

Section 1: GENERAL

1.1 Do you comply with all applicable laws and regulations?

*Mandatory

Yes

No

1.2 Will you inform UPM immediately if you are unable to comply with UPM Supplier and Third Party Code?

*Mandatory

Yes

No

Section 2: Most recent date of reviewing your answers in the questionnaire

2.1 Please provide the date in DD.MM.YYYY format

*Mandatory

Section 3: RESPECT PEOPLE AND HUMAN RIGHTS

3.1 Do you comply with the United Nations Universal Declaration of Human Rights, fundamental conventions of the International Labour Organization (ILO) and the 10 principles of United Nations Global Compact?

Yes

No

3.2 Do you respect universal human rights (such as freedom of thought, opinion, expression, religion and right to assemble peacefully, as well as freedom from any discrimination based on e.g. race, age, nationality, gender or sexual orientation)?

*Mandatory

Yes

No

3.3 Do you respect the fundamental International Labour Organization (ILO) conventions and local legislation regarding working time and compensation?

*Mandatory

Yes

No

3.4 Do you ensure that no forms of forced or child labour is used at any of your operations or activities and no workers under the age of 15 are employed?

*Mandatory

Yes

No

3.5 If forced or child labour is found in your operations, will you inform UPM immediately and undertake to remedy the situation in accordance with principles acceptable to UPM?

***Mandatory**

Yes

No

3.6 Do you ensure the health, safety and security of employees, visitors and other people impacted by your operations??

***Mandatory**

Yes

No

3.7 Will you comply with UPM's safety requirements when working at or visiting at UPM premises and carry out necessary safety training?

***Mandatory**

Yes

No

Section 4: TAKE CARE OF ENVIRONMENTAL IMPACT AND PRODUCT SAFETY

4.1 Do you minimize negative environmental impact to land, water, biodiversity and air?

***Mandatory**

Yes

No

4.2 Do you manage any waste generated from your operations or from products or customers' assets in your possession, including the treatment of hazardous waste according to legislation and manufacturer's instructions?

***Mandatory**

Yes

No

Section 5: ZERO TOLERANCE FOR CORRUPTION AND BRIBERY

5.1 Do you agree that you shall in no circumstances directly or indirectly pay, give, offer or approve bribes to government officials or to private individuals?

***Mandatory**

Yes

No

5.2 Do you agree that you shall in no circumstances directly or indirectly receive, solicit or accept a bribe from any party?

***Mandatory**

Yes

No

5.3 Do you agree that you shall refrain from any activity that could even create the appearance of bribery, corruption or other impropriety?

*Mandatory

Yes

No

5.4 Do you maintain adequate procedures to prevent corruption and bribery in your operations?

*Mandatory

Yes

No

5.5 Will you inform UPM immediately if any corruption or bribery is observed among UPM employees?

*Mandatory

Yes

No

Section 6: BUSINESS TRANSPARENCY

6.1 Are you a legal entity duly organised and legitimately existing under the applicable laws?

*Mandatory

Yes

No

6.2 Do you have the right to conduct your business, enter into an agreement with UPM and perform your obligations thereunder?

*Mandatory

Yes

No

6.3 Do you maintain a valid liability insurance and an adequate insurance policy with a reputable insurer for liabilities which might affect UPM?

*Mandatory

Yes

No

6.4 Are you aware of the risks to which you are subject?

Yes

No

6.5 Do you have adequate risk mitigation procedures?

*Mandatory

Yes

No

6.6 Will you notify UPM immediately if the risks might have an impact on UPM's business?

Yes

No

6.7 Do you comply fully with all applicable tax legislation?

*Mandatory

Yes No

6.8 Do you pay all taxes and other official payments as established by authorities?

*Mandatory

Yes No

6.9 Do you comply fully with all applicable anti-money laundering laws and trade sanctions regimes?

*Mandatory

Yes No

Section 7: COMPLIANCE WITH COMPETITION LAWS

7.1 Do you comply with all applicable competition laws?

*Mandatory

Yes No

7.2 Do you agree that you shall not conclude or engage in competitively-prohibited agreements, trade practices or meetings with customers, distributors, suppliers or other business partners?

