic needs of workers, and in accordance with National requirements and fire codes?	law	No.	-	□ N/A			
	Increase Social Accountability – a	dditional que	stions					
D5	Are all personnel (including your suppliers) who provide security as security related services trained on the Voluntary Principles of Hun Rights and similar Anglo American Standards?		No	0	N/A We do not use security			
D6	Has your company assessed potential social impacts and risk to min host communities?	ning	No.	0	□ N/A			
D7	Are there mechanisms which will allow mining host communities, of other concerned individuals, to raise any grievances or concerns related to your activities?	or	Yes No		_			
	For which of these social and economic improvement activities do you current have programmes in place (at mining host community level)?							
	(i) Host community recruitment	Yes			No No			
	(ii) Host community skills development and training	Yes			No No			
D8	(iii) Preferential / inclusive procurement from host community Small and Medium sized businesses	Yes	_				_	
	(iv) Corporate Social Investment activities	Yes	No No					
	(v) Programmes to reduce harm to the environment	Yes			□ No			
	Please describe any other initiatives not mentioned							
D9	Will you be interested in collaborating with Anglo American on soc and economic improvement programmes?	ial			□ No			
D10	Do you have 'Chance-Find' Procedures or Policies to address poten							
D10	cultural heritage issues?	Yes			No			

Thank you for completing this Self-Assessment Questionnaire
For further information on Responsible Sourcing and our commitment to Ethical Value Chains,
please visit the Anglo American website, or contact your Supply Chain representative

www.angloamerican.com/suppliers/responsible-sourcing

E-mail RS@angloamerican.co.za

