

UPM Supplier and Third Party Code - Questionnaire

Company

Respondent

Date

1.	General	
	Do you comply with all applicable laws and regulations?	
	Will you inform UPM immediately if you are unable to comply with UPM Supplier and Third Party Code?	
2.	Respect people and human rights	
	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?	
	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)?	
	Do you respect the fundamental ILO conventions and local legislation regarding working time and compensation?	
	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?	
	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?	
	Do you ensure the health, safety and security of employees, visitors and other people impacted by your operations?	
	Will you comply with UPM's safety requirements when working at or visiting at UPM premises and carry out necessary safety training?	
3.	Take care of environmental impact and product safety	
	Do you minimize negative environmental impact to land, water, biodiversity and air?	
	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?	
4.	Zero tolerance for corruption and bribery	
	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?	
	Do you agree that you shall in no circumstances directly or indirectly receive, solicit or accept a bribe from any party?	
	Do you agree that you shall refrain from any activity that could even create the appearance of bribery, corruption or other impropriety?	

	Do you maintain adequate procedures to prevent corruption and bribery in your operations?	
	Will you inform UPM immediately if any corruption or bribery is observed among UPM employees?	
5.	Business transparency	
	Are you a legal entity duly organised and legitimately existing under the applicable laws?	
	Do you have the right to conduct your business, enter into an agreement with UPM and perform your obligations thereunder?	
	Do you maintain a valid liability insurance and an adequate insurance policy with a reputable insurer for liabilities which might affect UPM?	
	Are you aware of the risks to which you are subject?	
	Do you have adequate risk mitigation procedures?	
	Will you notify UPM immediately if the risks might have an impact on UPM's business?	
	Do you comply fully with all applicable tax legislation?	
	Do you pay all taxes and other official payments as established by authorities?	
	Do you comply fully with all applicable anti-money laundering laws and trade sanctions regimes?	
6.	Compliance with competition laws	
	Do you comply with all applicable competition laws?	
	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?	
	Do you agree that you shall not otherwise engage in any anti-competitive practices?	
7.	Protect assets and information	
	Will you handle UPM's assets with care?	
	Will you protect UPM's confidential information against unauthorised use or disclosure?	
	Do you agree that you shall not publish any announcements, press releases or other public disclosures concerning UPM without UPM's approval?	
	Do you respect others' intellectual property rights?	
	Do you agree that you shall avoid all conflicts of interest with UPM and notify UPM immediately if any such instances occur?	
8.	Source responsibly	
	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?	
	Do you keep complete and accurate records of all business transactions?	
	Will you promote the requirements described in UPM Supplier and Third Party Code to additional stages in your supply chain?	
9.	Engage with stakeholders and society	
	Do you communicate with your stakeholders openly and transparently and promote dialogue with stakeholders?	
	Do you make a positive contribution to the well-being and development of your local communities, whenever possible?	
	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?	

10.	Compliance belongs to everybody	
	Will you permit UPM to verify compliance with UPM Supplier and Third Party Code through on-site audits conducted by internal or external resources?	
	Will you respond to UPM's surveys in a timely manner?	
	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?	
	Do you provide employees with means to raise their concerns anonymously about misbehaviour or to suggest improvement or give general feedback?	
	Will you report immediately to UPM any suspected or observed breach of UPM Supplier and Third Party Code?	