*Mandatory

Yes No

7.3 Do you agree that you shall not otherwise engage in any anti-competitive practices?

*Mandatory

Yes No

Section 8: PROTECT ASSETS AND INFORMATION LAWS

8.1 Will you handle UPM's assets with care?

*Mandatory

Yes No

8.2 Will you protect UPM's confidential information against unauthorised use or disclosure?

*Mandatory

Yes No

8.3 Do you agree that you shall not publish any announcements, press releases or other public disclosures concerning UPM without UPM's approval?

*Mandatory

Yes No

8.4 Do you respect others' intellectual property rights?

*Mandatory

Yes No

8.5 Do you agree that you shall avoid all conflicts of interest with UPM and notify UPM immediately if any such instances occur?

*Mandatory

Yes No

Section 9: SOURCE RESPONSIBLY

9.1 Do you know and select your business partners carefully in order to identify and mitigate the risks of becoming involved in illegal business activities or violation of any requirements of UPM Supplier and Third Party Code?

*Mandatory

Yes No

9.2 Do you keep complete and accurate records of all business transactions?

*Mandatory

Yes No

9.3 Do you keep complete and accurate records of all business transactions?

*Mandatory

Yes No

Section 10: ENGAGE WITH STAKEHOLDERS AND SOCIETY

10.1 Do you communicate with your stakeholders openly and transparently and promote dialogue with stakeholders?

*Mandatory

Yes No

10.2 Do you make a positive contribution to the well-being and development of your local communities, whenever possible?

*Mandatory

Yes No

10.3 In instances where business is conducted with local governments, do you ensure that anti-corruption laws are not violated and cooperation is accomplished in compliance with the principles of UPM Supplier and Third Party Code?

*Mandatory

Yes No

Section 11: COMPLIANCE BELONGS TO EVERYBODY

11.1 Will you permit UPM to verify compliance with UPM Supplier and Third Party Code through on-site audits conducted by internal or external resources?

*Mandatory

Yes

No

11.2 Will you respond to UPM's surveys in a timely manner?

*Mandatory

Yes

No

11.3 Do you understand that the violation of laws or of UPM Supplier and Third Party Code, or failure to take corrective action, is considered by UPM to be a breach of contract and may entitle UPM to terminate the business relationship with you?

*Mandatory

Yes

No

11.4 Do you provide employees with means to raise their concerns anonymously about misbehaviour or to suggest improvement or give general feedback?

*Mandatory

Yes

No

11.5 Will you report immediately to UPM any suspected or observed breach of UPM Supplier and Third Party Code?

*Mandatory

Yes

No

Section 12: Category Specific Requirements for Raw Materials - Please Answer Only if You Supply Raw Materials

12.1 Are you PMC or Packaging supplier?

Yes

No

12.2 Do you have deliveries to Europe?

Yes

No

12.3 All suppliers shall accept to comply with the following:

To have an environmental management system in place.

Yes

No

12.4 All suppliers shall accept to comply with the following:

To have a documented quality management system in place as compliant with ISO9001 or stronger internationally recognized standard.

Yes No

12.5 All suppliers (excluding PMC and packaging suppliers) shall accept to comply with the following:

To be fully compliant with the requirements of the European Community REACH (Registration, Evaluation, Authorisation and Restriction of Chemicals) and CLP (Classification, Labelling and Packaging) regulations.

Yes No

12.6 All suppliers shall accept to comply with the following:

To be fully compliant with the UPM Restricted Chemical Substance List. Please download it from:

<http://www.upm.com/About-us/For-suppliers/Requirements/Pages/Chemicals.aspx>

Yes No

12.7 All suppliers shall accept to comply with the following:

To disclose if the product delivered to UPM contains genetically modified elements (GMO).

Yes No

12.8 All suppliers shall accept to comply with the following:

To approve UPM safety requirements (www.upm.com) and to ensure that all of supplier's employees and subcontractors executing physical work or operating heavy-duty vehicle or equipment at any UPM premises will comply with site-specific safety instructions and wear the necessary protective clothing.

Yes No

12.9 All suppliers shall accept to comply with the following:

To ensure that all sensitive UPM information is classified and will be limited only for those persons who have a need to use this information for the purpose of serving UPM.

Yes No

12.10 All suppliers shall accept to comply with the following:

To ensure that every product or service delivered to UPM meets the specification.

