



For Suppliers to Capi Education BV.

Capi Education is committed to the responsible manufacture and provision of goods and services and has a duty to ensure that all goods sold have been manufactured in lawful, fair, safe and healthy working conditions.

Please complete this questionnaire to the best of your knowledge:

SUPPLIER/MANUFACTURER INFORMATION:

Manufacturer Name :	
Any Other Trading Names :	
Manufacturer Address :	
Manufacturer Telephone :	
Manufacturer Fax :	
Manufacturer Contacts	
Year Established :	

1. EMPLOYMENT IS FREELY CHOSEN			
1.1	Are workers required to lodge “deposits” or their identity papers with their employer?	Yes	No
1.2	Are workers free to leave their employer after reasonable notice?	Yes	No
1.3	Do workers have the right to join or form trade unions of their own choosing and to bargain collectively?	Yes	No
1.4	Does the employer adopt an open attitude towards the activities of trade unions and their organisational activities?	Yes	No



2. WORKING CONDITIONS ARE SAFE AND HYGIENIC

2.1	Is a safe and hygienic working environment provided?	Yes	No
2.2	Do workers receive regular and recorded health and safety training?	Yes	No



2.3	Is Personal Protective Equipment supplied where necessary?	Yes	No
2.4	Do workers have access to clean toilet facilities and to an adequate supply of cool, clean drinking water?	Yes	No
2.5	Is accommodation, where provided, clean, safe and does it meet the basic needs of the workers?	Yes	No
2.6	Does the company assign responsibility for health and safety to a senior management representative? If YES, who? Name _____	Yes	No

3. CHILD LABOUR AND LIVING WAGES

3.1	What is the age of the youngest worker?		
3.2	Do wages and benefits paid for a standard working week meet the minimum allowed by law?	Yes	No
3.3	What is the current minimum hourly rate paid?		
3.4	Are all workers provided with written information about their employment conditions in respect to wages before they enter employment and about the particulars of their wages for the pay period concerned each time that they are paid?	Yes	No
3.5	Are all disciplinary measures recorded?	Yes	No

4. WORKING HOURS ARE NOT EXCESSIVE

4.1	What are the working hours? Morning _____ to _____ Afternoon _____ to _____ Evening _____ to _____		
		Yes	No



4.2	Are workers required to work in excess of 48 hours per week? (Excluding overtime)		
4.3	Are workers provided with at least one day off for every 7-day period on average?	Yes	No
4.4	Is overtime voluntary?	Yes	No



5. NO DISCRIMINATION IS PRACTISED		
5.1 Is there any discrimination in hiring, compensation, access to training, promotion, termination or retirement based on race, caste, national origin, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation?	Yes	No
6. HARSH OR INHUMANE TREATMENT, BRIBARY OR CORRUPTION		
6.1 Is there any physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation?	Yes	No
6.2 Is there any use of bribery or corruption?	Yes	No
6.3 If sub-contractors are used, do they follow the Nexus TEC Limited Ethical Sourcing Policy?	Yes	No
7. ENVIRONMENT		
7.1 Are local and international environmental laws and regulations adhered to?	Yes	No

The details above have been completed by: -

Name: - _____(Name of person in block letters)

Signed by: - _____

On behalf of: - _____(Company Name)



Date: -
