



## Annual Supplier Standards Questionnaire (September 2019)

Womble Bond Dickinson is committed to demonstrating high standards of ethical, social and environmental responsibility and we value highly our relationships with our suppliers who share that commitment.

We do ask that all our suppliers meet certain minimum standards in this respect and we need to check that this continues to be the case where our relationship with our supplier is an ongoing one.

Please would you complete the following brief questionnaire and return it [Supplier.Management@wbd-uk.com](mailto:Supplier.Management@wbd-uk.com) before **19 September 2019**. **Please complete all highlighted areas by using the drop down 'Choose an item' to choose a response where available, and adding further information in the boxes provided where necessary.**

If as a result of your responses we have any concerns with regard to your organisation's compliance with our minimum standards or if we have any further questions, we will contact you to discuss them.

If you have time to complete question 7 and tell us more about anything your business has recently been doing or in which you have become involved in working to achieve those high standards of responsible business, we would really like to hear about your achievements and why we should be proud to work with you. We do appreciate that you are all busy people, though, so please do feel free to leave question 7 blank if you prefer.

### 1. YOUR DETAILS

Company or business name	
Company registered number (if applicable)	
Name and email address of person completing this questionnaire	

### 2. MODERN SLAVERY

Womble Bond Dickinson is committed to acting ethically and with integrity in all our business relationships and we take a zero tolerance approach to slavery and human trafficking. We aim to comply with the Modern Slavery Act 2015 (**MSA**) and expect our suppliers, and their supply chains, to take all reasonable and practical steps to comply with the MSA.

Please confirm your organisation is committed to a zero tolerance approach to slavery and human trafficking.	Choose an item.
	[Insert comment if unable to confirm]
Please confirm that your organisation takes all reasonable steps to ensure that it, and its	Choose an item.

supply chain, comply with the MSA.	
	[Insert comment if unable to confirm]
Has your organisation published a slavery and human trafficking statement, either voluntarily or in order to comply with the MSA?	Choose an item.
If so, please confirm that a link to this policy is available on your website or, if not, please provide a copy.	Choose an item.
Are you a member of or signatory to any anti-slavery initiative or organisation? If so, please give brief details.	Choose an item.
	[Insert brief details]
Do you have a written policy, code of conduct or similar in relation to slavery and human trafficking with which you ask your own suppliers to comply?	Choose an item.
Do you provide anti-slavery and human trafficking awareness training to your staff?	Choose an item.

### 3. PAYING A LIVING WAGE

We pay our employees in line with the Living Wage set by the Living Wage Foundation and we expect our suppliers to do the same, or at the least to be working towards doing so in the near future.

Does your organisation currently pay employees in line with the Living Wage?	Choose an item.
Do you require your suppliers to pay employees in line with the Living Wage?	Choose an item.
If your organisation does not currently pay employees in line with the Living Wage, do you expect to be doing so by this time next year?	Choose an item.

### 4. COMPLIANCE

We expect our suppliers and contractors to comply with all relevant legislation and regulations, and in particular, to take all reasonable steps to:

- **Anti-bribery and corruption**

Detect and prevent bribery and other forms of corruption in accordance with the Bribery Act 2010.

- **Data protection**

Process and protect personal information in accordance with the Data Protection Act 2018 and General Data Protection Regulation ((EU) 2016/679) (GDPR).

- **Equality and diversity**

Treat everyone fairly regardless of age, disability, race, religion or belief, sex or sexual orientation in accordance with the Equality Act 2010.

- **Environment**

Adopt environmentally sustainable practices and comply with all applicable environmental legislation.

- **Health and safety**

Provide and maintain safe working conditions, equipment and systems of work in accordance with the Health & Safety at Work Act 1974.

- **Prevent criminal facilitation of tax evasion**

Take appropriate steps to detect and prevent the criminal facilitation of tax evasion in accordance with the Criminal Finances Act 2017.

<b>Please confirm that your organisation complies with these expectations. If you are unable to do so, or consider that any of these expectations do not apply to your organisation, please provide a brief explanation as to why that is the case.</b>	Choose an item.
	[Insert brief details]

## 5. PERFORMANCE

<b>Please provide details of any convictions or improvement/enforcement notices or other enforcement action taken against your organisation, or any officer or person with powers of representation or control, in relation to breach or non-compliance with any area of law or regulation detailed in paragraphs 2 and 4 above within the past two years.</b>	Choose an item.
	[please insert details here]

<b>Please confirm that you will notify us promptly of any future convictions or improvement/enforcement notices or other enforcement action taken against your</b>	Choose an item.
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organisation, or any officer or person with powers of representation or control, in relation to breach or non-compliance with any area of law or regulation detailed in paragraphs 2 and 4 above.	
	[Insert comment if unable to confirm]

**6. BUSINESS CONTINUITY**

Please confirm that your organisation has and tests a business continuity policy. If you do not have a business continuity policy, please explain briefly what measures your organisation would take to secure its supply of goods or services to us in the event of an emergency situation or business interruption.	Choose an item.
	[Insert measures here]

**7. ADDITIONAL INFORMATION ABOUT YOUR ORGANISATION AND ITS APPROACH TO RESPONSIBLE BUSINESS**

If you would like to tell us more about what your business has recently been doing, or in which it has become involved, in working to achieve high standards of responsible business, we would really like to hear about your achievements and why we should be proud to work with you.

Please include any additional information here:

Signed by [insert name of person signing] .....

On behalf of [insert name of organisation] Director

Dated:.....