Yes No

12.11 All suppliers with deliveries to Europe shall accept to comply with the following:

To ensure that the products delivered shall be packed with materials complying with the essential requirements of EU Packaging directive 94.62 EC, the International Plant Protection Convention (IPPC) and relevant national ordinances

Yes No

12.12 All suppliers (excluding PMC and packaging suppliers) with deliveries to Europe shall accept to comply with the following:

To ensure that the chemicals delivered meets the current criteria of EU Ecolabel (valid 7.6.2011-7.6.2015)**

**<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CELEX:32011D0333:EN:NOT>

Yes No

12.13 All suppliers of phenolic overlays shall accept to comply with the following:

To ensure that product is FSC (Forest Stewardship Council) controlled wood.

Yes

No

Section 13: Category Specific Requirements for Indirect Materials and Services - Please Answer Only if You Supply Indirect Materials or Services

13.1 All suppliers shall accept to comply with the following:

To have a documented quality management system in place as compliant with ISO9001, ITIL or other internationally recognized standard relevant to the supplier's business area and scope.

Yes

No

13.2 All IT suppliers shall accept to comply with the following:

To comply with European Union directive 95/46/EC in case there is a need to use classified UPM information.

Yes

No

13.3 All IT suppliers shall accept to comply with the following:

To have a SAS70 (Statement of Auditing Standard) certificate for IT service provider.

Yes

No

13.4 All suppliers shall accept to comply with the following:

To approve UPM safety requirements (www.upm.com) and to ensure that all of supplier's employees and subcontractors executing physical work at any UPM premises will comply with site-specific safety instructions.

Yes

No

13.5 All suppliers shall accept to comply with the following:

To continuously improve the energy performance by using more efficient services, products and equipment and provide all necessary information at UPMs request.

Yes

No

13.6 All suppliers shall accept to comply with the following:

To ensure that every product or service delivered to UPM meets the specification and UPM performance requirements as well as technical regulations for manufacturing or processing.

Yes

No

13.7 All suppliers shall accept to comply with the following:

To ensure that all sensitive UPM information is classified and will be limited only for those persons who have a need to use this information for the purpose of serving UPM.

Yes

No

13.8 All suppliers shall accept to comply with the following:

To inform UPM and take additional actions in the event that there will be delays with the confirmed deliveries by being able to track them.

Yes

No

Section 14: Category Specific Requirements for Recycled Paper - Please Answer Only if You Supply Recycled Paper

14.1 All suppliers shall accept to comply with the following:

To confirm that the business has a robust code of conduct policy that sets out the standard of responsible behaviour expected from each employee of business.

Yes

No

14.2 All IT suppliers shall accept to comply with the following:

To have the necessary planning consents and permits for all your site activities.

Yes

No

Section 15: Category Specific Requirements for Logistics - Please Answer Only if You Provide Logistic Services

15.1 All suppliers shall accept to comply with the following:

To have an environmental management system in place.

Yes

No

15.2 All IT suppliers shall accept to comply with the following:

To be compliant with Authorised Economic Operator requirements and/or accredited AEO.

Yes

No

15.3 All IT suppliers shall accept to comply with the following:

To be conversant with and adhere to UPM Cargo Handling Manual.

Yes

No

Section 16: Category Specific Requirements for Pulp - Please Answer Only if You Supply Pulp

Suppliers shall accept to comply with the following:

It shall be noted that UPM prefers suppliers delivering pulp coming from FSC & FEFC Certified forests but also recognizes The Canadian Standards Association (CSA) and the Sustainable Forestry Initiative (SFI)

16.1 Use Best Available Technology (BAT) to minimize environmental loading

Multiple choice / Single answer

Answer:

Comments:

16.2 Have a third party Certified origin of wood/chain-of-custody monitoring system in place

Multiple choice / Single answer

Answer:

Comments:

16.3 Deliver pulp that fulfil FSC Controlled Wood and PEFC Due Diligence System requirements

Multiple choice / Single answer

Answer:

Comments:

16.4 Ensure that no illegal logging has been done and additionally approve the source of logging by local authorities

Multiple choice / Single answer

Answer:

Comments:

16.5 For deliveries in North America, the supplier shall ensure that

Multiple choice / Single answer

Answer:

Comments:

16.6 For deliveries in Europe, the supplier shall: Ensure that the pulp delivered meets the current criteria of EU Ecolabel (valid 7.6.2011-7.6.2015)**

Multiple choice / Single answer

**<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CELEX:32011D0333:EN:NOT>

Answer:

Comments:

16.7 For deliveries in Europe, the supplier shall: The Supplier shall be EU Ecolabel approved by an official EU competent body

Multiple choice / Single answer

Answer:

Comments: